



UNIVERSITY OF  
**KING'S**  
COLLEGE • HALIFAX

# Student Accounts & Financial Aid Fall 2018 and Winter 2019

Tuition and Fees

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### Check Your Tuition Balance

Students have full access to their student account online. Student can simply:

1. Log into <https://dalonline.dal.ca> known as 'Web For Students'
2. Click 'Registration'
3. Click 'Select Term', choose the term
4. Click 'Registration Fee Assessment' (this will bring your account to current)
5. Click 'Return to Menu' at the top
6. Click 'Return to Menu' again
7. Click 'Student Records'
8. Click 'Account Detail by Term'

To find the amount owing look at the 'Account Balance' at the top of the most current term.

E-Statement reminders will be sent to the student's university email account before the start of the term.

Complete steps 7 & 8 above, then:

1. Click on 'Statement and Payment History' at the bottom of the page.
2. Select the current term from the drop down list beside 'Select Statement Date'.
3. View Statement.

### The KSU Health and Dental Plan

All students are charged for the King's Students Union Health and Dental Plan in the fall term only and are expected to pay their student account balance in full by Sept. 18, 2018. For more information about the plan and/or to opt out, please visit [www.ksu.ca](http://www.ksu.ca). The deadline to opt out and receive a credit for the winter term is Sept. 18, 2018.

### Tuition and Fee Due Dates

- Fall: Sept. 18, 2018 (Sept. – Dec.)
- Winter: Jan. 18, 2019 (Jan. – Apr.)

To avoid late fees & interest, full payment is required by the term due date. Students have full access to their student account/statement online. All correspondence with students will be through their university email account.

### Payment Methods

Cheque, money order, bank draft made payable to The University of King's College, cash, online banking and debit are accepted. Daily debit transaction limits apply. All charges (tuition, incidental fees, and if applicable residence room and meal plan) are all on the same student account.

Internet banking is currently set up with RBC, TD, CIBC, BMO, Scotiabank and the Credit Union and done as a direct bill payment setup with ones' personal bank. Please use the following information:

Add Payee\*- University of Kings College  
Account- Student ID Number (B00\*\*\*\*\*)

Amount- Amount you wish to pay

\* Since each bank is different, it is best to search 'University' to locate us in the bank.

Additional fees imposed by the customer's bank are the customers responsibility.

E-mail money transfers and credit card payments are not accepted. Payment must be done in Canadian dollars.

Students are encouraged to check their student account balance as all payments are the sole responsibility of the student.

### Canada Student Loans

In Canada there are two types of government student loan programs: *Canada Student Loans Program (CSLP)* administered by the federal government and *Provincial Student Loans Program* administered by one's province/territory.

Student's complete only one application through their province/territory of permanent residency (incl. out of province students) and should apply two months before the start of the school term. Students are encouraged to stay up to date on the status of their student loan.

Student loans are processed one of two ways: through an online portal system or by a paper financial confirmation of enrolment form through the Student Accounts Office. When allowed, the university will deduct from the student loan any amount owing to the university. The exception is part-time student loans, their Certificate of Eligibility must be completed at the Student Accounts Office in person with the student.

Within two weeks, the amount deducted from the student loan will be sent to the university and any remaining funds will be deposited into the student's personal bank account. Students must ensure that their provincial or territory student loans office has their up to date personal banking information.

Once the first installment has been disbursed to the university, students should be aware that additional forms may be required by their province or territory student loans office before a second installment will be made available.

To remain interest-free on a student loan, students must ensure that all previous financial lenders are informed of their full-time registration status—the deadline is 6 months from the last known end of study date. (For most students, their previous end of study date would be April 30, so the deadline would be October 30). Students can contact the King's Registrar's Office for more information.

Since a change in registration can result in a change in your student account balance, it is the students responsibility to ensure that they are fully registered before the start of each term and that their student account balance is paid in full by the term due date. Failure to do so will result in late fees and interest charges as per university policy.

### T2202A– Tuition Tax Receipt

Receipts are made available online only to students at the end of February for previous years.

1. Log into 'Web For Students.'
2. Click on 'Canada Tax Forms'
3. Click on 'T2202A'
4. Select the appropriate tax year

Two options appear:

- View Date: not an official receipt
- Printable Form: official receipt

Students can contact Dalhousie Help Desk for password problems: 494-2376/1-800-569-3931

### Need Based Bursaries

Students who have exhausted their financial options can apply for a needs based bursary in October for the fall term and January for the winter term. Forms are available online at <https://ukings.ca> or at the King's Registrar's Office or Student Accounts Office.

### Access to Financial Information

The University follows the Federal Government Freedom of Information and Protection of Privacy Act (FIOPOP).

Student Accounts is often asked by a third party to disclose financial information regarding a student's account.

If you wish to grant permission for financial information to be released to a third party (such as a parent) Student Accounts requires you to send an email from your official university email account to [accounts@ukings.ca](mailto:accounts@ukings.ca) with your name, Banner ID and the name and email address of the third party you are authorizing. Privacy Release forms are also available at the Student Accounts Office. Student Accounts will not initiate contact with a third party. The authorization will remain active until advised otherwise.

### **Student Accounts Office**

**Arts & Administration Bldg., 2<sup>nd</sup> Floor  
6350 Coburg Rd., Halifax, NS B3H 2A1**

**Tel: 902.422.1271 ext. 116**

**Fax: 902.446.6229**

**Email: [accounts@ukings.ca](mailto:accounts@ukings.ca)**

**Office Hours: Mon. to Fri. 9am – 4pm**