

Guide to Registration and Fees

Primary -Junior French as a
Second Language Multi -Session
Summer 2023

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Faculty of Education Support and Services

Duncan McArthur Hall is an integrated educational complex that provides teaching and learning facilities, support services, and administrative offices under one roof. As all resources for effective education are at hand, the Faculty serves as a hub for the local education community.

<https://educ.queensu.ca/>

Queen’s University Supports and Services

WHO WE ARE	WHAT WE DO	HOW TO REACH US
OFFICE OF THE UNIVERSITY REGISTRAR STUDENT RECORDS AND SERVICES	<ul style="list-style-type: none"> Ø Tuition fees, registration, student card, exams, graduation. 	<p>www.queensu.ca/registrar 613.533.2040/613.533.6894 (records and fees) Contact information available at: https://www.queensu.ca/registrar/contact</p>
FINANCIAL AID AND AWARDS	<ul style="list-style-type: none"> Ø Government student financial assistance (i.e., OSAP), scholarships, bursaries, awards, financial advising, work study program. NOTE: School of Graduate Studies administers all merit -based scholarships and awards for Graduate Students. 	<p>https://www.queensu.ca/registrar/ 613.533.2216 awards@queensu.ca</p>
FOUR DIRECTIONS INDIGENOUS STUDENT CENTRE	<ul style="list-style-type: none"> Ø Seeks to enhance the development and well -being Indigenous Community. 	<p>www.queensu.ca/fourdirections 613.533.6970</p>
ACADEMIC SUCCESS SERVICES	<ul style="list-style-type: none"> Ø One-on-one writing support workshops, per -lead writing, learning and study skills to help develop and strengthen acades9 [(ac)itt7.01 206.06 153. 	

RESIDENCE AND HOUSING	<p>Ø Residence, residence life, and community housing students.</p>	<p>https://www.queensu.ca/campuslife/housing http://community.housing.queensu.ca 613.533.2550</p>
INFORMATION TECHNOLOGY SERVICES (ITS)	<p>Ø Campus Computer Sales & Service, internet access on campus (including email.</p>	<p>www.queensu.ca/its 613.533.6666</p>
STAUFFER LIBRARY	<p>Ø including the humanities and social science collections, special Learning Commons and the Adaptive Technology Centre.</p>	

	<p>website at: https://www.queensu.ca/registrar/financial-aid/specific-students#consecutive-education</p> <p>Students from other Canadian provinces/territories may also apply for government student financial assistance via their respective home province/territory. For a link to see: https://www.queensu.ca/registrar/financial-aid/specific-students#consecutive-education</p> <p>any Summer Bursary, Awards, and Scholarships you have been granted. Summer accounts. Most decisions will be posted by the first week of June.</p> <p>PI for the academic year.</p> <p>In April you absolutely must establish your plan to pay your tuition and Student Assistance Levy. Student Financial Advising is available: https://www.queensu.ca/registrar/financial-aid/advising</p>
Early April	<p>Please submit your photo so we may produce your student card. Your card will be handed out to you when you begin your program. You will receive an email at your @queensu.ca email account asking you to go into your student center (SOLUS) and current student card will expire on April 30. You must submit your photo and a new student card will be issued with the faculty code EDU. Further information is available at www.queensu.ca/registrar/studentid</p>
End of April Early May	<p>Some or all of OSAP approved mandatory fees. At the time full - OSAP to be re mandatory fees, unless you have a balance outstanding from a previous academic term. Any remaining OSAP will be deposited to your personal bank account. Log on to your OSAP account at https://www.ontario.ca/page/osap-ontario-student-assistance-program and view your Funding Summary for details of what is being remitted to Q Net Cost View.</p> <p>For students accessing government student financial assistance from outside Ontario, please refer to your provincial/territorial government assistance website for further information about the disbursement of your government funding.</p>
May 1	<p>Tuition and Student Assistance Levy due (less any awards granted for May 1 but not yet posted to your student account). will be responsible for keeping track of any outstanding credits or balances (e.g. tuition fees). Your up-to-date account balances are available online via the SOLUS Student Centre. Fee payment methods are available here: www.queensu.ca/registrar/financials/HowToPay</p>

Academics registering for classes, making changes to classes (add/drop/swap),
Verification of Enrolment, and viewing your grades

Biographic/Demographic Information your mailing address, emergency contact
information, and phone numbers

Finances

As you manage your personal information on SOLUS, please be aware that the collection and use

Protection of Privacy Act, or FIPPA) and by the policies approved by the University Senate:

www.queensu.ca/secretariat/senate/resources_chairs-and-secretaries/freedom-information-and-

SENATE POLICY ON STUDENT DEBTORS

Any student with an overdue debt with the University will not be permitted to register or to receive examination results, official transcripts, or marks reports until the outstanding account is settled in full or until an acceptable arrangement for settling the account is made by the department(s) concerned. In no case will a diploma be released to a student with an outstanding debt with the University.

For a listing of fee policies, including assessment changes, overdue accounts, service charges and refunds, please visit the Fee Policies page at : www.queensu.ca/registrar/resources/policies/fees.

le, please visit:

www.queensu.ca/registrar/financials/refunds.

For a listing of administrative fees, please visit: www.queensu.ca/registrar/financials/tuition-fees

For more information on how fees are assessed, whether by program or by course, please visit: www.queensu.ca/registrar/financials/tuition-fees