

The background of the entire page is a photograph. It shows a blue graduation cap with a purple tassel resting on a stack of several books. The books have various colored spines (green, orange, black, white, and purple). A red ribbon is tied around the stack of books. The background is a bright blue sky with white clouds.

# **BROCK\$ENSE:** **YOUR MONEY COUNTS**

**A STUDENT FINANCIAL GUIDE | [brocku.ca/safa](http://brocku.ca/safa)**



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# YOUR PLAN

Consider your education as an investment. Stay engaged in your financial health and prepare for the unexpected.

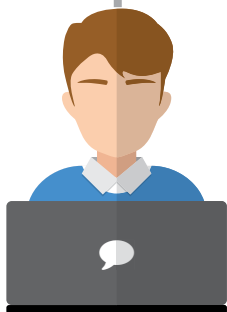
## PREPARING YOUR FINANCIAL PLAN FOR YOUR EDUCATION

Having a plan in place to finance your education is the first step to ensure success along the pathway to your degree. Construct a financial plan that works for you and your family, and that covers all of your costs. Consider your education as an investment. Stay engaged in your financial health and prepare for the unexpected.

### STEP 1

#### Calculate your expenses:

- What is the cost of your tuition, and related expenses?  
[brocku.ca/safa/undergraduate-fees-estimator/](http://brocku.ca/safa/undergraduate-fees-estimator/)
- What is the cost of off-campus living?
- Consider your additional expenses that will change: groceries, commuting, supplies and books.
- How often do you expect to travel home? How much will it cost?



### STEP 2

#### Calculate your resources:

- Apply to OSAP early, and view your OSAP **estimate** at [osap.ca](http://osap.ca)
- Apply to OneApp to be eligible for Brock University scholarships and bursaries: [brocku.ca/safa/awards-and-bursaries/oneapp/](http://brocku.ca/safa/awards-and-bursaries/oneapp/)
- What is your expected parental contribution?
- Do you have RESP funding available?
- What is your expected personal contribution?
- Are you seeking external sponsorship/scholarships?
- What private loans are available?



### STEP 3

#### Calculate your shortfall or surplus:

- Determine what shortfall exists, review and change your plan accordingly.
- Discuss your plan with your family and seek their advice.
- Seek out the advice of financial experts: A financial advisor/planner at your bank or credit union is a great place to start.





# FINANCIAL AID



## WHAT IS OSAP?

The Ontario Student Assistance Program (OSAP) is a mix of federal and provincial loans and grants to help students afford the cost of post-secondary education. It provides eligible students with financial assistance to help pay for tuition, books, living costs and transportation.

## Where to apply?

To receive OSAP funding, students must complete an online OSAP application at [osap.ca](https://osap.ca)

## Am I eligible for OSAP?

**Funding is available for both full- and part-time students:**

- Taking 1.5+ credits per term? Complete the full-time OSAP application. **Please note:** If you are a student with a permanent disability, you can be considered a full-time student while taking 1.0 credit per term.
- On a co-op work term? Complete the full-time OSAP application for that term, selecting a work-term option.
- Taking between 0.5 and 1.25 credits? Complete the part-time OSAP application.

To maintain full-time status, students must take at least 60 per cent of a full course load (1.5 credits per semester) or 40 per cent (1.0 credits per semester) if you are a student with a permanent disability. Students who are on a full-time co-op work term are also considered full-time.

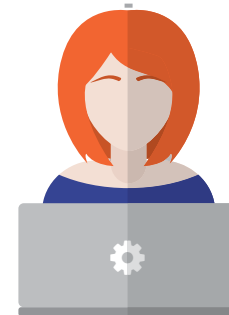
## What is a MSFAA?

The Master Student Financial Assistance Agreement (MSFAA) replaces previous federal and provincial loan agreements. Since it is a multi-year agreement, it is more efficient and easier to use. The MSFAA outlines your responsibilities and the terms and conditions of accepting and repaying your student loans. This agreement is a required document that all students must sign and submit in order to receive OSAP funding.

## What to do with my MSFAA?

Your Master Student Financial Assistance Agreement (MSFAA) is completed electronically. You will find it on your OSAP portal under "Required Documents" at [osap.ca](https://osap.ca)

- Not all students who apply for OSAP will be eligible for funding. If eligible, funding amounts vary by student and are dependent upon information submitted within the applications.
- All submitted OSAP documents must have your student number and full name.
- Allow at least 4-6 weeks processing time for all supporting documents.
- Ensure that applications are submitted in a timely manner and meet all deadlines.
- Check your OSAP portal regularly for all updates and communications.





## SCHOLARSHIPS AND BURSARIES

### What are scholarships and bursaries?

A **scholarship** is a monetary award given on the basis of academic merit, and may also include other areas of achievement such as

leadership and community involvement.

A **bursary** is a non-repayable grant to assist academically-qualified students who are in financial need.

### Who should apply?

All undergraduate students at Brock University should apply to OneApp: [brocku.ca/safa/awards-and-bursaries/oneapp/](https://brocku.ca/safa/awards-and-bursaries/oneapp/).

Graduate students' funding is administered through the Faculty of Graduate Studies.

### When should I apply?

#### New student applicants

Students entering the university should apply as soon as they have made their decision to come to Brock. Apply early for best selection. Entering students should also apply a second time for in-course awards. See below.

#### ALL students

Students admitted into the university (first year and beyond) should apply from Aug. 1 onwards. Some awards have set close dates. Apply early for best selection.

### Where do I apply?

We understand how busy the school year can be, so we have developed one application for all scholarships and bursaries offered at Brock. We call it OneApp. Upon completing your OneApp, you will automatically be considered for all awards for which you are eligible. OneApp can be found at: [brocku.ca/safa/awards-and-bursaries/oneapp/](https://brocku.ca/safa/awards-and-bursaries/oneapp/)

### Automatic awards

#### Brock scholars award

Brock scholars awards are open to incoming students from anywhere in the world. To qualify, you must be entering your first undergraduate program in the Fall term (no previous post-secondary experience). No application is required.

For more information on the Brock scholars award visit: [brocku.ca/safa/awards-and-bursaries/future-students/](https://brocku.ca/safa/awards-and-bursaries/future-students/)

#### Brock returning scholars award

If you are pursuing an undergraduate degree and you do not hold a renewable Brock scholars award, you are still eligible for our returning scholars award. No application is required.

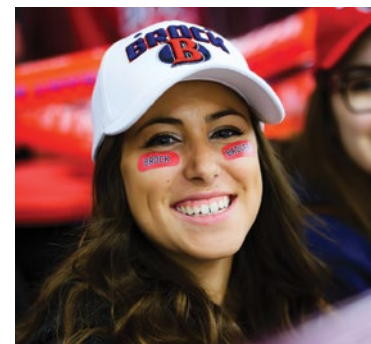
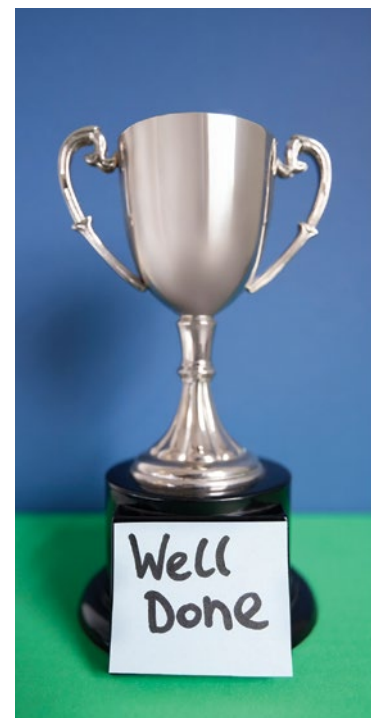
For more information on the Brock returning scholars award visit: [brocku.ca/safa/awards-and-bursaries/current-students/](https://brocku.ca/safa/awards-and-bursaries/current-students/)

### How do I receive my award?

All monies awarded by Student Accounts and Financial Aid are paid directly to the student account. You can review your student account history via your portal at: [my.brocku.ca](https://my.brocku.ca)

When an award is placed on your student account that puts you into a situation where you have now over-paid the university, you can request a refund at: [brocku.ca/safa/contact-us/request-a-refund/](https://brocku.ca/safa/contact-us/request-a-refund/)

\*Awards marked "DNR" on your student account are intended to reduce your Brock fees and will be applied to your student





account balance and/or future balances. These awards have no cash value and cannot be released prior to degree completion.

### How do I report my awards to OSAP?

Please **do not report** your Brock University-administered awards to OSAP. We will do this on your behalf. If you report your Brock awards to OSAP, this may impact the amount of funding you will receive. If you reported your awards to OSAP in error, please send a note to [central@brocku.ca](mailto:central@brocku.ca) to let us know, and we will work with you to have your OSAP application corrected.

### Emergency funding

#### Emergency bursary

Brock University has an emergency bursary available to assist students with unforeseen emergencies. Apply to the Emergency Bursary via OneApp.

#### Emergency loan

Brock University Students' Union, in partnership with Brock University, has made available a limited-time interest-free emergency loan to undergraduate students in need. Apply to the Emergency Loan via OneApp, and visit Brock Central to finalize your loan. Some conditions apply.

Visit our Budgeting section at [brocku.ca/safa/budgeting-and-advice/](http://brocku.ca/safa/budgeting-and-advice/) and make an appointment with a Brock\$tar team member for help with budgeting and to learn tips to help you through.



# STUDENT ACCOUNTS

## WHAT IS MY STUDENT ACCOUNT?

Your student account is maintained in the University's secure system known as the Brock Portal. Upon acceptance of your offer, we automatically set up an account for you. For payment purposes your "account number" is your 7-digit student ID number.

### This is where:

- Fees are charged
- Payments are posted to offset fees
- Scholarships and bursaries are applied
- OSAP Net Tuition billing information is displayed if you are an OSAP recipient

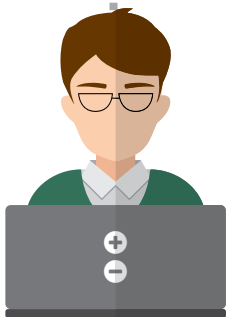
It is every student's responsibility to regularly log in and review their own student account to ensure all charges are as expected, all payments have been received and balances due are paid in full by due dates and deadlines.

### Where can I view my student account?

[my.brocku.ca](http://my.brocku.ca) on the student self-serve tab under "Financial History."

Your student financial history is available 24/7 online through the Brock Portal. Login using your **campus ID and password**.

Confused about positive and negative amounts? **Positive amounts are debits** which are charges placed on your account and show in the charges column. **Negative amounts are credits** and will be shown in brackets in the payment column (reversed charges, payments, scholarships, bursaries, etc.).



## TUITION AND ANCILLARY FEES

Tuition and ancillary fees for each student type are located on our website at the following link:

[brocku.ca/safa/tuition-and-fees/overview/](http://brocku.ca/safa/tuition-and-fees/overview/)

### How we communicate

All communication regarding your student account will be sent to your Brock student email account.

### Will I receive a bill or statement?

Brock provides online access to your student account 24/7. We DO NOT send bills or invoices in the mail or by email.

### Other charges you may see on your student account:

Other charges may show up on your account throughout the year. It is important to review your student financial account at least once a month. Examples of other charges are:

- Residence and meal plan fees
- Program/course-specific fees
- Monthly interest (See Overdue Accounts)
- Required course materials you charge to your account at the Brock Campus Store
- Missed appointment fees
- Other miscellaneous fees

### What do I do if I see a problem?

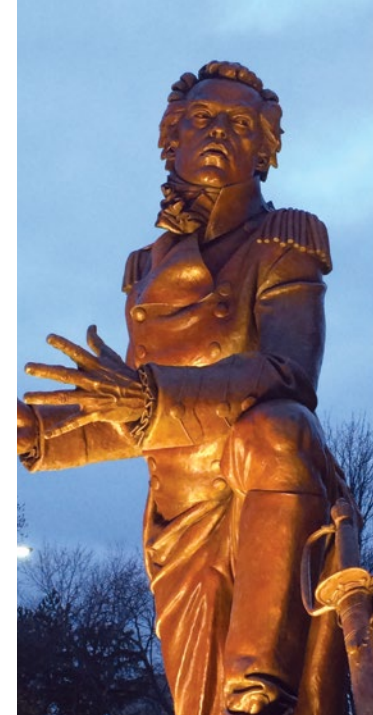
This is your "Brock bank account." Inquire as soon as you see a problem or if you see something that you do not understand. Not reviewing your account in a timely fashion could result in interest charges and/or a financial block which could limit your access to some services and impact future enrolment. Visit Brock Central @ the Registrar's Office or email [central@brocku.ca](mailto:central@brocku.ca)

### Tuition payment deadlines

[brocku.ca/safa/tuition-and-fees/tuition-due-dates/](http://brocku.ca/safa/tuition-and-fees/tuition-due-dates/)

Full payment is due on the first day of each term. New charges or registration changes during the term that result in new fees are due immediately. It is important to monitor your student account and stay in good financial standing.

**Note:** OSAP recipients are responsible for ensuring that payment is made in accordance to the payment deadlines, regardless of whether or not OSAP has been issued. Students who apply on time, correctly and with all required supporting documents can expect funding in time to meet deadlines.





## Overdue accounts

[brocku.ca/safa/tuition-and-fees/overdue-accounts/](https://brocku.ca/safa/tuition-and-fees/overdue-accounts/)

Interest is charged at a rate of 1.5% per month (compounded to 19.56% annually) on any unpaid past due balance each month. This rate is subject to change. Interest will not be waived for late payments.

Ensure your full payment is received on or before the payment deadline for each session. Any course added after full payment is made could result in additional costs and a new balance owing.

### Check your account often.

You can avoid monthly interest charges by checking your account before the end of each month for any charges or balances, and arranging payment in full. You can minimize monthly interest charges by paying as much as you can each month before interest charges are posted. Ensure you allow for processing times listed as follows.



### From a Canadian bank account:

- Online, telephone, or in-person bill payment through your bank. Online banking is the preferred method of payment.

### From an international bank:

- CIBC International Student Payment Service or Western Union bank-to-bank international payment (GlobalPay for Students).

All payment methods take approximately 2-5 business days to be processed by the University. When making payments please ensure you allow enough time for the payment to be processed by the payment due date. For a complete list of acceptable methods of payment and processing times, refer to our website:

[brocku.ca/safa/tuition-and-fees/making-a-payment](https://brocku.ca/safa/tuition-and-fees/making-a-payment)

## Drops, withdrawals and refunds

[brocku.ca/safa/drops-withdrawals-and-refunds/](https://brocku.ca/safa/drops-withdrawals-and-refunds/)

### Course drops





Students are free to add or drop courses through the online registration system without financial penalty (unless all courses are dropped-see below) while the system is open (see the appropriate registration guide for details). Dropped courses do not appear on the student transcript.



Students who drop all courses between the start of term date and the drop date will be charged a full drop fee. This also applies to students who may be granted backdated drops through the Registrar's or Dean's office.

### Course withdrawals

After the posted drop date, students may submit a course withdrawal form to the Office of the Registrar in order to discontinue registration in a course. Withdrawn courses appear on the student transcript, along with the date of withdrawal. The final date to withdraw from courses without academic penalty is posted in the appropriate registration guide.

Please note that the final date to withdraw without academic penalty is not the same as the final date to drop without financial penalty. All withdrawals carry financial penalties.

### Request a refund

At times, students end up with overpayments leading to a credit balance in

their student account due to:

- Bursaries or scholarship payments
- Dropped courses
- Simple overpayment

Students can request a refund by visiting: [brocku.ca/safa/contact-us/request-a-refund/](https://brocku.ca/safa/contact-us/request-a-refund/)

Once your request has been received, your account will be reviewed and any credit that is eligible for release will be refunded by Interac e-transfer to your Brock email address. If the Brock email is no longer active, or if you are an international student with no access to a Canadian bank account, a refund by cheque can be requested, however expect longer processing times. Ensure your mailing address is up to date. We will only mail refunds to that address.

Students who withdraw in part or in whole may have scholarships adjusted and OSAP funding may need to be returned to the National Student Loans Service Center rather than to the student.

Consulting your academic advisor and a Brock Central Student Information and Service Advisor is recommended before dropping or withdrawing from courses. Make sure you understand both the academic and financial impacts before you decide.



To help us get important information to you, keep ALL contact information complete and up-to-date through the Brock Portal.



## **PRIVACY/FIPPA** (FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT)

[brocku.ca/safa/privacy/](http://brocku.ca/safa/privacy/)

To protect the privacy of your information, we will make reasonable attempts to verify your identity when contacting us before we release information in person, by email or by phone.

### **Parents and student privacy**

We take privacy seriously. We're happy to provide you with general information about our programs. However, specific information will not be discussed with a third party unless we have a signed waiver from the student.

**To submit a waiver for third-party access, the student must follow these instructions:**

1. Go to [brocku.ca](http://brocku.ca), sign in then click on "Student Self Service."
2. Select "ThirdPartyAuth" under Additional Info.
3. Click "New" and complete the form.

This waiver expires annually on June 30. Students must submit each year. Students may also change or revoke access at any time through the same process.

OSAP requires an additional third party release. See [osap.ca](http://osap.ca)



## **Brock University**

Niagara Region  
1812 Sir Isaac Brock Way  
St. Catharines, ON  
L2S 3A1

### **Current students:**

Email: [central@brocku.ca](mailto:central@brocku.ca)

In person: Brock Central @ the Registrar's Office,  
3rd floor, Schmon Tower

### **Future students:**

Email: [liaison@brocku.ca](mailto:liaison@brocku.ca)

Telephone: 905 688 5550 x4293

**brocku.ca**