



**Cégep de la Gaspésie
et des Îles**

BY-LAW # 2

**ADMISSION FEES, REGISTRATION FEES AND OTHER FEES
PERTAINING TO COLLEGE INSTRUCTION SERVICES**

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ADMISSION FEES, REGISTRATION FEES AND OTHER FEES PERTAINING TO COLLEGE INSTRUCTION SERVICES

ARTICLE 1: PURPOSE

1.01 The purpose of this by-law is to determine admission fees, registration fees and other fees pertaining to college instruction services. It also seeks to determine the conditions governing collection methods and if necessary, the refunding of these fees.¹

ARTICLE 2: FIELD OF APPLICATION

2.01 This by-law applies to all full-time and part-time students enrolled in regular college study programs (DCS or ACS), continuing education programs and programs of study leading to a diploma of vocational studies (DVS)².

2.02 Sponsored students from other institutions may not be charged fees related to instruction services or other fees if such fees are they are collected by their home institutions.

ARTICLE 3: ADMISSION FEES

3.01 *Admission fee*

This fee is charged to open a file for a student who has applied for admission to a program of studies leading to a diploma of college studies (DCS)³, a diploma of vocational studies (DVS) or an attestation of college studies (ACS). These are universal fees that are to be paid as part of any new college admission. These fees cover:

- Opening a file;
- Analysing the file;
- Program changes;
- Profile changes; and
- Post-college pathway changes.

Course auditors are also charged this fee if they do not yet have an open file at the College.

If the admission application has been submitted via the Service régional d'admission des collèges de Québec (SRACQ), the admission fee is \$39 and must be paid directly to SRACQ.

¹ The various categories of fees and costs have been established in keeping with the *Document d'encadrement sur les droits prescrits en vertu de l'article 24.5 de la Loi sur les collèges d'enseignement général et professionnel*.

² DVS students receive the same services and have the same recourse as students enrolled in regular college and continuing education programs. This explains why ministry directives require colleges to charge the same fees even though the level of education is different.

³ Programs qualifying students for enrolment in DCS programs are considered equivalent to DCS programs in this by-law.

Students enrolled at the Montréal Campus are sent an invoice for this amount; the payment is then transferred to SRACQ.

The admission fee is \$30 in the following situations:

- Admission to a subsidised ACS; or
- Admission pursuant to a specific agreement entered into by the College.

Admission fees must be paid to reactivate a file that has been inactive for more than a year.

3.02 Other admission fees

Students receiving the following services must pay additional admission fees as follows:

- Admission after scheduled dates: \$20 late fee;
- Coaching to evaluate competencies as part of the process to recognise acquired competencies for a specific program : \$90 per competency to a maximum of \$500 for a specific training program and \$300 for general education;
- Comparative analysis of a foreign student's file for SRACQ admission purposes: \$46 (to be paid directly to SRACQ); and
- Comparative analysis, conducted directly by the College, of certain files to have academic training recognised: \$75⁴.

ARTICLE 4: REGISTRATION FEES

4.01 Registration fees

These fees are for administrative acts related to the recording of information about students and their progress in the program to which they have been admitted, regardless of the level of instruction. Registration fees are charged for actions ranging from a student's application to enrol in one or more courses to the production of their official transcript for the relevant term. These are universal fees that must be paid for each academic term. They cover:

- Withdrawal from courses before the prescribed deadline;
- Enrolment attestations required by a law;
- Enrolment attestations required for an application for admission to a higher education institution;
- Official transcripts (1st copy);
- Placement tests, when required by a program;
- Provision of a student sponsorship;
- Course or schedule changes for reasons determined by the by-law;
- Official receipts for income tax purposes; and
- Grade reviews.

⁴ Higher fees may be charged in situations involving the recognition of academic instruction so as to obtain a diploma. A preliminary assessment of completed courses will be conducted prior to the analysis.

For full-time or deemed full-time students enrolling in programs of study leading to a DCS, DVS or ACS, these universal fees are \$20 per term.

For part-time students, these fees are \$5 per course to a maximum of \$20 per term.

4.02 Other registration fees

Students who wish to receive the supplemental services described below must pay the following registration fees:

- Paid internships in co-op (work-study) programs: \$200 per internship;
- Post-deadline course selection confirmation: \$20; or
- Post-deadline registration confirmation: \$30.

4.03 One-time fees

For some regular and continuing education programs, real cost-related fees may be charged for:

- Some activities taking place outside College premises;
- The use of non-funded material or accommodations; or
- The acquisition of certifications, etc.

ARTICLE 5: FEES RELATED TO INSTRUCTION SERVICES

5.01 These fees are prescribed for activities that pertain to instruction services or are required for these services but are not directly connected to either admission or registration. They are essentially universal fees that are to be paid for each instruction term. They generally cover:

- Welcome into programs of study;
- Student ID cards;
- Student calendars;
- Learning support; and
- Academic and professional information.

For full-time or deemed full-time students enrolled in regular or continuing education programs of study leading to a DCS, DVS or ACS, these universal fees are \$25 per term. Part-time students enrolled in regular or continuing education programs of study must pay \$6 per course per term for related fees for college instruction services.

ARTICLE 6: TUITION FEES

6.01 Students admitted to the College in a program of study must pay a tuition fee of \$6 per hour of course for each extracurricular course bearing a college instruction number.

6.02 Students admitted to the College in an unsubsidised program of study leading to an ACS must pay the tuition fee established for this program.

- 6.03** Part-time students enrolled in a program leading to a DCS or a DVS must pay a fee of \$2 per hour of course for each course in which they are enrolled. Part-time students enrolled in programs leading to an ACS are not required to pay this amount, in accordance with Section 24.2 of the *Colleges Act*.
- 6.04** Students enrolled as auditors must pay tuition fees of \$2 per hour of course.

ARTICLE 7: COLLECTION AND REFUND

Admission fees

- 7.01** These fees are collected at the time the application for admission is submitted. Failure to pay these fees will put a stop to the admission process.
- 7.02** Admission fees are refundable only if the College cancels a program of study or instruction activity.

Registration fees

- 7.03** Registration fees must be paid before the beginning of classes or when the supplemental service is required. In the event of failure to pay these fees, registration in the course will be cancelled or the supplemental service will be halted.
- 7.04** Registration fees are refundable in cases where the College cancels one or more of a student's courses. In such cases, the refund will reflect the number of courses in which the student is still enrolled.
- 7.05** Registration fees are refundable in cases where foreign students fail to obtain their mandatory immigration documents or the travel documents they need to study in Canada.
- 7.06** Registration fees paid by students for terms or courses for which they are not registered must be refunded. By consulting their schedule via Omnivox for the first time, they confirm their registration.
- 7.07** Montréal Campus students who have not cancelled their registration by 4 pm on registration day cannot apply to have their registration fees refunded.
- 7.08** Registration fees paid for a term or a course are not refundable if a student deregisters.

One-time fees

- 7.09** One-time fees must be paid before the beginning of classes or when payment is required for the activity.

- 7.10** One-time fees pertaining to the *Tourisme d'aventure* and Adventure Tourism programs (DCS and ACS) are refundable in cases where students desist within ten working days of the beginning of the season. These fees are charged for the first six terms.
- 7.11** The College reserves the right to not refund the entire amount paid when some of that amount is earmarked for activity planning and execution.

Tuition fees

- 7.12** Students admitted to College in unsubsidised programs of study leading to an ACS must pay the fees determined for their program prior to the beginning of courses, according to the established schedule.
- 7.13** Tuition fees for unsubsidised programs of study leading to an ACS are refundable for foreign students who fail to obtain their mandatory immigration documents or the travel documents they need to study in Canada.
- 7.14** Tuition fees for unsubsidised programs of study leading to an ACS are refundable if students request a refund before the deadline provided for in the by-law.

To be eligible for a refund, students must fill out and sign the withdrawal form before the withdrawal deadline established by the Ministry (20%).

The College shall establish the amount of the refund, taking the following parameters into consideration:

- The withdrawal deadline for each course for which the student is registered;
 - Proration based on the number of hours completed for each course for which the student is registered;
 - The costs incurred for certain pedagogical activities or material (these costs must be detailed on the tuition fee invoice); and
 - The administration fees in effect.
- 7.15** Tuition fees for unsubsidised programs of study leading to an ACS are not refundable after the withdrawal deadline (20%).

ARTICLE 8: DISCRETIONARY AUTHORITY

The Dean's Office can analyse certain cases brought to its attention and ultimately invoice amounts lower than those set out in this by-law.

ARTICLE 9: ENTRY INTO FORCE

- 9.01** Subject to its approval by the Minister, this by-law shall come into force on May 8, 2019 and shall apply beginning in the 2019 summer term.