



## RAIC Syllabus

Serving the Architectural profession nationally since 1978

### National Office

Suite 210 – 318 Homer Street Vancouver BC V6B 2V2 Canada  
T: 604 669-9830 Fax: 604 669-5513 [info@raic-syllabus.ca](mailto:info@raic-syllabus.ca) [www.raic-syllabus.ca](http://www.raic-syllabus.ca)

## Fees, Payment Schedule & Allocation of Expenses

Subject to change without notice

### Schedule

The Syllabus year is split into two terms. Both a design studio & academic exam session are held each term.

Term 1	1 February - 15 June	Spring Design Studio & June Exams
Term 2	1 August - 15 December	Fall Design Studio & December Exams

### Fees

The Syllabus is supported by student fees - those who benefit from the program pay for administrative and disbursement costs incurred to deliver the program. Tax-deductible receipts are issued in June and December of each year for course fees. Course fees are valid only for the term in which they are paid and cannot be transferred to any other term or service. Receipts for administrative charges will be issued but are not tax deductible. Fees are subject to change without notice.

Payment may be made by cheque, money order or VISA. *Sorry, we do not accept any other credit cards.* Fees may be paid in full at the beginning of each term or in three payments (Pay Plan) as detailed on the following pages. Students opting for the Pay Plan method send, to the National Office at the beginning of the term, post-dated cheques or the name of VISA card holder, card number and expiry date with authorization for deductions, for the dates and amounts detailed below. Make cheques payable to "RAIC Syllabus". A \$25.00 charge will be levied for NSF cheques or declined VISA deductions. Additional administrative charges may be charged for courier, photocopying or other disbursements.

### Late Charges

Registrations received after February 1<sup>st</sup> for Term 1 & August 1<sup>st</sup> for Term 2 will be levied late charges of \$25.00 (1-5 days), \$50.00 (6-10 days) or 11 days or more processed as reapplications and the \$200.00 reapplication fee applied.

### Student Association Fees

Diploma Program Students are required to be registered, paid members of their Chapter Syllabus Student Association. General Interest Studies Students, Professional Development Students and Canadian Architectural Certification Board (CACB) Students are invited, but not required, to be members of the Student Association. Student Association Fees are set, administered and accounted for by the Student Association apart from the RAIC Syllabus proper. Contact your Student Representative for details.

### Refunds

Administrative charges are 100% non-refundable. 50% of course fees paid in full at the beginning of a term are refundable up to March 1<sup>st</sup> in Term 1, and September 1<sup>st</sup> in Term 2, after which no refunds will be made. Refunds are not available for Pay Plan remittances.

## 2010 RAIC Syllabus Fees

<b>\$ 200.00</b>	<b>Application/Reapplication Fee</b>	<b>Due: upon application/reapplication</b>
Application/Reapplication Fees are required when a candidate first applies to the Syllabus or when a student has failed to submit Registration Forms & Fees at the beginning of each term.		
Deadlines for application/re-applications: Term 1 = December 15 <sup>th</sup> Term 2 = June 15 <sup>th</sup>		
<b>\$ 300.00</b>	<b>Credit Assessment Fee</b>	<b>Due: when requesting assessment</b>
Assessment Fees are required when a candidate first applies to the Syllabus and wishes to receive academic credits for courses completed prior to application to the Syllabus.		
<b>\$ 200.00</b>	<b>Equivalency Assessment Fee (per course)</b>	<b>Due: when requesting assessment</b>
Equivalency Assessment Fees are required when a current Syllabus student applies for an assessment of equivalency status for a course available outside of the Syllabus.		
<b>\$ 50.00</b>	<b>Registration Fee</b>	<b>Due: 1 February &amp; 1 August</b>
A \$50.00 Registration Fee is paid by all Diploma Program students each term whether or not a student will be actively participating in the design studio and/or taking academic courses. Students who do not submit their Registration Fee and Registration Form each February 1st and August 1st will be required to reapply to the program prior to resuming Syllabus studies.		
<b>\$ 400.00</b>	<b>Single Course Fee</b>	<b>Due: 1 February &amp; 1 August</b>
Each course, whether design or academic, <i>except D9A &amp; D9B</i> , is priced @ \$400.00 to cover delivery and administrative costs. Students who wish to take more than one course would remit \$400.00 for each course they wish to attempt within a term. It is suggested that no more than 3 courses be attempted each term. If a student finds they cannot complete a course begun after refund cut-off dates, they forfeit all fees paid and are required to register and pay full fees when re-attempting the course. If a student fails a course, or an evaluative component of a course, they are also required to register and pay full fees when re-attempting the course.		
<b>\$1500.00</b>	<b>Thesis Fee (D9A&amp;B)</b>	<b>Payable @ \$500.00 per term over 3 terms</b>
In addition to the Thesis Fee, Thesis students are required to submit Registration Forms and pay Registration Fees of \$50.00 per term each term while they are on their Thesis. A student who fails to complete their Thesis in one and a half years may be granted an extension of up to six months (one term) on recommendation of the Thesis Mentor, with approval of the Coordinator and the Director, for an additional fee of \$500.00 plus registration charges. A Thesis not completed within the allotted time will be deemed incomplete. The Thesis Fee will be payable for each subsequent Thesis attempted. Should a Thesis student complete their Thesis within one academic year, a discounted fee of \$1,000.00 will apply.		

### **Other:**

- ◆ Students are required to locate and obtain textbooks outside of the above fees.
- ◆ Local Design Chapters may require additional fees for local expenses.
- ◆ Diploma students are required to be registered, paid members of their chapter RAIC Syllabus Student Association. Student Association Fees are set, collected and disbursed by the Association and are not part of the RAIC Syllabus budget. Contact your Student Representative for details.

### Paid in Full Remittances

Partial refunds on Paid in Full Course Fees within noted schedule  
 Late Registrations must Pay In Full and do not qualify for the Pay Plan Option  
 No refunds on any administrative (non-course) fee payments  
 No refunds on payments made by the Pay Plan Option

<b>Term 1</b>	
<b>Application Fee</b>	<b>\$200.00 Due: Upon application (Deadline: 15 December)</b>
<b>Registration Fee</b>	<b>\$ 50.00 Due: 1 February with Registration Form</b>
<b>Course Fee(s)</b>	<b>\$400.00</b> <i>(payable for <u>each</u> course attempted)</i> <b>Due: 1 February with Registration Form</b> 50% Refund of Course Fee(s) only up to 1 March No refunds after 1 March Tax-deductible statements issued end of June
<b>Term 2</b>	
<b>Application Fee</b>	<b>\$200.00 Due: Upon application (Deadline: 15 June)</b>
<b>Registration Fee</b>	<b>\$ 50.00 Due: 1 August with Registration Form</b>
<b>Course Fee(s)</b>	<b>\$400.00</b> <i>(payable for <u>each</u> course attempted)</i> <b>Due: 1 August with Registration Form</b> 50% Refund of Course Fee(s) only up to 1 September No refunds after 1 September Tax-deductible statements issued end of December

### Pay Plan Remittances

Late Registrants must Pay In Full and do not qualify for the Pay Plan Option  
 All Pay Plan remittances 100% non-refundable

<b>Term 1</b>	
<b>Application Fee</b>	<b>\$200.00 Due: Upon application (Deadline: 15 December)</b>
<b>Registration Fee</b>	<b>\$ 50.00 Due: 1 February with Registration Form</b>
<b>Course Fee(s)</b>	<b>\$400.00</b> <i>(payable for <u>each</u> course attempted)</i> <b>Due: 1 February with Registration Form &amp; post-dated cheques or full VISA information with authorization signature</b> <b>\$250.00 Due: 1 February</b> <b>\$100.00 Due: 1 March</b> <b>\$100.00 Due: 1 April</b> Tax-deductible statements issued in June
<b>Term 2</b>	
<b>Application Fee</b>	<b>\$200.00 Due: Upon application (Deadline: 15 June)</b>
<b>Registration Fee</b>	<b>\$ 50.00 Due: 1 August with Registration Form</b>
<b>Course Fee(s)</b>	<b>\$400.00</b> <i>(payable for <u>each</u> course attempted)</i> <b>Due: 1 August with Registration Form &amp; post-dated cheques or full VISA information</b> <b>\$250.00 Due: 1 August</b> <b>\$100.00 Due: 1 September</b> <b>\$100.00 Due: 1 October</b> Tax-deductible statements issued in December

T2202(E) Education Tax Credit forms issued in December to students who paid & participated in courses

## Pay Plan Schedules

Term 1	<i>February 1<sup>st</sup> - June 15<sup>th</sup></i>
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**Pay in FULL or PAY PLAN per Schedule Below**

Service	Full Fees	Due 1 Feb	Due 1 Mar	Due 1 Apr
Application	\$200.00			
Registration (Reg)	\$50.00	\$50.00		
Reg + 1 Course	\$450.00	\$250.00	\$100.00	\$100.00
Reg + 2 Courses	\$850.00	\$450.00	\$200.00	\$200.00
Reg + 3 Courses	\$1250.00	\$650.00	\$300.00	\$300.00
Reg + 4 Courses	\$1650.00	\$850.00	\$400.00	\$400.00
Reg + Thesis	\$550.00	\$300.00	\$125.00	\$125.00

Term 2	<i>August 1<sup>st</sup> - December 15<sup>th</sup></i>
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**Pay in FULL or PAY PLAN per Schedule Below**

Service	Full Fees	Due 1 Aug	Due 1 Sep	Due 1 Oct
Application	\$200.00			
Registration (Reg)	\$50.00	\$50.00		
Reg + 1 Course	\$450.00	\$250.00	\$100.00	\$100.00
Reg + 2 Courses	\$850.00	\$450.00	\$200.00	\$200.00
Reg + 3 Courses	\$1250.00	\$650.00	\$300.00	\$300.00
Reg + 4 Courses	\$1650.00	\$850.00	\$400.00	\$400.00
Reg + Thesis	\$550.00	\$300.00	\$125.00	\$125.00

**\*FULL OR PAYPLAN  
PAYMENTS IN FULL ARE TO BE SUBMITTED WITH REGISTRATION FORM,  
 INCLUDING POST-DATED CHEQUES  
 AND/OR VISA AUTHORIZATION FOR THE FULL AMOUNT OF FEES.**

*Please note: All Pay Plan remittances are 100% non-refundable*

Need Help?

If you have any questions regarding Fees or Schedules,  
 contact the National Office [info@raic-syllabus.ca](mailto:info@raic-syllabus.ca) & we will be happy to assist you.

*E&oe: Revised: May 2007; Reissued Nov 2007; December 2008; February 2010  
 Attachment: Allocation of Expenses*



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## **FINANCIAL POLICY : ALLOCATION OF EXPENSES**

The following expenses are borne by the Syllabus National Office:

1. National Office expenses
2. Coordinator Meeting expenses including:
  - meeting space
  - meeting expenses (meal, etc.)
  - phone, courier, photocopying, etc.
  - travel, accommodation
3. Design Studio expenses as follows only:
  - Director and/or Registrar Design Tour expenses
  - photocopying
  - location rental
  - Coordinator & Mentor recruitment & honoraria
4. Academic Examiner Meeting expenses including:
  - meeting space
  - meeting expenses (meal, etc.)
  - phone, courier, photocopying, etc.
  - travel, accommodation
5. Academic examination expenses including:
  - examination centre & invigilation
  - photocopying
  - Examiner recruitment and honoraria

The following expenses are the responsibility of the Syllabus Student Association and not part of the Syllabus National Office budget:

1. Student Association general expenses.
2. Student and National Awards (pins, certificates).
3. Travel and expenses for Local Representatives to National, Regional or Local functions.
4. Mentor Appreciation (dinners, etc.) and other social functions.
5. Design Studio expenses not covered by the National Office (see above), ie. coffee, etc.

*Ratified July 1999 by the Syllabus National Advisory Board  
Issued 2004; 2005; 2006; 2007; 2008; 2009; 2010*