



**Cégep de la Gaspésie
et des Îles**

BY-LAW # 11

SUPPLEMENTAL FEES, CONTRIBUTIONS AND FEE-SUPPORTED EXPENSES

Approved by the Academic Council on March 13, 2019

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SUPPLEMENTAL FEES, CONTRIBUTIONS AND FEE-SUPPORTED EXPENSES

ARTICLE 1: PURPOSE

- 1.01 The purpose of this by-law is to determine certain fees charged to students enrolled at the Cégep de la Gaspésie et des Îles; these include supplemental fees, contributions and some fees charged for expenses not dealt with by the *Regulation respecting admission fees, registration fees and fees for college teaching services* and their refund.

ARTICLE 2: SCOPE

- 2.01 This by-law applies to all full-time and part-time students enrolled in a college study program (DCS or ACS) offered by the College. The fees apply to current and former students, in accordance with the services they use.

ARTICLE 3: SUPPLEMENTAL FEES

- 3.01 All students admitted to the College (including auditors) must pay an \$84 fee to cover the cost of the following activities and services:
- Recreational sociocultural and sport activities;
 - Community life;
 - Group insurance;
 - Labour market integration;
 - Health and social services;
 - Tele-transactions;
 - Printing;
 - Measures to welcome remote students and provide them with support to help them succeed; and
 - Other service(s) specific to individual campuses.

The amount charged for supplementary fees will be indexed in tandem with the previous year's consumer price index.

- 3.02 Foreign students not covered by the Québec medical and hospitalisation plan (*Régime d'assurance maladie et hospitalisation du Québec – RAMQ*) must pay the premium charged for the group medical insurance plan.
- 3.03 Students enrolled in the Adventure Studies stream must pay the fees associated with this optional extracurricular stream.
- 3.04 Students who take guidance tests will be charged the related fees (\$50 or more).

ARTICLE 4: COLLECTION AND REFUND OF SUPPLEMENTAL FEES

- 4.01 The fees are payable in full at the time prescribed by the College, on registration day at the latest.
- 4.02 The fees are refundable if the student does not register.

- 4.03 Students confirm their registration the first time they consult their schedule via Omnivox.
- 4.04 Montréal Campus students who have not cancelled their registration by 4 pm on registration day cannot apply to have their supplemental fees refunded.
- 4.05 The Adventure Studies stream-related fee will be refunded for students who have not participated in any program activities. However, the College reserves the right to not refund the entire amount paid when some of that amount is earmarked for activity planning and execution.

ARTICLE 5: STUDENT ASSOCIATION CONTRIBUTION

- 5.01 Contributions collected by the College for and on the behalf of an association are managed in accordance with said association's own conditions; said association must however comply with the following conditions:
 - a) The association must be recognised by the College at the time students register;
 - b) At the time students register, the association must also be legally incorporated or wish to become legally incorporated;
 - c) Before March 1, the association must forward to the College board of governors a resolution asking to have its fee collected by the College, indicating the membership fee to be collected; and
 - d) This request on the part of an association must be accompanied by its annual financial statements for the previous year, verified by an accounting firm or by a qualified person recognised by the College.
- 5.02 The student membership fee is payable in full at the time of registration.
- 5.03 The student membership fee collected pursuant to Article 5.01 is refundable in accordance with the conditions established by the students' association involved.
- 5.04 For any other request to have the College charge fees to the students, student associations must comply with the conditions set out in Article 5.01.

ARTICLE 6: CORNELIUS BROTHERTON FOUNDATION CONTRIBUTION

- 6.01 Further to an agreement with the students' associations, a \$5 contribution is collected per term to support the endeavours of the Cornelius Brotherton Foundation¹.
- 6.02 The contribution collected pursuant to Article 6.01 is refundable upon request and in accordance with the conditions established by the Cornelius Brotherton Foundation.

¹ This contribution is not applicable in the case of students admitted to unsubsidised programs of study leading to an attestation of college studies (ACS).

ARTICLE 7: FEES ASSOCIATED WITH THE PRODUCTION OF OFFICIAL DOCUMENTS

Administrative fees are charged for the production of official documents:

School attendance certificate

- | | |
|---|--------------|
| - Available via Omnivox | Free |
| - If required by an act or regulation | Free |
| - Additional copies | \$5 per copy |
| - Other copies bearing the College seal | \$5 per copy |

Term academic record

- | | |
|------------------------------------|--------------|
| - First copy available via Omnivox | Free |
| - Copy bearing the College seal | \$5 per copy |

Copies of other documents

- | | |
|--|--------------|
| - Letters, insurance forms, other forms, copies of records, etc. | \$5 per copy |
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ARTICLE 8: REPRINTS OF ID CARDS

- 8.01 Students who wish to obtain a laminated copy of their student ID card will be charged a \$5 fee. The fee for the digital student ID card is included in the registration fee provided for in Regulation # 2.

ARTICLE 9: LATE FEE

- 9.01 Late fees may be applied by the College in cases where an invoice is not settled before the established deadline for payment.

ARTICLE 10: DISCRETIONARY AUTHORITY

- 10.01 The Dean's Office can examine certain cases brought to its attention and if warranted, charge amounts lower than those indicated in this by-law.

ARTICLE 11: ENTRY INTO FORCE

- 11.01 This by-law shall enter into force on May 8, 2019 and the fees identified herein shall apply beginning in the Fall 2019 term.

MODIFICATIONS

- April 2006: Addition of articles 6.02 and 6.03
- September 2007: Addition of Article 3.02
- May 2014
- October 2015
- March 2019

Overview of supplemental fees, contributions and other fee-supported expenses

Fee	Amount	Application
Related fees	\$84 ²	Applicable to all students enrolled in credited programs and to course auditors
Fees associated with an extracurricular program	Set annually by the College	Applicable to all students enrolled in credited programs associated with a particular extracurricular stream (for instance, Adventure Studies)
Group medical insurance fee	Determined annually, taking into account the College insurance contract	Applicable to all foreign students enrolled in credited programs who are not covered by RAMQ
Guidance tests	\$50 and more	Applicable to all students enrolled in credited programs
Student association fee	Amount determined annually by student associations	Applicable to all students enrolled in credited programs who are members of a student association recognised by the College
Contribution to the Cornelius Brotherton foundation	\$5	Applicable to all students enrolled in credited programs, except for unsubsidised programs
College attendance attestation bearing the College seal or not required by a law	\$5	Applicable to all students enrolled in credited programs <i>*An initial copy is available via Omnivox.</i>
Copy of term transcript bearing the College seal	\$5	Applicable to all students enrolled in credited programs <i>*An initial copy is available via Omnivox.</i>
Any other document	\$5 per copy	Applicable to all students enrolled in credited programs
Printed student card (the digital card is included in the registration fee)	\$5	Applicable to all students enrolled in credited programs

² Amount applied for the 2018-2019 academic year. This amount is indexed annually in tandem with the previous year's consumer price index (determined in April of each year).