

WELCOME

to a New Semester at Centennial

Fees Payment and Registration Information

Familiarize yourself with *myCentennial* to help you pay your fees and register for courses.

myCentennial is the College portal that gives all students personalized online access to key dates, including web-registration, e-mail, grades, class start dates, loan disbursement information, College announcements, and research tools – from any internet connection.

You can access *myCentennial* from the Centennial College website or directly at <http://my.centennialcollege.ca>.

Your login is your nine-digit student number; your initial password is your date of birth. (Note: You will be asked to change the password upon initial login.)

Pay your tuition fees.

Your Fees Statement is included in this package. Your Fees Statement provides you with an itemized list of fees, and a series of payment plan options. Your fees due date is printed on your statement. It is your responsibility to ensure that your fees are paid by the fees due date.

PAYMENT OPTIONS

PAY FOR THE CURRENT SEMESTER OR FOR MULTIPLE SEMESTERS: You may choose to pay your fees in full for one semester, two or three semesters, depending on your program.

PAY BY DEPOSIT (online or in person only): By making a deposit of \$350 (of which \$30 is a non-refundable processing fee) you can defer your fee payment until the first day of classes when the balance of your fees **must be paid in full**. Accept the terms of the Deposit Payment Plan Agreement either online via *myCentennial* or complete the agreement in person at the Enrolment Services Office. Failure to pay the balance by the first day of classes will result in late fee charges and/or removal from your courses.

OSAP FUNDING: If you have applied for OSAP funding you may be able to defer your fee payment providing your estimated total of OSAP funding is equal to or greater than your tuition. Accept the terms of the Fee Deferral Agreement either online via *myCentennial* or in the Enrolment Services Office, and pay \$130 (of which \$30 is a non-refundable processing fee) by the fees deadline. If paying in person, you must present your OSAP estimate or approved documents. Your estimate must cover full fees.

PAY USING RESPs: If you have an RESP, you can select this option online or at any Enrolment Services Office and pay a fee of \$130 (of which \$30 is a non-refundable processing fee) to defer your fees until your RESP documents are processed. Accept the terms of the RESP Deferral Agreement either online via *myCentennial* or in the Enrolment Services Office. Failure to provide proof of RESP coverage by the first day of classes will result in a late fee and/or removal from your courses.

How do I pay my fees? Don't stand in line. Pay online!

Fees can be paid online through *myCentennial* if you choose to pay by credit card (VISA, MasterCard or American Express). You can also purchase a locker and parking permit; both are available while supplies last on a first-paid, first-served basis.

What if I'm not paying online by credit card?

If you are not paying online by credit card, you can choose one of the alternate payment methods listed below:

PAY AT A CANADIAN BANK OR FINANCIAL INSTITUTION: Pay in person, online banking or by telephone banking, using your Student ID as your account number and pay before the fees due date printed on your Fees Statement. **(Note that processing takes approximately 3-5 business days.)** Fees must be paid and a payment option selected on *myCentennial*, by the due date printed on your Fees Statement. For the payment option, go to *myCentennial*, click on "Paid fees at your bank" and if you require a locker rental or parking, choose these options as well.

PAY BY TELEPHONE: Call 416-289-5300. We accept VISA, MasterCard and American Express.

PAY BY MAIL: Complete both sides of the Fees Statement and mail (please allow sufficient time for delivery) with your payment (certified cheque, money order or credit card information) to:

**Centennial College
Enrolment Services
P.O. Box 631, Station A
Toronto, ON M1K 5E9**

PAY IN PERSON AT THE ENROLMENT SERVICES OFFICE: AT THE ENROLMENT SERVICES OFFICE: Visit the Enrolment Services Office at any campus to make your payment by Interac, VISA, MasterCard, American Express, certified cheque or money order. If you choose to pay in person, pay before the fees due date to avoid the line-up.

What if I don't pay on time?

Fees must be paid in full or a payment option chosen by the date noted on the Fees Statement. Failure to pay your fees by the fees due date on your Fees Statement will result in a late fee charged to your account. If you choose the Deposit Payment Option the balance of your fees is due by the **first day of classes** or late fee charges will apply and/or you will be removed from your courses.

What is the fee refund policy, if I decide to withdraw from my program?

If you have paid your fees, you must submit an Intent to Withdraw Form to the Enrolment Services Office **within the first ten days** from the start of the semester to qualify for a partial refund of fees.* The college will return all tuition paid with the exception of ancillary fees** **and** \$100 for Canadian residents or \$500 for international students. If you deferred your tuition using the OSAP based fee deferral plan, RESP plan or Deposit plan, you must still complete an Intent to Withdraw Form and submit it to the Enrolment Services Office.

- * *Apprentices and students taking Continuing Education courses should note that in some cases withdrawal with a partial refund may only occur prior to the third class. Contact the Enrolment Services Office for more information.*
- ** *Examples of ancillary fees include ID card fees, late fees, payment plan processing fees and student services fees. Refundable fees include building fund, health insurance, etc.*

Register for your courses online through myCentennial.

Once you've chosen your payment option, use the online registration system through **myCentennial** to build your timetable. You will build your timetable by selecting courses required by your program during the web registration period. (Please note that for some programs you will be pre-assigned to a block of courses.)

What is web registration?

Web registration is a period of time when the registration system is available to you, based on your program and/or semester (also known as classification). Your program and semester can be found on the front of your Fees Statement. Please note, if access must be limited to certain programs during times of peak activity a notice will be posted on **myCentennial**.

Fall semester web registration begins mid to late July.
Winter semester web registration begins mid December.
Summer semester web registration begins late April.
Check **myCentennial** for specific web registration dates.

Need help with your program selection?

Academic advising will be available at all campuses in the weeks prior to the start of class. The academic advising schedule is also available on **myCentennial**.

Is it possible for me to be denied registration?

Yes. To qualify for registration and a timetable, your fees must be paid in full or a payment option chosen, and you must fulfill all admission requirements.

Technical difficulties?

If you are having problems with sign-in or your password, please contact the Helpdesk by telephone at 416-289-5280, Monday – Friday (except holidays) 8 am – 6 pm. If you have difficulties caused by your registration status, holds, or payment, please contact Enrolment Services at 416-289-5300 or visit our offices, Monday – Friday (except holidays), 9 am – 4:30 pm. Please note that any changes to these hours will be posted on **myCentennial**.

How do I obtain a Student Photo ID?

Pictures for your Student Photo ID are taken at the beginning of each semester and during Orientation. A Centennial College Student Photo ID is required in order to write your exams, as well as access services on campus such as the Library, Residence Meal Plan, CCSAI and the Gymnasium. Your Student Photo ID also acts as identification for discounts to travel such as VIA Rail, clubs and other establishments outside of the College. You are encouraged to have your Student Photo ID validated each semester. Validation stickers are available at the Enrolment Services Office. Check **myCentennial** for your campus' schedule, place and times when this is available.