

Policy Number and Name: AC102 Fees

Policy Title:	Fees
Policy Number:	AC102
Owner:	Senior Vice-President, Academic
Approved by:	College Executive Team
Effective Date:	September 2024
Reference:	
Links to Other Policy:	MCU Tuition and Ancillary Fees Minister's Binding Policy Directive

St. Lawrence College is committed to making our resources fully accessible to all persons. This document will be made available in alternative format upon request.

BACKGROUND

Definitions:

Tuition fees

Recognized as the student's contribution towards their educational program.

Ancillary fees

Ancillary Fees are fees that a student is required to pay in addition to tuition to successfully complete any course or program. These fees support services and activities distinct from academic programming or general overhead for the institution.

Program ancillary fees

Fees which are compulsory for students in applicable programs.

Late fees

Lump-sum charged over and above a student's tuition fees if a student does not pay tuition and/or ancillary fees before payment deadlines.

Administrative Fees

Fees not included in Tuition, Ancillary or program fees that are assessed on a per-service basis.

Full-Time Student

Is enrolled in an approved program leading to a credential, granted by the College's Board of Governors, and is enrolled in a college program of instruction for at least 70

percent of the credits or 66 2/3 percent of the courses required for the program of instruction in a given semester or reporting period. This requirement is calculated based on the 100 percent units or courses defined for a program term, which varies by program and term.

Part-Time Student

Is enrolled in one or more courses and in less than 70 percent of the credits and in less than 66 2/3 percent of the courses required for a full-time program of instruction in a given semester or reporting period.

Students with a Disability

Students with temporary or permanent disabilities as defined in Section 10 (1) of the Ontario Human Rights Code, 1990.

Domestic Student

A student who is a Canadian citizen or holds landed immigrant status.

International Student

A student who is not Canadian citizen and does hold landed immigrant status.

Purpose:

To outline the types of fees charged and the governing bodies of institutions are responsible for ensuring compliance.

Scope:

To provide an overview of college fees, payment requirement and related expectations.

POLICY STATEMENTS**1. Tuition and Ancillary Fees**

The Tuition and Fee Schedules are approved by the Board of Governors on an annual basis and are in effect from September 1 to August 31. The complete fee schedule can be found on the St. Lawrence College website.

- a. The fees encompass solely those courses outlined in the student's designated Program of Study. In instances where a student is enrolled in less than a full 100% course load, they will need to pay extra charges for registration in a course outside their Program of Study.

- b. Students carrying a full course load who receive approval from the Academic Administrator to enroll in additional courses (overload) will pay full-time tuition fees plus additional tuition fees for the overload course(s).
- c. Students who drop course(s) but are still taking 70% or higher of their Program of Study course load, full time tuition fees will apply

2. Money Owing to the College

Before students are recommended for a credential or promotion, or issued reports or transcripts all money owing to the College must be paid in full. This includes but is not limited to outstanding tuition, compulsory and non-compulsory ancillary fees, and library fines.

Money owing to the College also applies to students continuing in their program and any outstanding balance in the previous semester(s) must be paid in full before progressing into the next level of your program or completing a switch into a new program. Some exemptions may apply.

3. Withdrawals/Refunds

- a. For students studying in a full-time program, withdrawal and refund requests prior to the start of the term must be in writing to the Registrar's Office. The tuition deposit is non-refundable. After the start of the term, withdrawal and refund requests are initiated in writing through the Registrar's Office or Student Services.
A full refund less the non-refundable tuition deposit is granted if a written request is received within 10 working days from the start of the term. No refund is given to students who withdraw after the first 10 working days of the start of a term. Penalty fees are not refundable. Students are liable for payment of outstanding fees if they withdraw after the 10-day period. Failure to attend classes does not constitute an official withdrawal.
- b. For students studying part-time, withdrawals are also subject to a non-refundable fee. The withdrawal fees and charges applicable to part-time studies, including Continuing Education, Ontario Learn, and part-time studies in a full-time program, are published on the College's website.
- c. Corporate and contract training refunds will be negotiated as part of the contract.

MONITORING

Registrar's Office

NEXT POLICY REVISION DATE

September 2029