

STUDENT CONTRACT



FALL TERM 2025 (Updated July 18, 2025)

Please read carefully to avoid delays in the application process.

REGISTRATION & COURSE CHANGE DEADLINES

- **The early registration deadline is Friday, July 25, 2025**

(in person at Regent reception by 4:30 pm; online via REGIS by midnight). This is the deadline for Priority Enrollment Courses identified as such in the Important Timetable Information. All students are encouraged to register by this date in order to increase the likelihood of getting their desired courses.

- **The registration and payment deadline is Friday, September 5, 2025** (in person at reception by 4:30 pm; online via REGIS by midnight). Registrations submitted after this date will incur a late registration/payment fee of \$50.

- If you register or add a course after September 5, you must pay in full at the time of registration.

- **The final deadline to register, add, increase credits, or change from audit to credit is Friday, September 19, 2025** (in person at reception by 4:30 pm; online via REGIS by midnight).

REGISTRATION EXCEPTIONS

- Weekend and GENR courses must be added before the course begins (see syllabi for dates).
- Final Projects, Guided Studies, and Field Immersions may be added until 4:30 pm on Friday, September 19, 2025.
- THESIS, IPIAT, or Integrative project for the Fall Term may be added until 4:30 pm on Friday, December 12, 2025.

NOTE: Any student with fees or tuition owing after the payment deadline will be dropped from their class(es). If there are questions regarding this policy please email financial.aid@regent-college.edu.

COURSE DROP & REFUND POLICIES

Course changes must be submitted officially, either online through REGIS or by submitting a Fall Term 2025 Course Registration/Change Form to reception. The following deadlines will apply to all courses unless otherwise noted in the course syllabus.

- 01/ The deadline to receive a 100% tuition refund for dropping a course, reducing the number of credit hours in a course, or changing from credit to audit is Friday, September 19, 2025 (in person at Regent reception by 4:30 pm; online via REGIS by midnight).
- 02/ The deadline to receive a 75% tuition refund for dropping a course, reducing the number of credits in a course, or changing from credit to audit is Friday, October 10, 2025 (in person at Regent reception by 4:30 pm; online via REGIS by midnight). No refunds are available after this date.
- 03/ There is no refund of any tuition or fees after the 75% refund deadline, but a course may be dropped and credits may be reduced or changed to audit up until Friday, October 24, 2025 (in person at Regent reception by 4:30 pm; online via REGIS by midnight).

FEES FOR FALL TERM 2025

Tuition & fees are due in full on Friday, September 5, 2025

STUDENT FEES NOTES | ELIGIBILITY

- During the registration period, all students who are registered with 3 or more credits are charged student fees. **After August 15, 2025, these fees are non-refundable regardless of whether courses are dropped.**
- If you take fewer than 3 credits but at least 3 audit hours (or at least 3 combined audit/credit hours), you may opt in to all Student Fees by checking the appropriate box on the Registration Form (no partial opt-ins are permitted).
- If you take fewer than 3 credit and/or audit hours, you are not eligible to pay Student Fees.

AMS HEALTH & DENTAL PLAN

To view full details of this plan, or to opt out of this plan, please visit ihaveaplan.ca (select UBC Vancouver as your school).

- The Change-of-Coverage Period for the AMS Health & Dental Plan is posted at ihaveaplan.ca (under "coverage"). For information about opting out of the plan, or opting in family members for an additional fee, see the Healthcare page of our website (current-students/living-in-vancouver/medical).
- If you opt out of the plan, the plan fee initially charged to your account will be refunded and you will not be required to pay that amount before the payment deadline.
- Failure to opt out or pay this fee by the last day of the opt-out period will incur a late payment fee.

U-PASS FEE

For full details about the U-Pass BC, please visit the U-Pass & Transit page of our website (current-students/living-in-vancouver/transit). If you drop all your classes after August 15, 2025 and would like to request a pro-rated refund for remaining monthly passes, please email registration@regent-college.edu.

OTHER POLICIES

- **Academic Policies:** Please consult the Academic Catalogue online (current-students/academic-catalogue) for admissions policies, program requirements, program duration, appeals, rules of conduct and dismissal, academic policies and fees.
- **Bullying, Harassment & Discrimination Policy:** Regent College strives to be an institution free of bullying, harassment and discrimination. By signing the registration form, you acknowledge that you have read and agree to abide by the Regent College Bullying, Harassment & Discrimination Policy found online (fine-print/harassmentpolicy), which may be amended from time to time.

REGISTRATION DEPOSIT — \$150

Payment of the \$150.00 non-refundable registration deposit is required in order to register for courses. You cannot register until you pay the deposit. The \$35.00 registration fee makes up a part of this deposit; the remaining \$115.00 is placed in your student account to pay for tuition and fees. This amount remains in your student account and is non-refundable. After one year, if the funds are not used, they are forfeit and go to Regent College. Should course(s) be dropped, the entire deposit (\$150) will be the minimum retained by Regent College.

REGULAR ACADEMIC FEES

Credit Tuition (Onsite/Online)	\$545 / \$565	per hour
Audit Tuition (Onsite/Online)	\$400 / \$420	per hour
Student Fees	\$782.42 / \$394.16	total (consists of the items below) / if permanently opted-out of AMS H&D Plan
Regent College & UBC student fees	\$206.56	per term (RCSA fee, AMS membership fee, retreats fee)
U-Pass Fee	\$187.60	per term
AMS Health & Dental Plan: Extended health insurance (see above for opt-out and family opt-in options)	\$388.26	(from Sept 1, 2025 - Aug 31, 2026)
Service & Administrative Fees (if applicable)		
Registration Fee	\$35	non-refundable
Late Registration/Payment Fee (if registering or paying after Sept 3)	\$50	+ interest per month at a rate of 8.5% per annum
Failure to drop a course not attended	\$50	non-refundable
Dishonoured cheque fee	\$20	

SPECIAL COURSE FEES (if applicable)

Academic Writing Class fee (GENR 311)	\$100
Introduction to Theological English (GENR 318)	\$250
IPIAT handling fee	\$70
Qualitative Research Workshop (GENR 310)	\$100
Study Skills (GENR 314)	\$50