

A young man with dark hair, wearing a brown button-down shirt and khaki pants, is sitting on a white ledge. He has a black and grey backpack on his back and is smiling at the camera. The background is a blurred view of a university campus with buildings, trees, and street lamps. The entire scene is overlaid on a green background with a white circular graphic on the right side.

Students and Parents: Your Guide to Student Accounts at Trent

2011/12

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Students & Parents: Your Guide to Student Accounts at Trent

Congratulations on being accepted to Trent! We look forward to welcoming you for the 2011/12 academic year.

To help you make a smooth transition to university, we have compiled this helpful guide, designed to answer all of your questions about your student account. This booklet provides you with information on academic fees and Advance Tuition Payment, important dates, payment schedules and methods, and more.

We want to make it easy for you to manage your accounts with us. Follow the steps and details outlined in this booklet and you will be well on your way.



Your Payment Schedule – Mark Your Calendar!

Remember that your student number is your account number – include this information whenever you make a payment at Trent.

July 8, 2011: Tuition Deposit Due (or within 2 weeks of receiving your acceptance offer)

\$300.00 for NEW full-time students
\$100.00 for NEW part-time students

Receipt of this non-refundable payment reserves your space at Trent for September 2011. All students are required to pay the Advance Tuition Payment, even if you are being funded through the Ontario Student Assistance Program (OSAP) or out-of-province student loan.

\$35 Fee for OSAP Recipients

If you are a confirmed OSAP recipient and will be using OSAP funds to pay your registration fees, please be aware that OSAP is released after the fee deadline date. Because your payment will be deferred, a \$35 deferment fee will apply.

If you have a confirmed OSAP award, you do not need to contact either Financial Aid or Student Accounts to request a delay of your instalment payments – we will have that information on file already.

August 15, 2011: Registration Fees Payment Deadline* (all 2011/12 fees)

You can choose to pay your full payment of all registration fees (tuition and ancillary) now or the first instalment (67% of the total).

If you don't pay in full, you will be subject to a \$60 instalment fee.

January 16, 2012: Registration Fees Payment Deadline* (all 2011/12 fees)

If you opted to pay in two instalments, your second payment (33% of the total) of all registration fees (tuition and ancillary) is now due. As noted above, a \$60 instalment fee will apply.

February 28, 2012:

Payment Deadline* – Summer Session

Interested in taking summer courses at Trent in 2012? All fees for 2012 summer academic term are payable upon registration and not later than the start of term for the enrolled courses (subject to change).

*** PLEASE NOTE:** If your payments are late or not paid in full, you may be subject to further fees, including a \$75 late fee.

Other Important Dates

June to August 20, 2011: Sign-up for Your New Student Orientation session

New Student Orientation (NSO) is a hands-on, interactive day designed to give you all the info you need to start off university on the right track. Sessions run all summer. Sign up today at www.trentu.ca/nso

Learn more about the **Bring It On!** program at www.trentu.ca/studentaffairs

Starting June 1, 2011: Apply for OSAP

Go to osap.gov.on.ca for details.

To apply for residence or for more information www.trentu.ca/housing

June 2, 2011: Claim your Trent ID online

As of June 2, visit www.trentu.ca/claimid to activate your Trent account if you haven't already done so. Through this online account, you will be able to begin using your Trent e-mail address and access the MyTrent student portal.

June 20, 2011: First-year course registration opens

Access your Trent account to begin registering for classes online.

September 5, 2011: New students move into residence and Introductory Seminar Week begins

Don't miss out on Introductory Seminar Week (ISW), a series of orientation activities designed to help new students adapt to the Trent environment. Visit www.trentu.ca/isw for details.

September 30, 2011: Health and Dental Opt-Out Deadline

Health and dental benefits are not to be deducted from your August 15, 2011 registration fees payment. This is the last date to opt out through the Trent Central Student Association (TCSA) or Trent Oshawa Student Association (TOSA) with proof of alternative coverage. Questions? Call 705-748-1107 or visit www.trentcentral.ca
Oshawa call: 905-443-6500 ext. 5058 or visit www.trentosa.com

February 28, 2012: Tax forms available online

Your T2202A, T4A and bus receipts will be available online. Check your MyTrent account under MyArchives.



Refund Schedule

Full-Time Peterborough Students

If you are a student paying full-time Peterborough fees and if you are dropping courses but will still have a full-time load (3.5 credits or more), you will not receive a refund. If you are a full-time student dropping to a part-time course load on or before November 11, 2011 and will remain part-time through April 30, 2012, you will be refunded fees according to the effective date and the schedule that appears in the chart below. Please note that refunds will not be issued until after the last date to register in winter courses (January 27, 2012).

Full-time Oshawa and All Part-time Students

If you are full-time Oshawa student or studying on a part-time basis and wish to drop any courses, the chart outlines some important dates and corresponding refund details.

Full-time Oshawa and All Part-time Students

For Courses Dropped Between:	Refund	Refund	Refund
	Fall Credit	Fall/Winter Credit	Winter Credit
September 12, 2011 thru September 30, 2011	100%	100%	100%
October 3, 2011 thru October 21, 2011	No refund	60% of tuition only	100%
October 24, 2011 thru November 11, 2011	No refund	40% of tuition only	100%
November 14, 2011 thru January 8, 2012	No refund	No refund	100%
January 9, 2012 thru January 27, 2012	No refund	No refund	100% of tuition only
After January 27, 2012	No refund	No refund	No refund

Withdrawing from Trent

If you choose to leave Trent University completely before September 30, 2011, you will forfeit the non-refundable Advance Tuition Payment. After September 30, 2011, your refund of tuition fees will be calculated according to the effective date and the above schedule.

Things to Know about Your Student Account

Accessing Your Fee Information

Since most student registration is not complete until after the academic year begins, the Student Accounts Office does not distribute invoices to bill you for completed registration.

In this package, you have received information about your fees for the 2011/12 academic year (see the enclosed invoice and the chart on this page for details). You can use this information to determine what you owe. You can also use our online fee calculator, which allows you to calculate fees for all of your 2011/12 courses (the ones for which you registered and those that you intend to take). See page 7 for details on using the online calculator.

Fees for the 2011/12 Academic Year

Use the chart to help you budget for the 2011/12 academic year. This chart is a summary of maximum rate fees. You should be aware that these fees exclude housing/meal charges for students accepted into residence. Residence fees, meal plans, books and special course-related fees are in addition to the registration fees. Instructors will advise you during class of additional course fees for field trips or supplementary material etc.

New: Online statements are now available to students and can be accessed by logging on to myTrent, opening myAcademicRecord, clicking on the student tab and opening your student account statement.

Fee Category	Registration Fees
PETERBOROUGH	
Undergraduate (f/t)	\$6,820.67
Undergraduate (p/t)	\$1,197.22 per credit
ADD: flat fee per student	\$9.00
Bachelor of Education (f/t)	\$6,494.92
Bachelor of Education (p/t)	\$3,475.40
Nursing (regular program/full-time)	\$7,094.81
Nursing (compressed program/full-time)	\$6,833.67
OSHAWA	
Undergraduate (f/t)	\$1,167.65 per credit
ADD: flat fee per student (f/t)	\$452.40
Undergraduate (p/t)	\$1,167.01 per credit
ADD: flat fee per student (p/t)	\$305.40

(f/t) Full-time (p/t) Part-time

Fees are subject to approval and change without notice.

Using the Online Fee Calculator: It's Easy!

Trent University's easy-to-use Online Tuition Fee Calculator will be available by July 15, 2011, to assist you in calculating your fees that are due by August 15, 2011.

To access and use the online calculator, follow these easy steps:

1. Login to your MyTrent account – you'll need your username and password. To activate your Trent account, go to www.trentu.ca/claimid
2. Click on myAcademicRecord and select the FEE CALCULATOR.
3. Enter the number of credits you expect to take from September to April in the location where you will take the courses.
4. If applicable: Your proposed residence cost should populate in the RESIDENCE FEES cell. The cost should be verified to the e-mail you received from the Housing Office. If the amount is different, key-in the correct amount.
5. If applicable: Your proposed OSAP entitlement should populate in the OSAP cell. The amount in this cell represents 60% of your OSAP entitlement. You should check the OSAP website and verify your entitlement calculation (entitlement x 60%). If the amount is different, key in the correct amount.
6. If applicable: Your proposed award should populate in the OTHER FUNDING SOURCES cell. The amount of your Trent scholarships and/or bursaries (including OSBP, Staff Fee Waiver or Aiming for the Top Scholarship) should be verified to a correspondence received from the Financial Aid Office. If the amount is different, key in the correct amount.
7. Click your payment intention (either payment in full or instalments).
8. Click the CALCULATE and SUBMIT button.
9. Review FEE CALCULATOR BILLING INFORMATION results and print a copy to retain for your records.
10. Click the CALCULATE and SUBMIT button.
11. The interim fee calculator charges have been added to your statement of account.
12. Click on your statement of account.
13. Send in your payment due on or before August 15, 2011.



Important Notes About the Online Fee Calculator

- The fee calculator will be available starting July 2011.
- The fee calculator will not be available from 2 a.m. to 7 a.m. Eastern Standard Time, Tuesday to Saturday during the computer system back-up process.
- The online calculator has been designed to be used with Microsoft Internet Explorer 6.0 or higher; other web browsers may not provide the correct result.
- At this time, the calculator will **not** calculate fees for ESL students, graduate students, year abroad program participants, exchange students, and/or students taking Queen's University courses. If you fit into one of these categories, separate fee information specific to your program will be communicated to you separately.

- Fees quoted on the fee calculator exclude books and special course-related fees. Instructors will advise students during class of additional course fees for field trips or supplementary materials.

Not Able to Access the Online Calculator?

If you are unable to access the online tuition fee calculator, please contact the helpdesk for support at it@trentu.ca

Payment Methods

For your convenience, there are many different ways to make your payments to Trent. The fastest ways to pay are through online credit card payments or internet banking payments made through your

financial institution. For a full list of payment options see the chart below.

Upon successful completion of payment, you are provided with a transaction receipt confirming your

payment. Please retain your transaction confirmation for documentation purposes. You do not need to contact the Student Accounts Office.

Payment Method	Details	Payment Method	Details	Payment Method	Details
Web Payment	Payments by Visa, MasterCard and American Express may be made on the Trent website at: www.trentu.ca/financialservices/payment.php and are processed to the student account within 72 hours. The student online payment site is secured and PCI compliant.	Payment at Most Canadian Banks	Payment can be made at the teller of most Canadian banks. Tell the teller of your payment intention and use your student number as the account number. Trent University's bank payment service includes most Canadian financial institutions.	Wire Transfer	Wire transfer payments may be made to: Bank of Montreal, 130 Simcoe Street, Peterborough, Ontario K9H 2H5, Bank #001, Transit #00172, Account #1058-442, Swift Code # BOFMCAM2, Key # 00172 When sending a wire, please ensure the student's name and student number appear on the wire instructions. Add \$14.00 Canadian to your payment for processing charges. Transfer only the amount necessary to pay for registration and residence fees. Excess funds transferred will not be refunded by cheque to the student. Overpayments will be returned via original payment method.
Online Banking	Trent University can be added to your bank's bill payment list. Use your student number as the account number, adding zeros in front of the student number to complete the account number. Trent University's bank payment service includes most Canadian financial institutions.	Cheque/ Money Order	Make your cheque or money order in Canadian funds only, payable to Trent University. Ensure the student name and student number are on the front of the cheque. There is a \$40.00 fees for N.S.F. cheques. Cheques may be post-dated no later than the due date.		
		Debit Card/Cash	Cash and debit card payments will be accepted in person at the counter of Student Accounts Office, Suite #114 Blackburn Hall, Trent University. Office hours are Monday to Thursday from 9 a.m. to 4 p.m., and Friday from 10 a.m. to 4 p.m.		

How to Get Your Student Tax Forms

The student tax forms (T2202a and T4a) will be available online to all students through your MyTrent account by February 28, 2012. After entering your personal login information, you can find the forms under the MyArchives section.

You should know that these forms are only available electronically – the University does not produce hard copies of the tax forms. If your parents require the forms for tax purposes, you will be responsible for providing them with copies. Duplicate copies of tax forms from prior years are subject to a fee of \$18.50 for each document requested.

NOTE: Residence fees are not eligible for the tax form. If you have questions about this ineligibility, please direct your inquiries to the Canada Revenue Agency.

Your Student Accounts Checklist

After reading this booklet, make sure you:

- Pay your tuition deposit
- Calculate your fees with your fee calculator
- Pay your fees by the due date
- Return your Freedom of Information form (attached to your deposit invoice)
- Complete the TCSA/TOSA opt-out if applicable
- Review Important Financial Deadlines
- Review Other Important Need-to-Knows



For more information about
your student account:

Student Accounts Office
Trent University
1600 West Bank Drive
Suite 114, Blackburn Hall
Peterborough, Ontario K9J 7B8
www.trentu.ca/financialservices



This document is
available in accessible
format at www.trentu.ca



(705) 748-1317
www.trentu.ca/financialservices

If you have questions about OSAP,
scholarships, bursaries, please contact:

Financial Aid Office
(705) 748-1524
www.trentu.ca/financialaid

Please note: Due to the volume of phone calls,
Student Accounts recommends that students
review their online statement of account and
use the link from their statement to make
their payment. The student online payment
site is secured and PCI compliant.