

Student Accounts Office - Frequently Asked Questions

Please refer to Accounting Services <http://www.mystfx.ca/financial-services/student-accounts>

When are my fees due for the academic year (Sept to Apr)?

1st Term tuition/ancillary/university housing/meal plan charges are due by **September 15th**. The 2nd Term Payment (account due in full) is due by **January 15th**. Please visit our Full Time Fee Schedule <https://www.mystfx.ca/financial-services/sites/financial-services/files/2022-05/UG%20Web%202022-23.pdf>

Students with less than 24 credits should refer to the <https://www.mystfx.ca/financial-services/sites/financial-services/files/2022-05/PT%20Web%202022-23.pdf> Nursing with less than 24 credits refer to <https://www.mystfx.ca/financial-services/sites/financial-services/files/2022-05/PT%20Nurse%20Wed%202022-23.pdf> Note: payment requirements are the same as above

How much do I owe and what is my 1st term payment?

1st term payments are 65% of all fees for both Canadian and International students which are due September 15th. The remaining account balances are due January 15th. Use the 1st term payment calculation worksheet to help you determine your payment amount. <https://www.mystfx.ca/financial-services/student-payment-details>

What methods of payment are available?

*Online banking ("St. Francis Xavier University" is registered as a payee with every major Canadian. Use your **Student ID #** as your account number (please double check the #)

*Payment by mail, in person (debit, be aware of daily purchasing limits), or via Student Loan. **Please note we do not accept credit card payments.** Cheques payable to: STFX (include Student ID in memo section) Mail to: Student Accounts, StFX University, PO Box 5000, Antigonish, NS B2G 2W5

*Direct transfer of funds for international students through Global Pay <https://www.mystfx.ca/financial-services/international-payment>

How do I find my student account with detailed charges & payments?

You will access your student account in MyData through this link

<https://stfx.teamdynamix.com/TDClient/1764/Portal/KB/ArticleDet?ID=89324>

Have your Moodle credentials (Username & password) as well as student ID and PIN ready to access your account in "MyData"

Does STFX charge by semester?

STFX applies full academic year (September to April) charges to student accounts in August. From a tuition fee perspective full time is from 24 to 30 credits in the academic year. See "When are my fees due" above for payment details

I received a Scholarship from StFX, how does this affect my student account?

StFX Scholarships are generally posted to student's account in late August, however **only apply 50%** against the first term payment and 50% is applied to the second term payment. Explanation: if a student were to withdraw, depending on the withdrawal date, they may not receive the full scholarship amount. If you do not see a scholarship that you expected please email scholarships@stfx.ca

I have the Nova Scotia Tuition Bursary – does this get deducted from the 1st term payment?

The NS Tuition Bursary is posted to student's account in August, however **only apply 50% (\$641.50 for full time NS Students)** towards your 1st term payment

I've paid Confirmation/Housing deposits, are they applied against the 1st term payment?

Yes, you can deduct these payments from your 1st term payment calculation

How much are the Late Payment fee and Interest charges?

1st Term: \$50.00 late fee applied after Sept 15th. 2nd Term: \$50.00 late fee applied after Jan 15th due date. Interest of 1% per month will be charged on the unpaid balance as of the last day of each month

I have Health & Dental Coverage, do I need St. FX's plan?

Domestic Students may opt out. To opt out see <https://mystudentplan.ca/>
Health & Dental Inquiries (902) 867- 2495 or stfxplan@mystudentplan.ca

Who do I contact with regards to charges on my student Account?

Most charges on accounts are departmental. You should contact the appropriate department:

Residence/Meals (902) 867-3970 residence@stfx.ca

Registrar's Office (902) 867-2160 registrar.office@stfx.ca

Health/Dental Plan (902) 867-2495 stfxplan@mystudentplan.ca

Scholarships – (902) 867-4930 scholarships@stfx.ca

If none of the above apply or you are unsure contact studentaccounts@stfx.ca

How do I get an official income tax receipt (T2202) form for income tax purposes?

T2202A's will be available online by February 28th. Go to MyStFX.ca select Banner Self Service using your student ID# and PIN#, select Student Services, Canadian Tax Forms, select appropriate form, enter year, select the printable version to print and submit. If you require assistance please contact our Technical Support Group by emailing IT@stfx.ca. Please note you may have to enable "pop ups" to view your tax form. T2202s are available 1 year after a student graduates or leaves the university. Previous years are also available here

When are T4A's available?

T4A tax slips are mailed to each applicable student's home address (address provided to the Registrar's office, please update with the Registrar as required) by February 28th each year

I have a student loan, when are my fees due?

Students paying with a student loan will fall under standard university fee deadlines of Sept 15th and Jan 15th

How much money does St. Francis Xavier University take from my student loan?

StFX reserves the right to require full payment of the tuition, fees and residence charges owing at the time of loan funding

How do I get a refund?

If you have a credit balance on your student account (which shows as an amount in brackets), and would like to request a refund, please contact the Student Accounts Office by emailing studentaccounts@stfx.ca

We will issue you a cheque that can be picked up or mailed. If mail, please provide your current mailing address.

I want to withdraw from classes, how much will I get back?

Please refer to the refund schedule Academic year 2022-23 - 202310 for additional information.

<https://www.mystfx.ca/financial-services/refunds>

If you need assistance with making class changes, please contact:

The Registrar's Office – 902-867-2160 - registrar.office@stfx.ca or a Student Advisor – advising@stfx.ca

Who can access my student account information?

You, the student, are the **only** person our office will provide specific account information to

When are Spring and Summer Charges due?

Spring & Summer charges are separate (in addition to) the academic year (September to April)

Spring fees are due each May 15th and Summer fees are due each July 15th.