

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 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. Course fees are valid only for the term in which they are paid and cannot be transferred to any other term or service. Receipts will be issued at the end of each term. Fees are subject to change without notice and **applicable taxes (GST/HST/QST) will be charged according to the province in which the student resides.**

Payment may be made by cheque, money order, VISA, MasterCard or Paypal or VISA. Fees may be paid in full at the beginning of each term or in three payments (Payment Plan) as detailed on the following pages. Students opting for the Payment Plan method send, to the National Office at the beginning of the term, post-dated cheques or the name of VISA / MasterCard 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 1st for Term 1 & August 1st 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 \$300.00 reapplication fee applied.

Student Association Fees

Diploma Program Students may be 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 1st in Term 1, and September 1st in Term 2, after which no refunds will be made. Refunds are not available for Pay Plan remittances.

2012 RAIC Syllabus Fees

\$ 300.00	Application/Reapplication Fee	Due: upon application/reapplication
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 th Term 2 = June 15 th		
\$ 400.00	Credit Assessment Fee	Due: when requesting assessment
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.		
\$ 200.00	Equivalency Assessment Fee (per course)	Due: when requesting assessment
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.		
\$ 100.00	Registration Fee	Due: 1 February & 1 August
A \$100.00 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.		
\$ 475.00	Single Course Fee	Due: 1 February & 1 August
Each course, whether design or academic, <i>except D9A & D9B</i> , is priced @ \$475.00 to cover delivery and administrative costs. Students who wish to take more than one course would remit \$475.00 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. <i>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.</i>		
\$1725.00	Thesis Fee (D9A&B)	Payable @ \$575.00 per term over 3 terms
In addition to the Thesis Fee, Thesis students are required to submit Registration Forms and pay Registration Fees of \$100.00 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 \$575.00 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 \$1,150.00 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 may be 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 Payment Plan Option

No refunds on any administrative (non-course) fee payments

No refunds on payments made by the Payment Plan Option

Applicable taxes will be charged based on province of residence

Term 1	
Application Fee	\$300.00 Due: Upon application (Deadline: 15 December)
Registration Fee	\$100.00 Due: 1 February with Registration Form
Course Fee(s)	\$475.00 <i>(payable for <u>each</u> course attempted)</i> Due: 1 February with Registration Form 50% Refund of Course Fee(s) only up to 1 March No refunds after 1 March Receipts issued end of June
Term 2	
Application Fee	\$300.00 Due: Upon application (Deadline: 15 June)
Registration Fee	\$100.00 Due: 1 August with Registration Form
Course Fee(s)	\$475.00 <i>(payable for <u>each</u> course attempted)</i> Due: 1 August with Registration Form 50% Refund of Course Fee(s) only up to 1 September No refunds after 1 September Receipts 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

Term 1	
Application Fee	\$300.00 Due: Upon application (Deadline: 15 December)
Registration Fee	\$100.00 Due: 1 February with Registration Form
Course Fee(s)	\$475.00 <i>(payable for <u>each</u> course attempted)</i> Due: 1 February with Registration Form & post-dated cheques or full VISA / MC information with authorization signature \$275.00 Due: 1 February \$150.00 Due: 1 March \$150.00 Due: 1 April Receipts issued in June
Term 2	
Application Fee	\$300.00 Due: Upon application (Deadline: 15 June)
Registration Fee	\$100.00 Due: 1 August with Registration Form
Course Fee(s)	\$475.00 <i>(payable for <u>each</u> course attempted)</i> Due: 1 August with Registration Form & post-dated cheques or full VISA / MC information \$275.00 Due: 1 August \$150.00 Due: 1 September \$150.00 Due: 1 October Receipts issued in December

Payment Plan Schedules

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

Service	Full Fees	Due 1 Feb	Due 1 Mar	Due 1 Apr
Application	\$300.00			
Registration (Reg)	\$100.00	\$100.00		
Reg + 1 Course	\$575.00	\$275.00	\$150.00	\$150.00
Reg + 2 Courses	\$1050.00	\$550.00	\$250.00	\$250.00
Reg + 3 Courses	\$1525.00	\$725.00	\$400.00	\$400.00
Reg + 4 Courses	\$2000.00	\$950.00	\$525.00	\$525.00
Reg + Thesis	\$675.00	\$675.00	\$150.00	\$150.00

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

Service	Full Fees	Due 1 Aug	Due 1 Sep	Due 1 Oct
Application	\$300.00			
Registration (Reg)	\$100.00	\$100.00		
Reg + 1 Course	\$575.00	\$275.00	\$150.00	\$150.00
Reg + 2 Courses	\$1050.00	\$550.00	\$250.00	\$250.00
Reg + 3 Courses	\$1525.00	\$725.00	\$400.00	\$400.00
Reg + 4 Courses	\$2000.00	\$950.00	\$525.00	\$525.00
Reg + Thesis	\$675.00	\$675.00	\$150.00	\$150.00

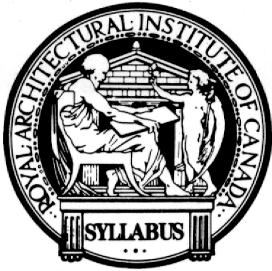
***FULL OR PAYMENT PLAN
PAYMENTS IN FULL ARE TO BE SUBMITTED WITH REGISTRATION FORM,
 INCLUDING POST-DATED CHEQUES
 AND/OR VISA / MASTER CARD AUTHORIZATION FOR THE TOTAL FEE AMOUNT.**

Please note: All Payment 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 & we will be happy to assist you.

*E&oe: Revised: 2005; 2011; 2012
 Attachment: Allocation of Expenses*



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FINANCIAL POLICY : ALLOCATION OF EXPENSES

The following expenses are borne by the Architecture Canada/RAIC:

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.

Revised December 2011 per RAIC Board