

AC102: Fees

Policy Title:	Fees
Policy Number:	AC102
Owner:	Senior Vice-President, Academic and Student Success
Approved by:	Senior Leadership Team
Effective Date:	September 2025
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:

Administrative Fees

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

Ancillary Fees

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. Examples include convocation fees, student activity fees, athletic fees and health insurance fees.

Domestic Student

A student who is a Canadian citizen or holds permanent resident status.

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% or 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.

International Student

A student who is not Canadian citizen and does not hold permanent resident status.

Late Fees

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

MCU

The Ministry of Colleges and Universities (MCU) refers to the Ontario Ministry responsible for the development and administration of policy for colleges, authorization for the Ontario Credentials Framework for Postsecondary Education, and distribution of funding to Ontario colleges.

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.

Program Ancillary Fees

Fees which are compulsory for students in applicable programs.

Students With a Disability

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

Tuition Fees

Recognized as the student's contribution towards operating and capital costs for their educational program as well as general overhead for the institution.

PURPOSE:

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

SCOPE:

To provide an overview of college fees, payment requirement and related expectations to all full-time and part-time students.

POLICY:

POLICY STATEMENTS

1. Tuition and Ancillary Fees

Tuition and Ancillary Fees are approved by the Board of Governors on an annual basis and are in effect for an academic year (September 1 to August 31). The complete fulltime and part-time fees schedules 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 course(s) outside their Program of Study.
- b. Students carrying a full course load who receive approval from the Academic Dean to enroll in additional courses (overload) will pay full-time tuition fees plus additional tuition fees for the overload course(s) in the semester the course is taken as per the Statement of Account in their student portal.
- c. Students who drop course(s) but continue to meet the threshold to be considered full-time in their program will continue to be assessed full-time tuition and ancillary fees.
- d. Part time tuition fees are calculated on a course-by-course basis by credit in accordance with MCU binding directive.
- e. Full-time compulsory ancillary fees as approved by the Fee Protocol Committee and the college Board of Governors are charged in entirety to all full-time on campus students.
- f. Certain compulsory ancillary fees are pro-rated for part-time students and are calculated by credit in accordance with MCU binding directive.
- g. Certain compulsory ancillary fees are not assessed or are pro-rated for students enrolled in fully Online delivered programs.
- h. Compulsory program related ancillary fees are determined by the Program Fees Review Group and approved by the SLC BoG as per MCU binding directive.
- i. Students with a documented disability requiring a reduced course load (RCL) as a learning accommodation and therefore take additional terms to complete a program, is eligible to pay a reduced tuition fee of \$20 per course (plus applicable ancillary fees) after paying the equivalent of full-time course load tuition fees for successfully completed courses.

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.

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 their program or completing a switch into a new program. Some exceptions 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.
- b. 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.
- c. 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.

MONITORING

Registrar's Office

NEXT POLICY REVISION DATE

September 2030