

## **IMPORTANT FINANCIAL TIPS FOR A SUCCESSFUL AND STRESS FREE YEAR**

**1. Plan ahead and pay your fees on time.**

It is important that you plan your finances in order to be able to pay your fees on time. By making your fee instalments by the appropriate deadline, you are confirming your registration and this will ensure that you do not lose your course registrations. Prior to the deadline, you may request an extension from Financial Services. Such extensions will only be granted in circumstances where payment is delayed for a short period of time and as a result of unforeseeable circumstances.

***Fall Term Payment Deadline – September 14, 2011***

***Winter Term Payment Deadline – January 11, 2012***

**2. Ensure that you are registered in the proper number of courses if obtaining a student loan.**

Generally, you must be in a minimum of 1.5 units of credit in each of the fall and winter terms, in order to qualify for a student loan. Some provincial requirements are higher. Financial Services must check to make sure you are registered in the required number of credits before they can sign off your loan. After your student loan is signed, you should ensure you understand the implications before making course changes that reduce your course load below the minimum required for student loan purposes.

**3. Be diligent in getting your student loan processed.**

For some provinces, student loans are sent to you directly, while for others, they will be sent to Financial Services. Check the bulletin board by the Financial Services service counter in Evaristus Hall for listings of students with documents for pick-up. Once you have your student loan, Financial Services will confirm you are registered in the required number of courses and sign it, indicating the amount of fees that are owed by you to the University for your fee instalment. Federal and provincial loans are processed by Resolve (company name). Your pre-study report must be completed by the date on your notice of assessment or there will be no provincial instalment of your loan. It is important that you complete each step of this process in a timely manner as there are dates after which the loan is not negotiable. You should also be proactive in tracking the progress of your loan processing to avoid delays. Once your loan is processed, amounts indicated on the loan as owing to the University (as completed by Financial Services) are then paid directly to the University by the processing agency and you receive the balance of the funds.

**4. Use WebAdvisor to monitor your student account.**

WebAdvisor is the University's online student registration and payment system. You can view a summary of your account activity and make your payment if paying by credit card (Make a Payment screen). It is a good way to monitor the status of your account regularly. If you are having any difficulty accessing WebAdvisor, please contact [webadvisor@msvu.ca](mailto:webadvisor@msvu.ca).

**5. Ensure that you understand the financial implications of adding or dropping courses or withdrawing from University.**

Once you have registered for courses at the University, you are able to make changes to your registration through a variety of ways such as WebAdvisor, course change form, etc. When dropping courses, you need to be aware of the Fee Refund Schedule included on our

website (Money Matters). You are charged for the time that you are in the course being dropped, based on this schedule, even if you add another course in its place. There is no financial penalty for dropping courses up until September 14, 2011 for the 2011/FA term and up until January 11, 2012 for 2012/WI term courses. If for some reason, you decide not to attend the Mount after you have registered, then you must ensure that you drop all of your courses before the drop deadlines. Otherwise, you may remain registered in which case your fees will remain as owing to the University.

- 6. Be aware of the opt out deadlines for the Students' Union Medical and Dental Plans.**  
All on-campus undergraduate students who are registered in 1.5 units of credit or more in the fall term are automatically charged and enrolled in the Students' Union Health (\$250.55) and Dental (\$135.50) Plans. If you have alternate coverage (for example through your parents' plan), you can opt out of one or both of these coverages by completing the online opt out process between July 1<sup>st</sup> and September 30<sup>th</sup>. More information on this process can be found on the Students' Union website at [www.mountstudents.ca](http://www.mountstudents.ca).
- 7. Ensure that you keep your contact information current with the University.**  
Ensure that your address, phone number, and email address are always current with the University so that you do not miss important communications. You can use WebAdvisor to make changes to your contact information or do so directly with the Registrar's Office. The University will use your MSVU email address as your official email address for communication.
- 8. Complete forms to provide access to a third party (parent etc)**  
Financial Services is required by law (FOIPOP/PIPEDA) to keep each student's information private and discuss financial matters only with the student. This includes providing even basic information such as outstanding balance. If you wish to have your parent or other third party be able to discuss your financial account or other financial matters on your behalf, then you must complete a form with financial services to provide the appropriate authorization. The form can be found on the MSVU website under "Other Financial Information." in the "Money Matters" section.
- 9. Utilize your bus pass (U-PASS) to your full advantage (Full-time students)**  
For the past four years, the University has administered a program on behalf of the MSV Students' Union and Metro Transit to provide unlimited access to the Metro Transit system (with some minor exceptions) for full-time students for the academic year at significantly reduced rates. The program is mandatory for all full-time students (taking 1.5 or more credits in a term). The program fee is \$138 per student per academic year.
- 10. Read and ensure you understand financial policies.**  
Visit the Money Matters section of our website at <http://www.msvu.ca/Financial-Information/> Questions? Contact [financial.services@msvu.ca](mailto:financial.services@msvu.ca) or phone 902-457-6277. We are here to help.