Co-op Fees – Sequence Two

(First work term Sept. to Dec.; second work term May to Aug.; third work term Jan. to April)
Information for co-op students in Business

All fees at Wilfrid Laurier University are:

* Payable at Service Laurier by the fee due date found on your invoice.
* Charged an interest penalty of 1.25% on your outstanding balance after the fee due date
* Assessed on a monthly basis.
* Outlined in the academic calendar under "Fees."
* Subject to Board of Governors' approval and may change without notice.
* Reviewed annually, with modifications applied to fall term fees.

 **Payment of Co-op Fees**

The co-op fee is assessed to recover a portion of the overall costs of maintaining Laurier's co-operative education programs and promoting the programs to employers. The Department of Co-operative Education is assigned a budget to cover salaries, travel, postage, telephone charges and other expenses. BBA Sequence 2 co-op students at Laurier pay a two-term fee before their first work term.

* The fee is currently assessed at $741.48 per academic term, as of July 1, 2018.
* For second year, the fall term fee is due no later than November 1, 2018. You are advised to review the refund schedule below. Students who withdraw between October 16 and November 1 will be assessed 55% of the term fee even if they have not yet paid the co-op fee.
* For second year, the winter term fee will normally be billed in November and due in December, prior to the beginning of the academic term.
* For third year, the winter term fee will normally be billed in November and due in December, prior to the beginning of the academic term.
* For fourth year, the fall term fee will normally be billed in July and due in August, prior to the beginning of the academic term.

**Refund Policy**

Should you withdraw from co-op, the fee will be refunded on a pro-rated basis as described below. (This policy applies even if there has been any delay in the billing of the fee.)

**Second-Year Students:**

# Fall Term 2018

* 100% of the fall term fee is refunded within two weeks following the deadline for acceptance of the co-op admission offer, up to an including October 15, 2018
* 45% of the fall term fee is refunded between October 16 and November 1, 2018
* 0% of the fall term fee is refunded after November 1, 2018

# Winter Term 2019

* 100% of the winter term fee is refunded within three weeks of the first day of classes
* 45% of the winter term fee is refunded between this date and three days following the posting of the rank/match results
* 0% of the winter term fee is refunded after this date

**Third-Year Students**

**Winter Term 2019**

* 100% of the winter term fee is refunded within three weeks of the first day of classes
* 45% of the winter term fee is refunded between this date and three days following the posting of the rank/match results
* 0% of the winter term fee is refunded after this date

**Fourth-Year Students**

**Fall Term 2018**

* 100% of the fall term fee is refunded within three weeks of the first day of classes, up to and including September 27, 2018
* 45% of the fall term fee is refunded between September 28 and November 1, 2018
* 0% of the fall term fee is refunded after November 1, 2018