

2010-2011
**Guide to Sheridan
Fees & Financial Aid**



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WELCOME TO ALL NEW AND RETURNING STUDENTS!

Committing to your future through the pursuit of higher education and career preparation is one of the most important investments you can make. This booklet contains vital information for you with respect to fees, bursaries, awards and scholarships, financial assistance, and OSAP. I hope that you will take advantage of all that Sheridan has to offer as you embark on, or continue, your academic journey with us.

Sincerely,



Ian Marley

Vice President, Student Services and Information Technology

For questions about Financial Aid and Awards or your fees, please contact:

Office of the Registrar
905-845-9430 (Oakville calling area)
905-459-7533 (Brampton calling area)
905-681-4611 (Hamilton calling area)
Email: infosheridan@sheridaninstitute.ca

HOW TO PAY

PAYMENT OF YOUR FEES

The fee invoice you've received itemizes the fees charged for your program. Students with outstanding charges or other indebtedness will not be eligible to return to Sheridan until all amounts owed have been paid. Payment by the deadline will reserve your seat in a program, allow you to continue in class, write examinations, receive reports, and maintain academic evaluation.

*Note: First year students in deregulated programs have the option of paying \$2,500 by June 23, 2010 and the balance by August 11, 2010. The late payment charge applies for payment received after the applicable due date. Students who pay for two or more consecutive terms in advance will receive a full refund of subsequent term fees providing the withdrawal is received prior to the fee payment deadline date of the subsequent term. .

OSAP Tuition Deferrals

Students who apply for assistance from the Ontario Student Assistance Program (OSAP) are eligible to defer payment of fees until receipt of their loan. All OSAP students who wish to defer their tuition fees must make a \$300 down payment by the deadline date specified on their Fee Invoice. OSAP tuition deferrals are available only for OSAP applicants. Please refer to Financial Assistance on page 11 for other important details regarding OSAP and other sources of financial assistance.

Payment is accepted as follows:

Through your Bank

You may pay in person at a branch of your bank or financial institution, or through your financial institution's automated, telephone or online banking services. Please use your Sheridan student number as account/reference number. Please allow sufficient time for payment to reach Sheridan by the due date.

Certified cheque or money order

(payable to Sheridan College Institute of Technology and Advanced Learning)

In Person

You may pay in person by cash, certified cheque, money order or debit card (Canadian funds only) at either:

Davis Campus (Brampton)
Office of the Registrar - Room B201
Hours: 8 am - 4:30 pm (Monday - Friday)

PAYMENT DUE DATES

Fall 2010

New Students: June 23, 2010

Returning Students: July 28, 2010

Winter 2011

New Students: October 20, 2010

Returning Students:

November 24, 2010

Spring 2011

New and Returning Students:

March 9, 2011

or

Trafalgar Road Campus (Oakville)
Office of the Registrar - Room D100
Hours: 8 am - 4:30 pm (Monday - Friday)

FEE INFORMATION

A. TUITION FEES

1. Full-time Tuition

Students are considered full-time if they take more than 70% of the required credits or 2/3 of the required courses for their program.

1.1 Full-time Tuition Fee per Term

- Year One \$1160
- Year Two \$1154
- Year Three \$1146
- Year Four \$1135

Tuition fees are regulated by the Ministry of Training, Colleges and Universities and a change could be made by action of the Ontario Government.

1.2 Postsecondary and Ontario College Graduate Certificate Programs

The Government of Ontario has given to universities and colleges the option to set their own fees for Ontario College Graduate Certificate and for certain postsecondary programs. The following programs have tuition fees set above the amount referred to in Item 1.1 above:

i) Postsecondary and Ontario College Graduate Certificate programs:

Accounting in Canada for Internationally Trained Accountants, Advanced Special Effects Makeup Prosthetics and Props, Advanced Television and Film, Advertising Management, Business Process Management, Computer Animation, Computer Animation - Digital Character Animation, Computer Animation - Digital Visual Effects, Corporate Communications, Emergency Management, Enterprise Database Management, Environmental Control, Financial Planning, Human Resource Management, Interactive Multimedia, International Business, Journalism - New Media, Manufacturing Management, Marketing Management, Media for Global Professionals, Project Management, Quality Assurance Manufacturing and Management and Web Design. .

ii) Applied Degrees:

Bachelor of Applied Arts (Animation), Bachelor of Applied Arts (Illustration), Bachelor of Applied Arts (Interior Design), Bachelor of Applied Business (Global Business Management), Bachelor of Applied Health Sciences (Athletic Therapy), Bachelor of Applied Health Sciences (Exercise Science and Health Promotion) and Bachelor of Applied Information Sciences (Information Systems Security)

Students entering one of these programs may qualify for a Needs-based Bursary; contact the Financial Aid Office for additional information.

FEE INFORMATION (CONTINUED)

1.3 International Students

Tuition fees for students who attend on a student visa are \$5,645 per term unless otherwise stipulated on your invoice. Tuition fees for some postsecondary and Ontario College Graduate Certificate programs are set at a higher rate and vary according to the program.

1.4. Part-time Tuition Fee

Students are considered part-time if they take less than 70% of the required credits or 2/3 of the courses in their program. A per credit charge will be assessed to a maximum of the full-time tuition fee (currently \$1,160 in Year 1) per term, excluding deregulated programs.

1.5. Sponsored Students

Students who are being sponsored by a government department or other association are required to attach a copy of their official letter of substantiation to the Mail in Remittance Form. Please complete the Mail in Remittance Form (e.g. name, program and student number) and indicate under method of payment, Sponsored Student. Failure to provide the necessary documentation, by the fee due date, may jeopardize Sheridan admission.

B. ADMINISTRATION CHARGES

Students entering Sheridan for the first term are required to pay an administration fee of \$441.50. Returning students pay an administration fee of \$301.50 for all terms subsequent to the first term, except for the Spring Term which is \$272.50. Part-time students are required to pay an administrative fee of \$19.26 per credit. Students in Co-op do not pay an administrative fee during a co-op placement term. Students in Co-op do not pay an administrative fee during a co-op placement term. The chart on the next page itemizes the components of the administration fee.

FEE INFORMATION (CONTINUED)

Administration charges are mandatory fees for all full-time and part-time students which include:

All students (new and returning)	Fall	Winter	Summer
Athletics Activities	45.00	45.00	30.00
Athletic Building Fund	15.00	15.00	15.00
Career Centre	5.00	5.00	5.00
Peer Mentoring	7.50	7.50	7.50
Sheridan Student Union Inc. (SSUI) Fund	61.00	61.00	47.00
Student Centre Building Fund	35.00	35.00	35.00
Student Centre Capital Fund	8.00	8.00	8.00
CSA (College Student Alliance Membership)	2.50	2.50	2.50
Health Centre	17.50	17.50	17.50
Information Technology fees	105.00	105.00	105.00
	\$301.50	\$301.50	\$272.50
New students only (first term , one time fee)			
Graduation	85.00	85.00	85.00
Alumni	30.00	30.00	30.00
First Three Official Transcript requests	25.00	25.00	25.00
	\$441.50	\$441.50	\$412.50
All postsecondary students (new and returning) in Fall			
SSUI Health and Dental Plan	\$180.00		
All postsecondary students (new and returning) not enrolled in the plan in Fall (e.g. those returning from a Co-op work term)			
SSUI Health and Dental Plan		\$120.00	
All postsecondary students (new and returning) not enrolled in the plan in Fall or Winter (e.g. those returning from a Co-op work term)			
SSUI Health and Dental Plan			\$60.00

All Post Secondary students on a Co-op work term in Fall 2011 will be billed the SSUI Fee of \$60.00 in the Spring 2011 term.

C. PROGRAM CHARGES

Students in specific programs/courses are required by Sheridan to pay an additional amount for materials and kits. .

FEE INFORMATION (CONTINUED)

D. POSTSECONDARY ACADEMIC CO-OP CHARGE

Collection of the \$525 Co-op fee will occur in the term prior to the actual co-op work term. Students must withdraw within the first 10 days of the term immediately preceding the work term in order to receive a refund

E. MOBILE COMPUTING FEE

Mobile computing programs require the use of a laptop as a mandatory component of curriculum during academic terms. New students in mobile computing programs have the option of bringing a laptop of their choice that will meet the program's requirements.

In addition to the IT fee payable by all students (\$105), students in mobile computing programs will be charged the mobile technology services fee of \$125 per academic term. For more information regarding services and fees please refer to the mobile computing website at: mobilecomputing.sheridaninstitute.ca.

The mobile technology services fee covers the costs associated with enriched curriculum, laptop computing resources, relevant software licenses, on-site service and support, and other program-related technology.

F. SSUI HEALTH AND DENTAL PLAN

The Sheridan SU Health and Dental Plan is a valuable service provided by your Student Union to fill the gaps left by provincial health care. The Plan fee is \$180.00 for full-year coverage (September 1, 2010 – August 31, 2011).

If you are already covered by an extended health and dental plan, you can opt out of the Sheridan SU Health and Dental plan by providing proof of other equivalent health and dental coverage. Opt outs can ONLY be processed within the Change-of-Coverage period. Visit www.ihaveaplan.ca or call 1-866-358-4430 for details.

G. OTHER CHARGES

1. Split Fee Charge

Students in attendance for two or more consecutive academic terms, who are unable to pay FULL fees by the due date, have the option to split their fee payment. This allows the student to defer payment of second and third academic term fees. Second and third term fees must be paid by the fee due date for those terms. Students who choose this option will be required to pay a \$50 charge to be added to the first term payment.

2. Late Payment Charge

\$100 charge for fees received after the fee invoice due date.

FEE INFORMATION (CONTINUED)

3. Prior Learning Assessment and Recognition (PLAR)

Prior Learning Assessment and Recognition is a process which evaluates experiential learning. A \$95.70 fee is charged for each subject for which PLAR credit is being sought.

4. Additional Courses

All full-time postsecondary students may take courses in the day or evening in addition to their regular curriculum at Sheridan. These courses may be taken in one of three circumstances:

- Students may take additional courses beyond their full course load, providing there is space available. All course fees will apply (i.e. tuition, administration and material fees)
- Students may replace courses for which they have been granted Advanced Standing or PLA credit with courses of equal credit value and within the same term, provided that space is available. In this instance, the tuition fee will be waived. All other course fees will apply.
- Under exceptional circumstances, students may be approved by their Associate Dean to substitute a course within the same term with a course of equal credit value, providing there is space available and they do not exceed their full course load. The tuition fee will be waived. All other course fees will apply. Students must obtain approval for proposed course replacements or substitutions from the Associate Dean responsible for their program of study. In the case of General Education courses being replaced or substituted, approval by the Cross-College General Education Coordinator is required. Some Continuing Education courses may be exempt from this policy.

5. Parking

Students planning to park a motor vehicle at any Sheridan campus will need to buy a parking permit or daily ticket. The September 2010 to August 2011 parking fees including GST and PST are as follows:

- One month: \$72
- One term (September to January): \$166
- Two terms (September to May): \$306
- Three terms (September to August): \$367

Refunds are issued pursuant to a set prorated refund schedule, available at the counter in the Office of the Registrar. Refunds are calculated on the date the permit is returned to the counter in the Office of the Registrar.

6. Tuition and Education Amount Certificate (T2202A Tax form)

All full-time and part-time students will be able to view and print their T2202A tax form on-line from myStudent Centre in late February for courses taken between January and December in the previous calendar year.

FEE INFORMATION (CONTINUED)

7. Identification Card

\$10 for replacement card.

H. REFUNDS

1. Full-time Students

All fees are subject to a non-refundable registration charge in accordance with policy set by the Ministry of Training, Colleges and Universities. For domestic students, fees are subject to a \$100 non-refundable registration charge. For International students, the non-refundable registration charge varies by program and will be calculated as follows:

International Student Tuition Fee ÷ Domestic Student Tuition Fee x \$100

All other refundable fees, except the late fee, will be refunded to a student who completes and submits an application for a Complete Program Withdrawal to the Office of the Registrar on or before the 10th day of scheduled classes, with the exception of the Academic Co-op Charge (refer to D). Dropping courses may not necessarily result in an adjustment of fees (refer to A-1). Refunds will be paid by cheque to the registered student only.

Students who pay for two or more consecutive terms in advance will receive a full refund of subsequent term fees providing the withdrawal is received prior to the fee payment deadline date of the subsequent term.

If a student withdraws after the withdrawal deadline, no refund will be issued and all outstanding fees must be paid.

2. Part-time Day Courses

With the exception of the non-refundable registration charge of \$30 per course, the refund policy above applies.

3. Part-time Evening Courses

To be eligible for a refund of course fees, you are required to return your Schedule/Receipt Form along with a brief letter confirming your intention to withdraw to the Office of the Registrar. If you withdraw from a course on or before the date of the third scheduled class, your course fee is refundable, less a \$30 non-refundable registration charge.

As fee invoices are prepared in advance, Sheridan reserves the right to make changes due to errors or omissions. Please allow six weeks for processing a refund.

WITHDRAWAL DEADLINES

Fall 2010 – September 20, 2010

Winter 2010 – January 21, 2011

Spring 2011 – May 20, 2011

FINANCIAL ASSISTANCE

For students who require financial assistance to meet their education expenses, Sheridan administers a number of government financial assistance programs, as well as the Sheridan Awards Program and the Sheridan Student Assistance Program. Further details are available on Sheridan's Financial Aid and Awards website at: <http://financialaid.sheridaninstitute.ca>.

OSAP

The Ontario Student Assistance Program (OSAP) provides eligible students with various types of assistance based on financial need. This assistance is intended to supplement, not to replace, your resources or those of your family.

Who Can Apply for OSAP?

- You must be a Canadian citizen, protected person or permanent resident (landed immigrant) of Canada
- You must be an Ontario resident according to OSAP criteria
- You must be enrolled in an OSAP-approved program
- You must be taking at least 60% of the credits identified as a full course load (40% for students with a permanent disability) for your program
- You must maintain satisfactory academic progress

HOW TO APPLY FOR OSAP

The OSAP website address is: <http://osap.gov.on.ca>

Apply Early!!

There are two ways to apply for OSAP.

- Apply online at <http://osap.gov.on.ca> (recommended method). (There is no fee to apply online) Print and send your declaration pages to the Sheridan Financial Aid Office or
- Submit the OSAP booklet application – available for download from the OSAP website. There is a \$10 application fee that must accompany the paper application. Send your completed application to the Sheridan Financial Aid Office.

To contact the Financial Aid Office:

Trafalgar Road Campus (Oakville)
Room D100
905-815-4060
email: fin.aid@sheridaninstitute.ca

Davis Campus (Brampton)
Room B200
905-459-7533, ext. 5061
email: fin.aid@sheridaninstitute.ca

FINANCIAL ASSISTANCE (CONTINUED)

OSAP Loan/Grant Pick Up

You can visit the OSAP website to check the processing status of your application, even if you did not apply for OSAP online. You'll need to know your OSAP password (PIN) and your Social Insurance Number to access this information.

OSAP funds are available for student pick-up at the start of each semester. In order to pick up your OSAP funds, you'll be required to provide your SOCIAL INSURANCE CARD and VALID Government-issued PHOTO IDENTIFICATION (such as a driver's licence). Please note that we can't make exceptions to the identification requirements. You'll also need a personal cheque marked "VOID" or your bank transit number AND bank account number if you don't have cheques. The National Student Loans Service Centre will require this information so that your funds can be deposited into your bank account after loans processing has been completed.

You should also bring proof of the earned income you reported on your OSAP application, as you'll be required to sign a "Confirmation of Enrolment" when you pick up your OSAP loan. The "Confirmation of Enrolment" contains the income information you entered on your OSAP application. This will be your opportunity to confirm or correct this income information.

To help us get your OSAP funding to you, please come to the Sheridan campus you attend (students attending the Skills Training Centre can pick up their loans at the Trafalgar Road Campus). The Financial Aid Office will commence releasing OSAP loans to students from a central location (signs will be posted) at the Davis and Trafalgar Road campuses according to the following schedule:

September 2010	First two weeks of September
January 2011	First two weeks of January
May 2011	First two weeks of May

After these times, you can pick up OSAP loans from the Financial Aid Offices at both campuses.

OSAP Tuition Deferrals

Students who apply for OSAP may be eligible to defer payment of fees until receipt of their funds. All OSAP students who wish to defer their tuition fees must make a \$300 down payment by the fee payment due date specified on the student Fee invoice (failure to do so may result in the loss of the student's space in the program or incurrence of a late fee). The \$300 down payment may be made only after the student has submitted an OSAP application. There is a \$50 fee for this service, which will be applied to the student's first term fees. If a student applies for OSAP online, it normally takes 48 hours from the time the student submits an application until it can be viewed by Financial Aid Office staff. Students using a paper application should allow sufficient time for the Financial Aid Office to receive the application in the mail. Students should allow 4-6 weeks for their OSAP applications to process. It is recommended that students apply as early as possible.

FINANCIAL ASSISTANCE (CONTINUED)

Students are responsible for payment of fees regardless of whether they receive OSAP funding. It is important to frequently check the OSAP website (<http://osap.gov.on.ca>) to determine the amount of OSAP funding you'll be receiving and any changes that may take place. If you are ineligible for assistance from OSAP, or if your funding is insufficient to cover your tuition fees, you must pay all outstanding fees. Remember, when you make your \$300 down payment, you are making a commitment to attend Sheridan.

SHERIDAN AWARDS AND BURSARIES

Sheridan Student Assistance Program

The Sheridan Student Assistance Program consists of funds made available through:

- The Tuition Set-Aside Fund - the government of Ontario requires each postsecondary institution to set aside a portion of tuition fee revenue to be used to assist students in financial need
- The earned interest on Sheridan's Ontario Student Opportunity Trust Fund (OSOTF)

Assistance is provided in the form of bursaries, scholarships, entrance awards and work/study opportunities to students on the basis of financial need.

Sheridan Entrance Bursaries

Sheridan Entrance Bursaries are made available through the Sheridan Student Assistance Program to assist students entering their first year of full-time attendance at Sheridan. These awards of \$250 to \$1,500 each are provided based on financial need. If students have concerns about financing their first year of studies, they are advised to complete a Sheridan Entrance Bursary Application form. The form is available from the *Forms and Applications* section found at the end of this publication.

Application deadlines:

- **Fall Term 2010 start** – July 16, 2010
- **Winter Term 2010 start** – November 12, 2010
- **Spring Term 2011 start** – March 11, 2010

Student Union Entrance Awards

Up to 50 Student Union Entrance Awards are made available from the Student Union in the amount of \$2,500 each. These awards are provided on the basis of excellent academic secondary school performance, financial need and demonstrated leadership/volunteer experience. To be considered for this award, students must have graduated from high school by June 2010 with an average of 80% or better. The application form is available at <http://financialaid.sheridaninstitute.ca>.

Final selection of successful candidates is determined by a selection committee, which includes student representation.

FINANCIAL ASSISTANCE (CONTINUED)

Sheridan Tuition Set-Aside Bursaries (for OSAP and non-OSAP students)

Bursaries made available through the Sheridan Student Assistance Program are based primarily on financial need and are intended for students who need assistance or anticipate financial difficulty during the school year. The bursary application will be available online via the myStudent Centre link on AccessSheridan on the first day of classes in each semester. The application availability dates are outlined below:

- **Fall Term 2010** – September 7 - October 8, 2010
- **Winter Term 2011** – January 10 - February 11, 2011
- **Spring Term 2011** – May 10 - June 4, 2011

Abiding by the dates above, follow the steps below to access the bursary application:

1. Go to <https://access.sheridaninstitute.ca>
2. Follow the myStudent Centre link
3. To access the bursary application, click on the Apply for Bursary on the drop down menu under the Finances section.
4. Please review the on-screen instructions to complete the application. The “next” button on the left side of the screen will take you through each section of the application.
5. Before submitting your application for approval, be sure to review the information you have provided in each section carefully. Once you hit the submit button, you will not be able to make any changes to your application.

Sheridan Needs-based Bursaries

Needs-based bursaries are available to students in certain programs who qualify based on financial need. Application forms are available to students in eligible programs via the myStudent Centre link in AccessSheridan.

Applications for both the Sheridan Tuition Set-Aside Bursary and the Sheridan Needs Based Bursary must be received in the Financial Aid Office by 4:30 p.m. on or before the deadline dates noted below:

- **Fall Term 2010** – October 8, 2010
- **Winter Term 2011** – February 11, 2011
- **Spring/Summer Term 2011** – June 4, 2011

Please note: all bursaries, scholarships and financial awards administered by Sheridan are considered taxable income and T4 forms will be issued.

FINANCIAL ASSISTANCE (CONTINUED)

Sheridan Student Leadership Award

The Sheridan Student Leadership Award provides award amounts up to \$5,000 (for tuition only) and was designed to identify and recognize students who demonstrate a capacity for leadership, proven academic proficiency to succeed in their program of study and financial need. Eligible students may complete and submit the application form available at <http://awards.sheridaninstitute.ca>. Deadline for submission is May 29, 2010.

EXTERNAL AWARDS/SCHOLARSHIPS/BURSARIES

Sheridan receives notices from external agencies and organizations throughout the year regarding awards and scholarships or bursaries. These notices are posted to our website at:

<http://awards.sheridaninstitute.ca/>

Also on our website, you will find information concerning The Glenna Carr Sheridan National Scholarships Program. This program is dedicated to ensuring that the most meritorious students complete their full academic requirements and graduate successfully. There will be up to four National Academic Scholarships and four National Entrance Scholarships awarded annually. Invitations to apply for this award are mailed each May to potential applicants.

In addition to the opportunities mentioned above, students will be considered for a variety of scholarships that are selected by the faculty within each program. It is not necessary to complete application forms to be considered for these awards. The variety and amount of these awards varies by program.

If you have any questions about these awards, please come to the Financial Aid Office to speak with Sheridan's Awards Officer.

OTHER SOURCES OF STUDENT ASSISTANCE

Bank Financing

If you are not eligible for federal or provincial government student loans or grants, or if you require additional funding, many of the chartered banks offer loans and/or lines of credit under their student banking divisions. These loans must be negotiated with the bank. See the bank websites for more details.

Bank of Montreal

www.bmo.com

Scotia Bank

www.scotiabank.com

CIBC

www.cibc.com

Toronto Dominion

www.tdbank.ca

Royal Bank

www.royalbank.com

FINANCIAL ASSISTANCE (CONTINUED)

Part-Time Jobs on Campus

The Ontario Work/Study Program is intended to assist OSAP students experiencing financial need to meet their educational costs. The Program provides opportunities to work on-campus at a variety of jobs.

The Sheridan Work/Study Program is similar to the Ontario Work Study Program. Applicants are not required to be OSAP recipients but they must demonstrate financial need.

Check the part-time job postings at the Career Centres on campus for job postings for these programs.

External Award, Scholarship and Bursary Information

Students can apply to awards, scholarships and bursaries external to Sheridan. Some useful sites are listed below for your reference.

- uc411.com
- studentawards.com
- canlearn.ca
- scholarshipscanada.com
- www.finaid.org/scholarships/

International Students

- www.internationaleducationmedia.com