



**Cégep de la Gaspésie
et des Îles**

BY-LAW # 2

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

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

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 (including the terms and conditions applicable in the event of non-payment) 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.

2.03 This by-law does not apply to students enrolled in a program leading to an attestation of college studies (ACS) diploma delivered outside Quebec.

ARTICLE 3: ADMISSION FEES

3.01 *Admission fees*

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

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 enrollment in DCS programs are considered equivalent to DCS programs in this by-law.

- 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 CEGEP.

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.

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

All program change requests are made through SRACQ, but at no cost to students.

3.02 *Other admission fees*

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

- Late admission (following the date of the last admission round): \$20 late fee.
- Analysis of a student's file for recognition of prior learning and competencies: \$70.
- 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).

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

- Enrollment attestations required by a law
- Enrollment 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

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:

- A comparative analysis, carried out directly by the CEGEP, of certain files for the purpose of recognizing academic training (equivalency)⁴:
 - For a first course plan: \$0.
 - For additional course plans: \$15 per plan.
 - A maximum of \$105.
- There is no charge for a substitution request for a course that has already been analyzed. For substitution requests that have never been processed:
 - For a first course plan: \$0.
 - For additional course plans: \$15 per plan.
 - A maximum of \$105.

The substitution process for prior learning assessment is excluded from substitution fees.

- Processing of a permanent incomplete request: a \$20 fee per course starting with the second request for a permanent incomplete (IN) for the same course.
- Processing of a waiver request (DI): \$20 per course.
- Post-deadline course selection confirmation: \$30; or

⁴ Additional fees may apply for the recognition of academic training for the purpose of obtaining a diploma. A cost assessment will be conducted prior to the analysis.

- Post-deadline registration confirmation: \$20.
- Students will be responsible for the cost of resending their diploma if it is returned to the CEGEP due to an incorrect address on file: \$15.
- The cost of sending the diploma to an address outside Canada will be borne by the student: \$40.
- Alliance Sport-études registration fee: \$55.

ARTICLE 5: FEES RELATED TO INSTRUCTION SERVICES

5.01 These general 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;
- Digital student ID cards;
- Student planners;
- 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.

5.02 For selected regular education and continuing education programs, fees based on actual costs may be charged for:

- Some activities taking place outside the CEGEP.
- The use of un-funded equipment or accommodations.
- Obtaining certifications; etc.

These fees must be approved by the Director of Studies and are posted on the CEGEP's website for each applicable program.

ARTICLE 6: TUITION FEES⁵

- 6.01** Students admitted to the CEGEP 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 CEGEP 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.
- 6.05** Foreign students enrolled in a program leading to a DEC or DEP diploma must pay the amounts determined annually and required by the Ministère de l'Enseignement supérieur. Exemptions apply, which are set out in the budgetary and financial framework of CEGEPs.
- 6.06** Canadian students not residing in Quebec who are enrolled in a program leading to a DEC or DEP diploma must pay the fixed amounts determined annually and required by the Ministère de l'Enseignement supérieur. Exemptions apply, which are specified in the budgetary and financial framework of CEGEPs.

ARTICLE 7: COLLECTION AND REFUNDS

- 7.01** With the exception of admission fees paid to the SRACQ, all fees are invoiced to students via Omnivox. Payment in the Omnivox application is free of charge for students. When another payment method is used (international money order or bank transfer), the fees incurred by the CEGEP will be billed to the student.

⁵ The budgetary and financial framework of CEGEPs specifies the tuition fees payable by foreign students and Canadian students residing outside Quebec. The Regulation respecting the tuition fees that a general and vocational college must charge (Chapter C-29, r.2) governs these fees.

Admission fees

- 7.02** Admission fees are payable to be eligible for the service.
- 7.03** These fees are collected at the time the application for admission or a change of program is submitted. Failure to pay these fees will put a stop to the admission process.
- 7.04** Admission fees are refundable only if the CEGEP cancels a program of study.

Registration and related fees

- 7.05** Registration and related fees must be paid before the beginning of classes. In the event of failure to pay these fees, registration in the course will be cancelled.
- 7.06** Registration and related fees are refundable in cases where the CEGEP cancels one or more of a student's courses.
- 7.07** Registration and related 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, before the deadline for confirmation of registration.
- 7.08** Registration and related fees paid by students for terms or courses for which they have not confirmed their registration must be refunded.
- 7.09** For regular courses, the first-time students consult the timetable via Omnivox, they confirm their registration. For financed or self-financed continuing education, registration is confirmed no later than 15 days before the beginning of the course, on the date set by the CEGEP and published at the beginning of the admission process.
- 7.10** Students enrolled in a program leading to an ACS in continuing education may not request a refund of registration or related fees if their enrollment has been confirmed.
- 7.11** Registration and related fees paid for a semester or for one or more courses withdrawn from or dropped by the student are non-refundable.

Other enrollment fees

- 7.12** Fees for other registration services must be paid prior to receiving the requested service.
- 7.13** Any outstanding balance related to other registration fees must be paid before registration for a subsequent semester can proceed.
- 7.14** Fees related to select programs are refundable if withdrawal occurs within ten business days of the start of the semester. These fees are charged for the first six quarters.
- 7.15** The CEGEP reserves the right to not refund the entire amount paid when some of that amount is earmarked for activity planning and execution.

Tuition fees

- 7.16** Students admitted to the CEGEP in unsubsidised programs of study leading to an ACS must pay the fees determined for their program prior to the registration confirmation deadline set by the CEGEP (see Article 7.09). Students who fail to comply with this condition will be automatically de-registered and will have their tuition fees refunded.
- 7.17** 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 tuition fee refund, students must fill out and sign the withdrawal form⁶ before the withdrawal deadline established by the Ministère (20% of the duration of training for each course).

- 7.18** Tuition fees for unsubsidised programs of study leading to an ACS are not refundable after the withdrawal deadline (20% of the duration of training), exception in the case of the situation provided for in Article 7.16.
- 7.19** Tuition fees for a non-subsidised program of study leading to an ACS are refundable after the withdrawal deadline only for foreign students who are refused renewal of their immigration document(s) during the program. The amount refunded will be proportional to the amount of time remaining in each course in which they are enrolled at the time of

⁶ The withdrawal form is different from the refund application form.

the refusal. Courses dropped after their withdrawal deadline (60% of the duration of training) will be marked EC (Fail).

- 7.20** Tuition fees for non-subsidised⁷ programs of study leading to an attestation of college studies (ACS) are refundable if the conditionally admitted student meets the conditions.

Students who are conditionally admitted to the CEGEP in non-subsidised programs of study leading to an ACS and who do not respect the conditions of admission will be de-registered and will be reimbursed if they have fully paid the tuition fees determined for this program before the beginning of classes, according to the schedule.

- 7.21** Tuition fees for non-subsidised programs of study leading to an attestation of college studies (ACS) are not refundable if the student is expelled pursuant to a provision of *By-law # 9, the Regulation respecting living conditions at the Cégep de la Gaspésie et des Îles*.

- 7.22** Tuition fees for foreign students enrolled in a program leading to a DEC or DEP diploma must be paid as follows:

- For the first semester, an initial payment of \$5,000 of the tuition fees set by the Ministère for the program must be paid by May 1st preceding the fall semester or October 1st preceding the winter semester. Students who have not made this initial payment will be automatically withdrawn from the program. Their registration could be postponed to a later date.
- The balance of the tuition fees will be payable no later than the registration deadline.
- From the second semester onwards, tuition fees are payable 30 days after receipt of the invoice.

- 7.23** Tuition fees for foreign students enrolled in a DEC or DEP program will be fully reimbursed according to the following terms and conditions:

- When cancelling the admission request, before the date of enrollment
- In the event of withdrawal before the deadline for cancellation (20% of the course), on request, using the form provided for this purpose. The refund amount will be proportional to the duration of the course attended.
- Upon confirmation of a scholarship covering tuition fees.

⁷ Definition of an unsubsidized study program: a study program that receives no financial support from the government and for which tuition fees are paid in full by the student.

7.24 Tuition fees for foreign students on a DEC or DEP program are not refundable in the following situations:

- In the event of expulsion from the program or CEGEP.
- In the event of withdrawal after the deadline for disenrollment.

7.25 Tuition fees for Canadian students not residing in Quebec are subject to the same payment and refund terms as those for enrollment.

7.26 Under the Regulations respecting the tuition fees, students who fail to pay all or part of their tuition fees or who delay payment thereof shall not be awarded credits for any of the courses for which they were registered for as long as the failure to pay or delayed payment persists.

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 in the semester following its adoption by the Board of Governors.

Summary of admission fees, registration fees, tuition fees and other fees relating to college educational services

Fees	Amount	Application
Admission fees	\$30 outside SRACQ or \$39 payable to SRACQ	Universal rights for all types of training (DEC, DEP, ACS, auditor without active file).
Program change request	\$0	These requests are made via SRACQ but are free of charge.
Other admission fees		
Late admission	\$20	Late fees after the last admission round for all types of training.

Recognition of prior learning and skills (RAC)	\$70	File analysis fee for students enrolling in RAC.
RAC skills analysis	\$90/skill, maximum: - \$500 (specific training) - \$300 (generic training)	Fees, by skill, for students enrolled in RAC.
Comparative analysis of a foreign student file	\$46 (payable to SRACQ)	Analysis for SRACQ admission purposes. All types of training.
Enrollment fees		
Enrollment fees	Full time: 20 \$/semester Part time: 5 \$ per course, max. 20 \$/semester	Fees covering operations related to the student's progress. All types of training.
Other enrollment fees		
Comparative analysis (equivalency)	1 course outline = \$0 Additional course outline(s) = \$15 each Max. = \$105	Cost of comparative analysis carried out by the CEGEP for the purposes of acknowledgement of academic training. All types of training.
Substitution analysis	Course outline already processed: \$0 1 course outline = \$0 Additional course outline(s) = \$15 each Max. = \$105	Analysis fees for the substitution of one or more courses. All types of training, excluding RAC.
Waiver analysis fee	\$20/course	
Incomplete grade (IN) analysis fee	\$20/course (from the second request for an IN entry for the same course)	Analysis costs for processing an incomplete grade request
Diploma shipping fees	\$15 fee to return to a corrected address \$40 fee to ship to an address outside Canada	The first shipment to a Canadian address is free of charge.
Alliance Sport-études registration	\$55	

Other fees related to educational services		
Related fees	Full time: \$25 Part time: \$6/course/semester	Fees covering operations related to educational services. All types of training.
Program-specific fees	Depending on the programs	Information on the CEGEP's website, Programs section
Tuition fees		
Extra-curricular courses	\$6/hour per class for each course	
Fees for studying for an ACS that is not subsidized	Fee as determined by program	
Fees for part-time studies	\$2/hour per class for each course	ACSs are excluded
Auditor fees	\$2/hour per class for each course	
Fees for foreign students in a program leading to a DEC diploma	Fees set by the Ministère	Exemptions apply
Fees for Canadian students not residing in Quebec	Fees set by the Ministère	Exemptions apply