



# ST. FRANCIS XAVIER UNIVERSITY

## XCHANGE NEWSLETTER

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Distance Nursing Programs • Continuing and Distance Education • 2175 Varsity Drive, MacDonald Hall  
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Website: <http://www2.mystfx.ca/continuingeducation/online-nursing-programs/post-rn-bscn-distance-nursing>

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### *Congratulations to the Class of 2020!*

**Congratulations to the following students who received a Bachelor of Science in Nursing degree on December 5, 2020**

**Sonia Beatrix Blake, Pointe-Claire, QC**  
**Michelle Leigh Carr-Harris, Kingston, ON**  
**Lowella A. Coligado, Victoria, BC**  
**Berna G. Fleming, Calgary, AB**  
**Shirley Li, Montreal, QC**  
**Gillian Irene Neilson, Sackville, NB**  
**Emily Nina Shoniker, Harrowsmith, ON**



## PAYMENT OPTIONS/RECEIPTS

All tuition fee payments are due **the day before the course begins** for Fall & Winter courses. All payment, refund or receipt inquiries should be addressed to [Student Accounts](mailto:aservice@stfx.ca) at 902-867-2123/3738 or by email to [aservice@stfx.ca](mailto:aservice@stfx.ca). Payments may be made online with your financial institution/bank by setting up St. Francis Xavier University as a Payee with your StFX student ID number as the account number. Cheques should be made payable to St. Francis Xavier University and include your student ID number on the cheque.



Details on all these options, including step-by-step instructions for online banking, are available on the Financial Services website at:

<http://www2.mystfx.ca/financial-services/methods-payment>

## COURSE WITHDRAWAL/REFUNDS

**To drop/withdraw from a course, students are required to notify the Program Office** by email, as there is no drop option in Banner. Official notification must contain the course name and number as well as the student ID number. Similar notification is required to withdraw from a program of study. **Notification to the instructor does not constitute official withdrawal from a course.**

It is important to observe the formalities of withdrawal to avoid academic penalty. Without proper notification, a student remains on the official class and program lists. Thus, absence from exams and other requirements will result in a failure on the student's university transcript.

If a student withdraws from a course before the course start date and the tuition has been paid, a full refund can be requested. If a student withdraws from a course **within three weeks of the course start date**, s/he is eligible to claim a tuition refund, less a **\$150.00** processing charge. **After the three-week deadline has passed, there is no refund issued.** Your application for a refund must be submitted to the Student Accounts Office by email: [aservice@stfx.ca](mailto:aservice@stfx.ca).

## SPRING/SUMMER REGISTRATIONS

Registration details for Spring/Summer 2021 courses will be included in the February Newsletter. Seats will be limited, so please ensure you register early to avoid disappointment.

**Post-RN** BScN students can register themselves in their selected courses.

**IENs** will need to email [distance.nursing@stfx.ca](mailto:distance.nursing@stfx.ca) to request registration.

**Registration requests must be sent AFTER registration opens!**



## STUDENT EMAIL ACCOUNTS

All students are **required** to check their StFX email account on a regular basis and keep the inbox open for deliveries by deleting unnecessary emails and changing passwords as required. All information coming from the Program Office, as well as other university offices, will be sent to your StFX email account only.

Emails from your personal email accounts often get caught in the spam filter and may go unnoticed.  
**PLEASE USE YOUR STFX EMAIL ACCOUNT WHEN CONTACTING THE PROGRAM OFFICE AND ALWAYS INCLUDE YOUR STUDENT ID NUMBER TO EXPEDITE YOUR REQUESTS.**

## HOLIDAY OFFICE HOURS

University offices will be closed for the Holidays from 4:30pm December 18, 2020, until 8:30am January 4, 2021.



*~ FRED, MARIE and DEBBIE ~*

