How much do I need to pay?

Fees for undergraduate degree, diploma and certificate programs per semester (excluding student fees) are $8804.52 up to 15 credits.

- Additional credits beyond the first 15 will cost $695.00 extra per credit plus applicable ancillary fees.
- Some courses have additional lab fees.
- NOTE: All fees quoted are in Canadian dollars and are subject to change without prior notice.

Academic students must also pay medical insurance.

For specific program fees please refer to the VIU website: international.viu.ca/fees.

When do I need to pay?

Payment due dates for returning students:
- July 31 for Fall 2020 semester.
- December 1 for Spring 2021 semester.

Students who wish to pay a $200 late fee for payment made after these dates may avoid being charged for any additional semesters of enrollment.

How do I pay?

- Recommended: Online through a Canadian bank account (your account number is your VIU student number) or online with a credit card.
- Payment due dates for returning students:
  - July 31 for Fall 2020 semester.
  - December 1 for Spring 2021 semester.

For more information, please contact the International Education Finance Department by email iefinance@viu.ca or call 250.754.8866.

VIU Learn

Many academic instructors communicate with their students through VIULearn. After creating your VIU student account, you can log in to your course at learn.viu.ca. If you are unable to login you may have not created your student account, or your password may have expired. You also may have just registered in your courses and the system will update your registration in VIULearn overnight. Problems logging in? Contact leamsupport@viu.ca or call 250.740.6779.

GPS: Program Planning

VIU’s Goal Planning System (GPS) can be launched from your online student record. GPS will show how the courses you have already completed can work towards your academic goals and will list posted in your online student record.

Confidentiality of Your Record

Photo identification is required to obtain services at the Registration Centre and the Centre for International Education. We protect your student record by using your student number, your online student record password, and a security question and answer. A parent, spouse, agent, or friend may not act on your behalf to conduct any business or make any detailed inquiries about your account without your consent. To authorize someone to act on your behalf when speaking to us you will need to provide them with your student number and the answer to your security question.

If you share this information with a third party, it is good practice to change it afterwards.

Medical Insurance

International Students have access to two levels of medical insurance:

1. Basic Medical Insurance (mandatory for all new VIU students):
   - Automatic enrollment through guard.me/viujinbound during your first semester
   - Guard.me Medical Insurance: After three months of residence in British Columbia, you are required to register and obtain basic medical insurance from BC Medical Services Plan (BC MSP).

2. Expanded Medical Insurance:

   Students may be eligible to Opt-Out of the guard.me health insurance plan on a temporary basis (fall term only). To avoid paying for Fall 2020 semester, opt out confirmation must be received by September 30, 2020.
   - Go to guard.me/viujinbound for more details.

Important Cost Saving Information for Returning Students

Costs for guard.me will be charged each semester until you successfully “Opt Out” by sending required proof of BC MSP coverage to guard.me. If you will not be in Canada for the Fall 2020 semester, you may be eligible to Opt-Out of the guard.me health insurance plan an option at www.guard.me/viujinbound.

For more information, call or visit the Centre for International Education at Vancouver Island University Campus, Building 255 Nanaimo: Toll-free 1.888.920.2221, or 250.740.6315.
Welcome
to the Fall 2020/Spring 2021 academic year at Vancouver Island University!

The International Student Services team is available to provide personal assistance with any of your registration questions. In addition to the information in this bulletin, you should also become familiar with the general regulations in our online calendar at viu.ca/genreg.

Your Online Student Record
Your student record is available at myviu.ca. Most registration services are available online; update your address, add or drop courses, check your place on wait lists, review your fees, and much more.

Adding Courses
You can add a Fall semester course until Tuesday, September 15, 2020 online through student record. After this date, you must obtain permission from the instructor and use a Request for Late Course Registration form, available online. Have the form signed by the course instructor, and follow the instructions on the form for when and where to deliver it (additional fees may be charged).

Waitlist Procedures
If you are on a waitlist and a seat becomes available to you prior to the first day of the semester, you will automatically be registered in the class. The waitlist procedure changes during the first six days of the semester.
- From Tuesday, September 8, 2020 to Tuesday, September 15, 2020 you must check your online student record each day if a seat becomes available for you, it will be "held" temporarily. You may claim your held seat that day online through your student record.
- If you do not claim the seat by 11:30 PM you will be removed from the waitlist.
- After September 15, 2020 you may be eligible to register for the course using a "Request for Late Course Registration" form, gaining the course instructor's signature. Follow the instructions on the form for where and when to deliver it.

Remember to drop waitlisted courses if you are no longer interested, or you may be charged for them.

Dropping Courses
If you register for a course and then decide you don’t want it, you must officially drop it online. Please take note of these important deadlines:
- If you are considering dropping a course:
  - The last day to drop or switch a course or section before the fees are locked is in Monday, September 21, 2020. If you drop a course after this date you will be charged full fees for it.
  - The last day to drop a course to avoid getting an "F" grade assigned is Monday, November 30, 2020. (No refunds will be issued for dropping a course)
- Under documented exceptional circumstances you may request a late withdrawal after November 30, 2020. Please connect with an International Student Advisor for further information.

“No Show” Policy
If you register for a course but decide you don’t want to take it, you must officially drop it. It is not enough to inform your instructor or to just not show up. If you don’t officially drop a course, you will be required to pay for it and you will receive a grade of “F”. If you have to miss the first scheduled class but want to remain enrolled, you must notify your instructor or the area secretary by email or phone. Check your student record “My Course Enrollment History” for contact information.

Course Prerequisites
Check your online student record to ensure that you meet prerequisites for courses: click on "Web Registration", "Register" for the fall 2020 semester, and then "Check Prerequisites". Any unmet prerequisites will be noted in red print. Please withdraw from courses if you will not meet the prerequisite. Students not meeting course prerequisites are not eligible to take the course and may be deregistered. Prerequisite checking is a lengthy process that continues through the first two weeks of classes and by the time you are deregistered, it may be too late to register for another course.

If you would like to have a prerequisite waived, you must use the Student Registration Change Form and gain permission from the Department Chair. Please ensure permission is granted as soon as possible. Signed prerequisite waiver forms must be sent by email to study@viu.ca.

Academic Probation Policy
If you have obtained a grade point average (GPA) or less than 2.0 (C+) from at least 9 credits attempted during the period of May 1 to April 30, you can be placed on academic probation and the Advising Centre will contact you to offer assistance. Refer to “Probation Policy” at viu.ca/genreg for more information.

Unofficial Withdrawal
If you stop attending classes, or miss a significant number of classes without explanation, you may be withdrawn from your class without prior notice. If this happens you will be assigned a grade of "UW" (unofficial withdrawal), which is the same as a fail and carries a grade point value of zero. No refunds will be issued.

Leave of Absence
If you wish to temporarily withdraw from Vancouver Island University for any reason, you may apply for a leave of absence for the remainder of the current and the following semester. Apply to the Dean of your program for a leave of absence. When you return, you will be considered a continuing student for the purpose of registration. Provide a copy of the approval of leave of absence to Centre for International Education at study@viu.ca.

IMPORTANT NOTE: Provide a copy of the approval for leave of absence to the Centre for International Education as this may have an impact on your immigration status in Canada and medical insurance coverage.

Scholarships and Awards
In 2018/19 VIU students received close to 1.5 million dollars in scholarships, awards and bursaries from the VIU Foundation. To be considered for this support, make sure your “Scholarships/ Awards/Bursary Profile” (located in your online student record) is up-to-date by October 31, 2020. For more information visit viu.ca/FinancialAid.

For information about opportunities for scholarships and awards available through the Centre for International Education, please visit international.viu.ca/international-student-scholarships-and-awards.

Important Dates
FALL 2020/Spring 2021 Semesters

<table>
<thead>
<tr>
<th>Date</th>
<th>Event</th>
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<tbody>
<tr>
<td>September 4 &amp; 7 (Friday &amp; Monday):</td>
<td>Labour Day, University closed</td>
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<tr>
<td>September 8 (Tuesday):</td>
<td>First day of classes for the Fall semester.</td>
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<tr>
<td>September 15 (Tuesday):</td>
<td>Last day of active waitlist for Fall Semester courses.</td>
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<tr>
<td>September 21 (Monday):</td>
<td>Last day to drop or switch a course before the fees are locked.</td>
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<tr>
<td>October 1 (Tuesday):</td>
<td>First day to submit applications for Academic Programs beginning September 2021.</td>
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<tr>
<td>November 1 (Wednesday):</td>
<td>Remembrance Day, University closed.</td>
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<tr>
<td>November 9-13 (Monday-Friday):</td>
<td>Fall semester Study Days for academic programs.</td>
</tr>
<tr>
<td>November 30 (Monday):</td>
<td>Last day for academic penalty-free withdrawal from Fall semester courses, or to change from credit to audit (or vice-versa). No refunds will be issued for dropping a course.</td>
</tr>
<tr>
<td>December 1 (Tuesday):</td>
<td>Spring 2020 semester fees due. Any unpaid semester fees will be assessed a late fee.</td>
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<tr>
<td>December 11 (Friday):</td>
<td>Last day of classes for Fall semester.</td>
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<tr>
<td>December 14 (Monday):</td>
<td>First day of final examinations.</td>
</tr>
<tr>
<td>December 23 (Wednesday):</td>
<td>Last day of final examinations.</td>
</tr>
<tr>
<td>December 25-January 1 (Friday - Friday):</td>
<td>Christmas/New Year break, university closed.</td>
</tr>
<tr>
<td>January 7 (Thursday):</td>
<td>First day of classes for Spring 2021 semester.</td>
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