

## Fees and Regulations

Alberta University of the Arts Board of Governors determines tuition and student fees based on Government requirements and/or allowances as set out in the Province of Alberta's Tuition and Fee Regulations, a component of the Post-secondary Learning Act. All fees are set in consultation with the Alberta University of the Arts Students' Association. The Board reserves the right to change fees and deposits when necessary and without notice.

Undergraduate courses at AUArts are typically 3.0 or 4.5 credits over one term or term, noting that some upper level courses are 6.0 credits. Graduate course credits range from 3.0 – 12.0 credits per course. A full course load per year is 30 credits (15 per term in each of the Fall and Winter terms), although the minimum requirement for Full-time Student status is 9 credits per term.

### Tuition & Fees

#### 2020-2021 Undergraduate Tuition Fees

The following fees are charged to all undergraduate students and are refundable up to the deadline to Add/Drop courses each term.

	Canadian Citizen/Permanent Resident Tuition	International Tuition
Per Credit	\$159.78	\$532.68

#### 2020-2021 Graduate Tuition Fees

The following fees are charged to all graduate students and are refundable up to the deadline to Add/Drop courses each term.

	Canadian Citizen/Permanent Resident Tuition	International Tuition
Per Year	\$15,625.00	\$31,250.00

#### 2020-2021 Tuition Fees - Confirmation Deposits

The following fees are charged to new or returning students and are credited toward Tuition fees if a student attends in the admitted term. Students who defer admission retain their Confirmation Deposit to the new term of admission upon approval. Confirmation deposits are non-refundable fees.

Fee Description	Fee
Confirmation Deposit – New Undergraduate Students	\$300.00
Registration Deposit – Returning Students	\$100.00
Confirmation Deposit – New Graduate Students	\$1,000.00

#### 2020-2021 Undergraduate Program Fees

The following fees are assessed to all undergraduate students in studio courses. Program fees are refundable up to the deadline to Add/Drop courses each term if the related course is dropped.

	Fee Description	Fee
Per Studio Credit	Supplementary Fees – Studio Materials & Services	\$15.78

**2020-2021 Graduate Program Fees**

The following fees are assessed to all graduate students in studio courses. Program fees are refundable up to the deadline to Add/Drop courses each term if the related course is dropped.

	<b>Fee Description</b>	<b>Fee</b>
Per Studio Course	Supplementary Fees – Studio Materials & Services	\$107.00

**2020-2021 Undergraduate Mandatory Non-Instructional Fees**

The following fees are assessed to all undergraduate students. Mandatory Non-instructional fees are refundable if a student fully withdraws from the University up to the deadline to Add/Drop courses each term. Otherwise non-refundable.

	<b>Fee Description</b>	<b>Fee</b>
Per Term (Fall/Winter)	Network Access Fee	\$62.50
Per Term (Fall/Winter)	Student Services Fee	\$30.00

**2020-2021 Graduate Mandatory Non-Instructional Fees**

The following fees are assessed to all graduate students. Mandatory Non-instructional fees are refundable if a student fully withdraws from the University up to the deadline to Add/Drop courses each term. Otherwise non-refundable.

	<b>Fee Description</b>	<b>Fee</b>
Per Term	Network Access Fee	\$62.50
Per Term	Student Services Fee	\$30.00

**2020-2021 Undergraduate Mandatory Non-Instructional Fees**

The following fees are incurred by students based on level of study and/or terms of study. These mandatory non-instructional fees are non-refundable.

	<b>Fee Description</b>	<b>Fee</b>
Per Term	First Year Studies or Part Time Student Processing Fee	\$12.50
Per Term	Spring Term Fee (Refundable up to Add/Drop)	\$40.00
First Year of Study	Orientation Fee	\$40.00
Final Year of Study	Graduation Fee	\$130.00

**2020-2021 Non-regulated Fees – Services**

The following fees are assessed to individual students based on requests for services. All fees for services are non-refundable.

<b>Fee Description</b>	<b>Fee</b>
Application Fee (Degree Programs)	\$110.00
Non-Degree Application Fee	\$114.00
Official Transcript Request	\$26.00
RUSH Official Transcript Request (Additional Fee)	\$53.00
Replacement Diploma or Degree Parchment	\$106.00

**2020-2021 Non-regulated Fees – Equipment & Tools**

The following fees are assessed based on program or course of study. Fees are refundable up to the Add/Drop deadline for the term. After the Add/Drop period, Equipment & Tools fees are non-refundable.

<b>Fee Description</b>	<b>Fee</b>
Fibre Papermaking Kit Deposit – Non-Refundable	\$28.60
Fibre Papermaking Kit Deposit – Refundable	\$50.00
Fibre Silk Screen Rental Deposit – Non-Refundable	\$33.07
Fibre Silk Screen Rental Deposit – Refundable	\$30.00
Jewellery Kit Deposit – Non-Refundable	\$92.00
Jewellery Kit Deposit – Refundable	\$170.00
Media Arts Tool Kit Deposit – Non-Refundable	\$33.86
Media Arts Tool Kit Deposit – Refundable	\$130.00
Photography – Chemical Darkroom User Fee	\$31.21
Photography – Equipment Loan Program Deposit – Non-Refundable	\$35.80
Photography – Equipment Loan Program Deposit –Refundable	\$225.00
Print Media Silk Screen Rental Deposit – Refundable	\$30.00
Print Media Silk Screen Rental Deposit – Non- Refundable	\$33.07

**2020-2021 Non-regulated Fees – Consumable Studio Share Fees**

The following fees are assessed to individual students based on program, year of study or course of study. Fees are refundable up to the Add/Drop deadline for the term. After Add/Drop period, Consumable Studio Share fees are non-refundable.

Fee Description	Fee
Ceramics Casting – Studio Materials Share	\$41.82
Ceramics Clay Reclamation Share – 100 Level Courses	\$20.40
Fibre – Studio Materials Share – Silkscreen	\$31.21
Glass Casting – Studio Materials Share – All Levels	\$67.32
Glass Blowing – Studio Materials Share – 100 Level Courses	\$41.82
Glass Blowing – Studio Materials Share – 200 Level Courses	\$83.64
Glass Blowing – Studio Materials Share – 300 Level Courses	\$124.44
Glass Blowing – Studio Materials Share – 400 Level Courses	\$166.26
Print Media – Studio Materials Share – Lithography Courses – Lithography Course Materials	\$48.38
Print Media – Studio Materials Share – Etching Courses – Etching Course Materials	\$41.62
Print Media – Studio Materials Share – Relief Courses – Relief Course Material	\$13.53
Print Media – Studio Materials Share – Silkscreen Courses – Silkscreen Course Materials	\$31.21
Print Media – Studio Materials Share – 100 Level Courses	\$13.53

Note: In addition to supplementary or consumable fees, students enrolled in Glass courses may be required to purchase batch glass for production.

**2020-2021 User Fees**

The following fees are assessed to individual students based on outstanding fees or requests for services. Unless noted, these user fees are non-refundable.

Fee Description	Fee
Grade Appeal (Refundable if successful)	\$50.00
Late Payment Penalty – First Penalty of Term based on outstanding balance	5%
Late Payment Penalty – Second Penalty of Term based on outstanding balance	2.5%
Exchange Program – First Application	\$106.00
Exchange Program – Subsequent Applications	\$53.00
Prior Learning Assessment Application	\$79.50
Replacement ID Card	\$25.00
Letter of Permission (Per institution)	\$32.00
Locker Rental - \$20 Deposit & \$20 Refundable	\$40.00
Universal Transit Pass (UPass) – Per Term - Non-refundable	\$155.00
SAIT Wellness Centre – Per Term - Non-refundable	\$40.00
Leave of Absence Administration Fee (Graduate Studies) Per Term	\$153.00
Extension Fee – Non-Studio (Graduate Studies) Per Term	\$200.00
Extension Fee – Studio (Graduate Studies) Per Term	\$3,125.00

**2020-2021 AUArts Students' Association Fees**

The following fees are automatically assessed to individual students based on their membership in the Students' Association. Students are automatically enrolled in the health and dental coverage; however, students may be eligible to opt-out of the benefits plan if they provide proof of adequate alternative coverage acceptable to the benefit provider. These fees are non-refundable after the opt-out deadline.

Fee Description	Fee
AUArts Students' Association Membership Fee – Fall and Winter	\$147.65
AUArts Students' Association Membership Fee – Spring (if registered in Spring term)	\$67.92
AUArts Students' Association Health and Dental Benefits Plan – September 1 – August 31 or January 1-August 31	\$310.00

**Assessment and Payment of Fees**

Total student fees are a combination of tuition fees, mandatory non-instructional fees, user fees, non-regulated fees and AUArts' Students Association fees. Fees are assessed on the basis of course registration, status, term of study, service requests and membership as per the fee description. Tuition fees will cover a portion of expendable supplies necessary to support general studio operation and use. The balance may be charged to students as supplementary fees on a cost recovery basis.

The University Cashier is responsible for the processing of all transactions relating to student fees.

All tuition fees, mandatory non-instructional fees, user fees, non-regulated fees and Student Association fees are due and payable on the fee payment deadline as published in the Academic Calendar.

Students who have not paid all fees by the Fee Payment Deadline date will be subject to a late payment penalty of 5% of the outstanding balance. Students who have outstanding fees as of the second Fee Payment Deadline will be assessed an additional late payment penalty of 2.5% of the outstanding balance.

Students with overdue accounts due to AUArts or to reciprocal institutions will be subject to:

- Withholding of marks, transcripts and/or credentials;
- Withholding of privileges, including building access and other AUArts services;
- Ineligibility for registration in subsequent academic terms or years;
- Any other collection efforts that are deemed appropriate by the University Cashier.

**Methods of Payment**

Payment of undergraduate or graduate tuition fees can be made through online banking, by credit card (Mastercard or Visa only), using Aeroplan® Miles, in person, or by mail (bank draft, cheque or money order).

**Online Banking**

"Alberta University of the Arts" is the payee on your online bill payment profile for online payments.

Your account number for online banking is your nine-digit AUArts student number (this includes all initial zeroes), followed by the first five characters of your last name. Name characters are not case-sensitive. Example: 000056789JONES or 987654321Smith. If your name is less than 5 characters long, use your full last name

**Credit Card (MasterCard and Visa) via AUArts webService**

*Note: Credit Card payment for tuition fees is not an available option if paying in-person at the Cashier window.*

Fully admitted students willing to pay the non-refundable credit card administrative fee can logon to the Student Account Center and follow the steps for payment. You can also authorize someone else to pay your fees, with their Credit Card, from the Student Account Centre.

Note: If paying by Credit Card, the credit card holder will be charged a non-refundable service charge (minimum \$3.00).

**Payment by Aeroplan® Miles**

AUArts is part of the Higher Ed Points program, which allows you to convert Aeroplan® Miles into funds for paying your tuition and fees. You can also use the Aeroplan® Miles of family or funds – anyone can transfer their points to a student.

**Payment in Person**

Payments can be made in person at the cashier window located on the second level near the entrance to the Library, using the following methods: Debit Card, Cash, Cheque, Bank Draft, or Money Order. Credit card payments for tuition fees are not accepted at the cashier’s window.

**Payment by Mail**

Mail your cheque, bank draft or money order to payable to: “Alberta University of the Arts” to:  
 Cashier's Office  
 Alberta University of the Arts  
 1407 - 14 Avenue NW  
 Calgary, AB, Canada T2N 4R3

**Estimated Materials Cost by Program**

The following figures reflect approximate costs of books, supplies and materials for the undergraduate Majors at the Alberta University of the Arts. Due to the individual nature of art education, costs may vary substantially from student to student.

Major/Area of Study	100-level	200-level	300-level	400-level
<b>First Year Studies</b>	\$3,400.00			
<b>BFA General Studies</b>		\$3,400.00	\$3,400.00	\$3,400.00
<b>Ceramics</b>		\$3,400.00	\$3,400.00	\$3,970.00
<b>Drawing</b>		\$3,400.00	\$3,940.00	\$4,430.00
<b>Fibre</b>		\$3,430.00	\$3,400.00	\$3,940.00
<b>Glass</b>		\$3,350.00	\$4,020.00	\$4,280.00
<b>Jewellery and Metals</b>		\$4,210.00	\$6,270.00	\$5,960.00
<b>Media Arts</b>		\$1,700.00	\$1,700.00	\$1,700.00
<b>Painting</b>		\$4,460.00	\$4,020.00	\$4,460.00
<b>Photography</b>		\$5,260.00	\$1,890.00	\$1,960.00
<b>Print Media</b>		\$1,990.00	\$2,190.00	\$2,370.00
<b>Sculpture</b>		\$3,280.00	\$3,760.00	\$3,920.00
<b>Visual Communications Design</b>		\$3,410.00	\$2,870.00	\$3,400.00

NOTE: All studio courses carry a per-credit supplementary fee that will be assessed at the time of registration. Students will be charged \$15.78 per credit in all studio courses. Supplementary fees have been incorporated into the above estimates.

NOTE: Computer costs including software, internet costs, printers, paper, ink etc. are not reflected in the Program Material Costs listed above. Students who are applying for student loans, should enter the full amount of their computer and related costs. While student loans will not cover the full cost of computer and related expenses, students will receive the maximum allowable amount if their computer costs are \$500 or higher.

## Fee Refunds

### Course Changes

If a student drops a course from a registration before the Add/Drop Deadline, tuition and any refundable fees will be adjusted. If the course change results in a registration status change (i.e. from full-time to part-time), non-instructional fees will be reassessed accordingly.

Students who withdraw from courses (up to a full withdrawal from the university) **after** the Add/Drop Deadline will not receive any reduction in tuition and fees for the term.

### Withdrawal from the University

A student who officially withdraws from AUArts may be eligible for a refund of tuition and other fees based on the following schedule:

Term of Registration	University Withdrawal Period	Refund %
Fall or Winter	Up to Add/Drop Deadline for Term	100%
	After Add/Drop Deadline to Day 20 of Instruction	50%
	After Day 20 of Instruction	0%
Spring Intensive & Spring Term	Up to Add/Drop Deadline for Term	100%
	After Add/Drop Deadline to Date of Course Meeting 4	50%
	After Date of Course Meeting 4	0%

Where a student's tuition fees have been paid through a government student loan, the refund will be forwarded to the appropriate loan agency to be applied toward the student's outstanding loan.

Refunds for withdrawals are calculated on the basis of the official date of withdrawal. The official date of withdrawal, for the purposes of assessing a refund, will be the date a completed Withdrawal Form is submitted to the Registrar's Office, not the date the student stopped attending classes.

## Academic Regulations

### Changes in Regulations

The University reserves the right to make changes in regulations governing degree programs from time to time. General Faculties Council (GFC) is the University's senior academic governing body and it is GFC that is responsible for academic regulations that appear in the Academic Calendar.

### AUArts Email Address – University Communications

Once admitted to the university, students are assigned an AUArts email account. All departments of the university will use it to communicate all information with the student including but not limited to timetable, registration, wait lists, changes to program requirements, awards, graduation, overdue books, outstanding fines and other matters. Students are responsible for checking their AUArts email address on a regular basis.

### Chosen Name

AUArts supports chosen names (versus legal names) for students for unofficial documents, course registration and email. New students have the option to select a chosen name prior to registration. Continuing students will be notified of the process for opting for a Chosen Name. Note that official University documents (i.e. transcripts) are only issued using the student's Legal Name.

### Change of Name

A student must notify the Registrar's Office of an official change of name and must provide official supporting documentation from Vital Statistics Canada confirming the change. Accepted documentation includes: Birth Certificate, Marriage Certificate, Divorce Decree, Passport or Driver's license.

### Change of Address

Each student must provide a local address at the time of registration and is responsible for reporting subsequent changes to the Registrar's Office as they occur. The University will only mail written correspondence concerning progression to the last address on the student's file and will be deemed adequate notification. The University takes no responsibility for inconvenience, loss, or difficulties arising out of documents incorrectly mailed due to a student's failure to report an address change to the Registrar's Office.

### Degree Program Regulations

Unless otherwise stated, changes in degree program requirements (i.e. the required courses specified to a particular program of study, or the units of course weight required in specified subject areas, or the total units of course weight required in the degree program) apply only to new students and those readmitted to a Program.

Where a required course for a degree program is no longer offered, the School(s) may specify an alternate.

### Dropping a Course

Students have the opportunity to Drop (and/or Add) a course until the posted deadline in the Academic Calendar. Students who drop a course before the deadline are eligible to receive a refund of their tuition, excluding non-refundable fees as posted in the Calendar. Students who Drop a course after the Add/Drop deadline are ineligible for a tuition fee refund.

### Mailing Address

The University may use regular post to contact students in matters relating to their grade changes, academic standing and financial status at the university. Students are responsible for updating their address with the Registrar's Office. The University takes no responsibility for inconvenience, loss or difficulties arising from a student's failure to provide a correct address or change of address to the Registrar's Office.

### No Show Procedure - Registration

Students who do not attend one of the first two meeting times of a course or contact the instructor through email by the end of the business day of the second meeting of the class may have their registration removed as per the No Show Procedure.

### Registration

Students register through webService in courses on a priority basis through time-ticket assignments, course restrictions and reserved seating in courses.

Students must provide confirmation of pre-requisite completion by the first day of the term or will risk removal from the course(s). AUArts will maximize registrations and ensure safety in the classroom by canceling student registrations for students who fail to attend class or fail to notify their instructor with a valid reason for not attending class during the Add/Drop period for a given term. This does not remove the responsibility of the student to manage their own registration.

Students are responsible for ensuring the accuracy and completeness of their own registration and change of registration. Students are advised to contact a Student Academic Advisor in advance of registration for assistance in course selection and