

A young man with dark hair, wearing a brown button-down shirt and khaki pants, is sitting on a white ledge. He has a large 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 streetlights. 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

Table of Contents

Your Payment Schedule and Other Important Dates.....	4
Things to Know about Your Student Account	6
Accessing Your Fee Information	6
Fees for the 2010/11 Academic Year	6
Using the Online Fee Calculator	7
Important Notes about the Online Fee Calculator	8
Payment Methods	9
Refund Schedule	10
How to Get Your Student Tax Forms	11

Your Student Accounts Checklist

After reading this booklet, make sure you:

- Pay your Advance Tuition Payment
- Calculate your fees with your Fee Calculator (see page 7 for details)
- Pay your fees by the due-date (see page 4 for the fee schedule)
- Return the Consent for Release of Fee Information Form
- Complete the Health and Dental Benefits opt-out if applicable (see page 5 for details)
- Visit www.trentu.ca/financialservices for more information, contact info and helpful links

Students & Parents: Your Guide to Student Accounts at Trent

Congratulations on being accepted to Trent! We look forward to welcoming you for the 2010/11 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.

June 25, 2010: Advance Tuition Payment Due (non-refundable)

(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 2010. 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 Advance Tuition Payment – we will have that information on file already.

August 16, 2010: Registration Fees Payment Deadline* (all 2010/11 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 17, 2011: Registration Fees Payment Deadline* (all 2010/11 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.

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

February 28, 2011:

Payment Deadline* – Summer Session

Interested in taking summer courses at Trent in 2011? All fees for 2011 summer academic term are payable upon registration and not later than the start of term for the enrolled courses (subject to change).

Other Important Dates

June to August 18, 2010: Sign-up for Your New Student Advising session

New Student Advising (NSA) 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/nsa

June 1, 2010: Apply for OSAP

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

June 1, 2010: Last day to apply for your guaranteed spot in residence

Apply by June 1 at 4 p.m. and guarantee your place in residence for September. Visit www.trentu.ca/housing/applying today.

June 8, 2010: Claim your Trent ID online

As of June 8, visit www.trentu.ca/claimid to activate your Trent account. Through this online account, you will be able to begin using your Trent e-mail address and access the MyTrent student portal.

June 15, 2010: Entrance bursary applications due

July 1, 2010: First-year course registration opens

Access your Trent account to begin registering for classes online.

September 6, 2010: 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.

October 1, 2010: Health and Dental Opt Out Deadline

Health and Dental Benefits are a part of your August 16, 2010 registration fees payment. If you have your own coverage and would like to opt out of the Trent Central Student Association health and dental benefit to receive a refund, you can do so through the Trent Central Student Association with proof of alternative coverage. Visit www.trentcsa.ca/benefits.php or contact benefits@trentcsa.ca or (705) 748-1107.

February 28, 2011: Tax forms available online

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



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 2010/11 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 2010/11 courses (the ones you have already registered for and those that you intend to take). See page 7 for details on using the online calculator.

Fees for the 2010/11 Academic Year

Use the chart to help you budget for the 2010/11 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.

Fee Category	Registration Fees
PETERBOROUGH	
B.A. or B.Sc. (full-time programs)	\$6,514.98
B.A. or B.Sc. (part-time students)	\$1,145.56 per credit
ADD: flat fee per student	\$9.00
B.Ed. (full-time)	\$6,218.70
B.Ed. (part-time)	\$3,327.84
B.Sc. in Nursing (regular program/full-time)	\$6,823.27
B.Sc. in Nursing (compressed program/full-time)	\$6,557.45
OSHAWA	
B.A. or B.Sc. (full-time programs)	\$1,113.23 per credit
B.A. or B.Sc. (full-time programs/Peterborough campus)	\$1,145.56 per credit
B.A. or B.Sc. (part-time students)	\$1,093.02 per credit
ADD: flat fee per student	\$239.00

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, 2010 to assist you in calculating your fees that are due by August 16, 2010.

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 MyQuickForms 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. Enter the amount of Advance Tuition Payment/ deposits you have paid to your Student Account
5. Click on the CALCULATE FEE PAYMENT button for your total registration fees
6. Stop here and make either your payment in full or first instalment by August 16, 2010

OR CONTINUE IF YOU ARE IN RESIDENCE, RECEIVING OSAP OR ARE A SPONSORED STUDENT, AND/OR ARE RECEIVING A TRENT ONTARIO SPECIAL BURSARY PLAN (OSBP), UNIVERSITY SCHOLARSHIP OR ENTRANCE BURSARY, OR FEE WAIVER
7. Enter the amount of your residence fees. You must enter this information yourself, based on the e-mail you received from the Housing Office.
8. Enter 60% of your OSAP entitlement (if applicable)
9. Enter the amount of your sponsorship funding (if applicable). This step applies to Aboriginal Band, Foreign Government, or Workplace Safety and Insurance Board (WSIB) funded students whose fees are partly or fully paid by a recognized outside funding agency.
10. Enter the amount of your Trent scholarships and/or bursaries (including OSBP, Staff Fee Waiver or Aiming for the Top Scholarship)
11. Click the CALCULATE FEE PAYMENT button
12. Click "SUBMIT" button
13. Send in either payment in full or first instalment by August 16, 2010
14. Print and retain a copy for your records and as a reminder of the second instalment amount and due date (January 17, 2011)



Important Notes About the Online Fee Calculator

- The Fee Calculator will be available starting July 2010.
- 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 posted in your MyArchive folder on MyTrent.

- 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, you can print a copy of a Fee Calculation Form found in your MyTrent portal, in the MyQuickForms folder. Please complete the form and make your payment on or before the due date. You do not need to submit the form with your payment.

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 fee 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.		

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 12, 2010 and who will remain part-time thru April 30, 2011, you will be refunded fees according to the effective date and the schedule that appears in the chart. Please note that refunds will not be issued until after the last date to register in winter courses (January 28, 2011).

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 13, 2010 thru October 1, 2010	100%	100%	100%
October 2, 2010 thru October 22, 2010	No refund	60% of tuition only	100%
October 23, 2010 thru November 12, 2010	No refund	40% of tuition only	100%
November 13, 2010 thru January 2, 2011	No refund	No refund	100%
January 3, 2011 thru January 28, 2011	No refund	No refund	100% of tuition only
After January 29, 2010	No refund	No refund	No refund

Withdrawing from Trent

If you choose to leave Trent University completely between September 13, 2010 and October 1, 2010, you will forfeit the non-refundable Advance Tuition Payment. After October 1, 2010, your refund of tuition fees will be calculated according to the effective date and the above schedule.



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



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

Financial Aid Office
www.trentu.ca/financialaid



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