POLICY

Academic Fees and Refunds

Approval Authority: Senate

Established On: April 19, 2023

Amendments: February 13, 2025

Category: Academic

1.0 POLICY STATEMENT

Unless noted, programs are funded by the Ministry of Colleges and Universities and are bound by the Tuition Fee Framework and Ancillary Fee Guidelines for Publicly Assisted Universities.

2.0 SCOPE

This policy will govern the setting of academic fees and scheduling of refunds at NOSM University for all programs of study.

3.0 POLICY TERMS

Ancillary Fees

An ancillary fee is defined as a fee imposed or administered by a given institution, or one of its constituent parts or its federated or affiliated institutions, in addition to regular tuition fees, which a student pays for a service or product.

A compulsory ancillary fee is defined as a fee imposed or administered by a given institution, or one of its constituent parts or its federated or affiliated institutions, in addition to regular tuition fees, which a student is required to pay to enroll in, or complete, any credit course.

To introduce a new compulsory ancillary fee or to increase an existing compulsory ancillary fee an ancillary fee protocol must be performed. Fee protocol documentation is set out by the Ministry of Colleges and Universities (MCU) Tuition Framework and Guidelines.

The introduction of new non-compulsory ancillary fees, or the increase of existing non-compulsory ancillary fees, will not be subject to ancillary fee protocol requirements.

To understand the Ancillary fees currently levied at NOSM University please consult Appendix A.

Fees Owing

By the action of registration, all learners become bound by the policies and regulations of NOSM University. All learners are responsible for familiarizing themselves with NOSM University’s policy and regulations. (Academic Fee and Refund Policy, Academic Schedule)

Registration is not considered complete until the tuition and ancillary fees are paid. Default of fees may result in a learner's registration being cancelled.

Learners with amounts owing to the university will not be permitted to register in future sessions, receive their degree certificate, receive an official transcript, or receive a confirmation of enrollment.

Tuition, registration, and ancillary fee payments are to be received according to the payment due dates noted in the Academic Fee Schedule Failure to pay account fees on time may result in, late fees, academic holds and/or deregistration.

Graduate students who are active in the Master of Medical Studies -Thesis program must be registered in the thesis course in each of the three terms of the academic year. If by the last day to add a course in any one term, the student has not registered in GMMS 6009, the Registrar's office will automatically register that student in GMMS 6009 and **all associated tuition and fees will be due** by the deadlines noted in the Academic Fee Schedule

Please note that the Academic and Financial deadlines dates are *different.*

Refunds

To be eligible for a full or partial refund, the student must first drop courses and or withdraw from their program, and there must be a credit balance on the overall account.

All charges and outstanding fees accrued to the drop date or date of withdrawal will remain due and payable on the student's account. The partial or total reimbursement of tuition fees depends on the official date of withdrawal as registered on the student's file. Any eligible refund will be issued to the original payer and to the original method in which it was paid.

If the student is the original payer, and the funds came from a Canadian bank account, the refund will be issued by direct deposit.

For learners who are sponsored who make withdrawals or make any registration adjustment that results in a credit balance, the sponsoring organizations will receive a refund directly. If the sponsor wishes to allocate the refunded balance to the learner, they must do that independently. NOSM University will issue all sponsored account refunds to the original payer.

Sponsorship payments are bound by the Refund Policy and Schedule.

No refund of Ancillary Fees will be given after the final date to register in the term. Please see the Schedule of Academic Fees for a list.

All graduate students must be registered in each of the three semesters of the academic year throughout their program until all academic requirements are met and they have been deemed eligible to graduate. There is a minimum fee for all graduate degrees, and this will depend on the semester fees in effect at the time of first registration. Semester fees are subject to review at least annually.

For students enrolled in a Graduate Studies program(s) the amount of the tuition adjustment will be determined by the date on which the course or program has been dropped. The amount will be

prorated in accordance with the **Graduate Studies Refund Schedule**. Aside from **withdrawal** from the program, Graduate students must register and pay per term, *until graduation*. Accordingly, there is no adjustment of fees for early completion within the last term of study.

Please note that students should not deliberately overpay their student account. In cases where payments exceed the amount of the student's tuition fees for the session, where no fees are billed, or where payment for student living expenses is made to the University, the University reserves the right to hold the credit on account for (a) subsequent academic session(s) or to return the funds to the original payer, by the original method of payment. Normal Refund Administration and International Wire Transfer fees will apply.

All tuition deposit payments are non refundable up to a maximum amount of $500.

Fee payment Deadlines

Due Date		
August 15	**Fall/Winter Fees**	● Undergraduate students pay their first installments ● Graduate Students Pay their Fall Term fees.
December 15	**All remaining balances due for Fall/Winter.**	● Undergraduate students pay their second installment ● Graduate Students pay the Winter Term Fee.
May 1	**Spring/Summer Term Fees**	● Graduate Students pay the Spring/Summer Term Fee.

A late payment fee of $100 will be charged for *each* missed due date unless a learner has pending financial aid.

Note: If no fees are paid by September 21st, course registration is subject to cancellation and all academic records will be frozen.

All graduate students must register and pay per term until graduation. There are 3 terms per year including Fall (September to December), Winter (January to April), Spring/Summer (May to August). Term fees are due as noted in the NOSM U Payment Due Dates Schedule.

REFUND SCHEDULES will be updated each year according to the Schedule of Dates Policy

Meeting the requirements of the Refund Policy will determine if a learner is eligible for a refund, meeting the deadlines alone is not the only consideration.

4.0 INTERPRETATION

If there is a need for interpretation, questions should be addressed to the Registrar.

6.0 RELATED DOCUMENTS

- Tuition Fee Framework and Ancillary Fee Guidelines, Publicly Assisted Universities
- NOSM University Graduate Studies Student Handbook
- Schedule of Dates Policy

AUTHORITIES AND OFFICERS

The following is a list of authorities and officers for this policy:

a. Approving Authority: University Senate

b. Responsible Officer: Provost and Vice President

c. Procedural Authority: University Registrar

d. Procedural Officer: University Registrar

Review and Revision History

Review Period: every 3 years or as required

Date for Next Review: 2028

Appendix A

Components of NOSM U Compulsory ancillary fees

- Campus Safety Fee – is applied directly to campus security services provided on NOSM U campuses.
- Student Health and Wellness Fee – is applied directly to Student Health and Wellness programming through Learner Support Services.

NOSM U Student Council Compulsory Ancillary Fees

- Student Health Plan – Extended health plan that includes drugs, vision, dental and paramedical.
- Administrative Fee – is applied directly to NOSM U Student Council to aid in covering the cost of running the functions of the Council.
- Canadian Federation of Medical Students Dues – applied directly to MD students only for CFMS dues.
- Executive Portfolio Fee – applied directly to the MD students for student council administration.