




OFFICE OF THE
ASSOCIATE VICE PRESIDENT ACADEMIC AND ASSOCIATE PROVOST

MEMO

ATTENTION	Senate	
FROM	Bill Krane, Chair Senate Committee on Undergraduate Studies	
RE	Changes to the Undergraduate Enrolment Deposit (SCUS 09-30)	
DATE	April 3, 2009	

For information:

Acting under delegated authority at its meeting of April 2, 2009, SCUS approved the following curriculum revisions:

1. Changes to the Undergraduate Enrolment Deposit (SCUS 09-30)
The elimination of the registration deposit.

Rationale

The enrolment deposit of \$100 per term is applied to tuition, and will ultimately be collected by the University. As well, the enrolment deposit is fully refundable, and the system will automatically apply it to future semesters if a student does not register (or if the student withdraws from a semester while still eligible for a 100% refund). Many students want or need receipts for their payments, which are not currently available online; this means that the deposit is essentially a transactional item of no ultimate benefit to the University, and causes line-ups and delays at the Front Counters of all three campuses.

Secretary's Note:

Incomplete information pertaining to the elimination of the enrolment deposit was presented to Senate. The information presented to Senate should have included both undergraduate and graduate students. This paper has been revised to include the information pertaining to graduate students.



STUDENT SERVICES
REGISTRAR AND STUDENT ENROLMENT

MEMO

Student Services
MBC 3000
8888 University Drive
Burnaby, BC V5A1S6
Canada

ATTENTION	Board of Governors
FROM	Dr. Nello Angerilli, Associate Vice-President, Students and International & Dr. Wade Parkhouse, Dean of Graduate Studies
RE	Elimination of the Continuing Student Enrolment Deposit
DATE	April 23, 2009

Registrar and Student Enrolment Services and the Office of the Dean of Graduate Studies are proposing to remove the enrolment deposit for continuing students. In the place of the enrolment deposit, students would be required to have a non-negative balance in their account, prior to being released to the registration system.

Motion:

“that the elimination of the enrolment deposit dated April 23, 2009 be approved for implementation in the 2009 Fall semester.”

Rationale

The enrolment deposit of \$100 per term is applied to tuition, and will ultimately be collected by the University. As well, the enrolment deposit is fully refundable, and the system will automatically apply it to future semesters if a student does not register (or if the student withdraws from a semester while still eligible for a 100% refund). Many students want or need receipts for their payments, which are not currently available online; this means that the deposit is essentially a transactional item of no ultimate benefit to the University, and causes line-ups and delays at the Front Counters of all three campuses.

Current Calendar Entries

(Undergraduate)

Payment of the Enrolment Deposit for Continuing Students

Continuing students enrolling for their second or subsequent term are required to pay an enrolment deposit of \$100. Payment must be received and posted to the student account before a student will be given access to the enrolment system to select courses. Students must pay the enrolment deposit at least five working days prior to attempting to enrol in classes.

The deposit will be applied to the cost of tuition. The deposit is not an additional fee.

Payment of the deposit is considered by the University to be a commitment by a student to attend the term.

Payment of the deposit cannot be deferred. Students eligible for any awards or sponsorships will receive a refund from Student Services when the appropriate units are received and processed.



STUDENT SERVICES
REGISTRAR AND STUDENT ENROLMENT

Students who are eligible for tuition fee waivers or holders of Faculty of Education tuition fee certificates (school associate certificates) must submit to Student Services the properly completed forms and payment for the total amount of the student activity fee, athletic fee, UPass (if applicable), and student services fee each term no later than the tuition and fee payment deadline.

(Graduate)

Time of Payment

In order to enrol, students must have a credit balance of at least \$100 in their accounts. Students must be enrolled for the term before any payment of graduate awards can be made in that term. A student applying for Canada student loans should make arrangements to pay fees from other sources, as loans cannot be authorized until the student is officially enrolled.

See "Payment of Fees" on page 39 for a description of various payment methods.

Revised Calendar Entry

In the forthcoming calendar, the Graduate Studies section on fees refers to the Undergraduate Studies section. The below paragraph will replace the current one in the Undergraduate Studies section.

Outstanding Accounts

Students are required to pay any outstanding balance in their account to be eligible to enrol in classes. In order to ensure sufficient time for payments to clear, students should pay the balance of these accounts five working days prior to attempting to enrol in classes.

Dr. Nello Angerilli
Associate Vice-President, Students and International

Dr. Wade Parkhouse
Dean of Graduate Studies



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8888 University Drive
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ATTENTION	SCUS
FROM	Kate Ross Registrar & Senior Director, Student Enrolment
RE	Elimination of the Continuing Undergraduate Registration Deposit
DATE	March 27, 2009

Registrar and Student Enrolment Services is proposing to remove the enrolment deposit continuing undergraduate students.

Motion:

“that SCUS approve and recommend to Senate the elimination of the \$100 enrolment deposit for continuing undergraduate students in favour of the requirement that students have a non-negative account balance, effective for the 2009 Fall semester.”

Rationale

The enrolment deposit of \$100 per term is applied to tuition, and will ultimately be collected by the University. As well, the enrolment deposit is fully refundable, and the system will automatically apply it to future semesters if a student does not register (or if the student withdraws from a semester while still eligible for a 100% refund). Many students want or need receipts for their payments, which are not currently available online; this means that the deposit is essentially a transactional item of no ultimate benefit to the University, and causes line-ups and delays at the Front Counters of all three campuses.

Current Calendar Entry

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Payment of the deposit is considered by the University to be a commitment by a student to attend the term.

Payment of the deposit cannot be deferred. Students eligible for any awards or sponsorships will receive a refund from Student Services when the appropriate units are received and processed.

Students who are eligible for tuition fee waivers or holders of Faculty of Education tuition fee

STUDENT SERVICES
REGISTRAR AND STUDENT ENROLMENT

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Revised Calendar Entry

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Students are required to pay any outstanding balance in their account to be eligible to enrol in classes. In order to ensure sufficient time for payments to clear, students should pay the balance of these accounts five working days prior to attempting to enrol in classes.