



**Cégep de la Gaspésie
et des Îles**

BY-LAW # 11

SUPPLEMENTAL FEES, CONTRIBUTIONS AND FEE-SUPPORTED EXPENSES

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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 covered by the by-law on admission fees, registration fees and other fees pertaining to college instruction services. It also sets out the conditions governing their collection and refund.

ARTICLE 2: SCOPE

2.01 This by-law applies to all full-time and part-time students enrolled in a college study program leading to a diploma of vocational studies (DVS) a diploma of college studies (DCS) or an attestation of college studies (ACS) offered by the CEGEP. The fees apply to current and former students, depending on the services they use.

2.02 This by-law does not apply to students enrolled in a program leading to an attestation of college studies (ACS) diploma at an off-campus location (outside Quebec).

ARTICLE 3: SUPPLEMENTAL FEES (GENERAL FEES OF ANY OTHER KIND)

3.01 At the time this by-law is adopted, all students admitted to the CEGEP (including auditors) in a subsidised program must pay a \$101 fee to cover the cost of the following activities and services:

- Recreational sociocultural and sport activities
- Community life
- Labour market integration
- Health and social services
- Tele-transactions
- Printing
- Measures to provide students with support to help them succeed; and
- Other service(s) specific to individual campuses and categories of students

The amount charged for supplementary fees will be indexed in tandem with the previous year's consumer price index¹, unless otherwise advised by the Ministry of Higher Education.

3.02 All students admitted to the CEGEP in an unsubsidised program of study leading to an attestation of college studies (ACS) must pay a \$1000 fee to cover the cost of the following activities and services:

- Recreational sociocultural and sport activities
- Community life
- Labour market integration
- Health and social services
- Tele-transactions
- Printing, books and licences
- Measures to welcome students and provide them with support to help them succeed; and
- Other service(s) specific to individual campuses and categories of students

The amount charged for supplementary fees will be indexed in tandem with the previous year's consumer price index, unless otherwise advised by the Ministry of Higher Education.

ARTICLE 4: SPECIFIC FEES OF ANY OTHER KIND

4.01 International 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 provided by the CEGEP.

4.02 Students enrolled in the Adventure Studies stream must pay the fees associated with this optional extracurricular stream.

4.03 Students who take guidance tests will be charged the related fees (\$50 or more).

¹ Calculation used: from February to February.

- 4.04 Registered international students must pay a fee of \$10 per term for the issuance of official documents required for permit applications, confirmation of study status in Canada, confirmation of attendance at school to a third-party organisation, etc.

**ARTICLE 5: COLLECTION AND REFUND OF SUPPLEMENTAL FEES
(COLLECTION AND REFUND OF GENERAL FEES OF ANY
OTHER KIND)**

- 5.01 The fees are payable in full at the time established by the CEGEP, on registration day at the latest.
- 5.02 The fees are refundable if the student does not register.
- 5.03 Students enrolled in a regular program of study confirm their registration the first time they consult their schedule via Omnivox.
- 5.04 For a student registered in a program allowing them to obtain an Attestation of Collegial studies (ACS) with continuing education, registration is confirmed 15 days before the start of classes, on the date set by the CEGEP. This date is published at the beginning of the admission process (students must be notified of any changes in this regard).

Students who have paid their fees and provided a complete file, unless they have notified the CEGEP in writing of their withdrawal by the registration date set by the CEGEP, are considered registered. Students who have not confirmed their registration by paying their fees in full and by providing the required documents are automatically deregistered and their fees refunded.

ARTICLE 6: COLLECTION AND REFUND OF SPECIFIC FEES OF ANY OTHER KIND

6.01 Group insurance fees required by the Cégep for students not covered by the RAMQ are payable no later than 30 days after receipt of the invoice.

Billing for these insurances fees will cease once the student has provided proof of RAMQ membership to the registrar's office. Amounts are not refundable retroactively.

6.02 The Adventure Studies stream-related fee will be refunded for students who have not participated in any program activities. However, the CEGEP reserves the right to not refund the entire amount paid when some of that amount is earmarked for activity planning and execution.

6.03 Orientation test fees apply to be eligible for the service.

6.04 The fees charged to foreign students for the issuance of documents are included in the tuition bill.

6.05 Any outstanding balance related to other specific fees of any other kind must be paid before registration for a subsequent semester can proceed.

ARTICLE 7: STUDENT ASSOCIATION CONTRIBUTION²

7.01 Contributions collected by the CEGEP 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 CEGEP 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) The association must forward to the CEGEP board of governors a resolution asking to have its fee collected by the CEGEP, indicating the amount of the membership fee to be collected, at least 30 business days before the registration date for the regular training course.

² These fees are governed by the Act respecting the accreditation and financing of students' associations.

- 7.02 The student contribution is included in the registration fee invoice and is payable under the same terms and conditions. The student membership fee is payable in full at the time of registration.
- 7.03 The student membership fee collected pursuant to Article 5.01 is refundable in accordance with the conditions established by the students' association involved.
- 7.04 For any other request to have the CEGEP charge fees to the students, student associations must comply with the conditions set out in Article 5.01.
- 7.05 The students' association is responsible for informing its members of the fees paid.

ARTICLE 8: CÉGEP DE LA GASPÉSIE ET DES ÎLES FOUNDATION CONTRIBUTION

- 8.01 Further to an agreement with the students' associations, a \$10 contribution is collected per term to support the endeavours of the Cégep de la Gaspésie et des Îles Foundation³.
- 8.02 The contribution collected pursuant to Article 6.01 is refundable upon request and in accordance with the conditions established by the Cégep de la Gaspésie et des îles Foundation.
- 8.03 The student contribution is included in the registration fee invoice and is payable under the same terms and conditions.

ARTICLE 9: FEES ASSOCIATED WITH THE ISSUANCE OF OFFICIAL DOCUMENTS

- 9.01 Administrative fees are charged for the issuance of official documents:

School attendance certificate

- | | |
|---------------------------------------|------|
| - Available via Omnivox | Free |
| - If required by an act or regulation | Free |

³ This contribution is not applicable in the case of students admitted to unsubsidised programs of study leading to an attestation of college studies (ACS).

- Additional copies \$5 per copy
- Other copies bearing the CEGEP seal \$5 per copy

Term academic record

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

Copies of other documents

- Letters, insurance forms, other forms, copies of records, etc. \$5 per copy

Postage fees

- The cost of sending the diploma by registered mail is assumed by the CEGEP. However, if a diploma needs to be sent a second time because the student has not changed their address, the student will be responsible for the cost.

9.02 International students are not required to pay any fees other than the \$10 per term fee already collected for the issuance of official documents. Please note that there is no limit to the number of documents for international students.

ARTICLE 10: REPRINTS OF ID CARDS

10.01 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 11: LATE FEE

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

ARTICLE 12: DISCRETIONARY AUTHORITY

12.01 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 13: ENTRY INTO FORCE

13.01 This regulation comes into force at the session following the time of its adoption by the Board of directors.

AMENDMENTS

- April 2006: Addition of articles 6.02 and 6.03
- September 2007: Addition of Article 3.02
- May 2014
- October 2015
- March 2019
- September 2019
- November 2021
- December 2024
- December 2025

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

Fee	Amount	Application
Supplementary fees	\$101 ⁴	Applicable to all students enrolled in credited programs and to course auditors
Supplementary fees	\$1,000	Applicable to all students enrolled in unsubsidised credited programs
Fees associated with an extracurricular program	Set annually by the CEGEP	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 CEGEP insurance contract	Applicable to all international 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 CEGEP
Contribution to the Cégep de la Gaspésie et des Îles foundation	\$10	Applicable to all students enrolled in credited programs, except for unsubsidised programs
CEGEP attendance attestation bearing the CEGEP 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 CEGEP 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

⁴ Amount applied for the 2025-2026 academic year. This amount is indexed annually in tandem with the previous year's consumer price index (determined in April of each year).

Printed student card (the digital card is included in the registration fee)	\$5	Applicable to all students enrolled in credited programs. The digital card is included in the registration fee.
Fee for official documents	\$10	Applicable to international students.