



# BY-LAW 6 CONCERNING REGISTRATION FEES, EDUCATIONAL SUPPORT FEE, STUDENT SERVICES FEE AND USER FEES

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# *By-Law 6 Concerning Registration Fees, Educational Support Fee, Student Services Fee and User Fees*

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## ARTICLE 1 - GENERAL PROVISIONS

### 1.1 Preamble

- 1.1.1 This By-law is adopted in accordance with section 24.5 of the *General and Vocational Colleges Act* (CQLR, chapter C-29) and regulations issued under the said Act.
- 1.1.2 This By-law, known as "By-law 6 Concerning Registration Fees, Educational Support Fee, Student Services Fee and User Fees" will hereinafter be referred to as By-law 6.
- 1.1.3 This By-law deals with the payment of application and registration fees for college education services and other fees pertaining to such services as provided by the College for students registered in a program of studies.
- 1.1.4 In this By-law, the terms "course", "programme" and "credit" have the meanings assigned to them in the College Education Regulations enacted by the Government of Quebec by Order-in-Council 1006-93 on July 14, 1993.

### 1.2 Definitions

- 1.2.1 STUDENT: A person who is registered at the College to obtain a diploma or attestation of collegiate studies or to obtain credits.
- 1.2.2 FULL-TIME STUDENT: A student registered at the College for at least four courses in a college programme of college studies, or for courses totalling at least 180 teaching periods of such a programme, or, in the cases determined by Government regulations, for a lesser number of courses or in courses involving a total of a lesser number of periods. The student's status is determined each semester in accordance with the second paragraph of Section 24 of the Act.
- 1.2.3 PART-TIME STUDENT: A student registered at the College in less than four (4) courses and in less than 180 course periods per semester. The student's status is determined each semester in accordance with Section 24 of the Act.
- 1.2.4 FOREIGN STUDENT: A person admitted to the College as a student who is neither a Canadian citizen nor a permanent resident within the meaning of the *Immigration and Refugee Protection Act* (S.C. 2001, c. 27) and the regulations made thereunder, nor an Indian within the meaning of *An Act respecting Indians* (R.S.C., 1985, c. I-5), nor a holder of a Québec selection certificate within the meaning of *An Act respecting Immigration to Québec* (CQLR, c. I-0.2) and the regulations made thereunder.
- 1.2.5 RESIDENT OF QUEBEC: A student registered at the College who is a Canadian citizen or a permanent resident within the meaning of the *Immigration and Refugee Protection Act* (S.C. 2001, c. 27) and the regulations made thereunder, and who meets criteria set by Order-in-Council (O.C. 910-98, July 8, 1998) or subsequent regulations.

1.2.6 NON-QUEBEC RESIDENT: A student registered at the College who is a Canadian citizen or a permanent resident within the meaning of the *Immigration and Refugee Protection Act* (S.C. 2001, c. 27) and the regulations made thereunder and does not meet criteria of a resident of Quebec as set by Order-in-Council (O.C. 910-98, July 8, 1998) or subsequent regulations.

1.2.7 SEMESTER: A semester of study, specifically, Fall, Winter or Summer.

### 1.3 Scope

The present By-law establishes the fees for application, registration, educational support and student services for all full-time and part-time students registered at the College to obtain a diploma or attestation of collegiate studies or to obtain credits.

### 1.4 Revenues

The College shall be responsible for the collection and administration of all monies collected under this By-law.

### 1.5 Publication

The schedule of fees payable by virtue of this By-law, as well as the College refund policy, shall be included in the College publications which shall be available to students prior to registration.

## ARTICLE 2 - APPLICATION FEES

### 2.1 Application Fees for Day Division

2.1.1 All students applying to John Abbott College in the Day Division must pay an application fee of \$30.00 as determined by SRAM for the costs of opening and analysing the dossier as well as the correspondence related thereto.

For students already in a program, this fee also covers services related to a request for program, option or profile change.

2.1.2 Application fees shall be paid at the time of submission of an application and are not refundable.

2.1.3 Foreign students applying to the College must pay an additional non-refundable application fee of \$50.00 towards the additional cost of opening and analyzing the dossier as well as the correspondence related thereto.

## 2.2 Application Fees Specific to the Police Technology Program

A pre-admission testing fee of \$75.00 is required of all applications to the Police Technology Program. In addition, students who are conditionally accepted to the program must pass a medical examination administered by an outside clinic and pay the appropriate fee to the clinic (approximately \$230.00).

## 2.3 Application Fees Specific to the Pre-Hospital Emergency Care Program

A pre-admission testing fee of \$75.00 is required of all applications to the Pre-Hospital Emergency Care Program. In addition, students who are conditionally accepted to the program must pass a medical examination administered by an outside clinic and pay the appropriate fee to the clinic (approximately \$230.00).

## 2.4 Application Fees for Continuing Education

2.4.1 All students applying to John Abbott College in Continuing Education must pay an application fee of \$30.00 for the costs of opening and analysing the dossier as well as the correspondence related thereto.

2.4.2 Application fees shall be paid at the time of submission of an application and are not refundable.

2.4.1 Foreign students applying to the College must pay an additional non-refundable application fee of \$50.00 towards the additional cost of opening and analyzing the dossier as well as the correspondence related thereto.

## 2.5 Application Fees Specific to Certain Continuing Education Programs

For admission to certain programs, the College may require aptitude testing to evaluate the applicant's suitability in relation to the program's specific admission requirements. In such respect, a fee of \$75.00 is required of all applications to the following AEC Programs: Network Administration, Web Technology, Internet Programming and Development, Technical Support, Computerized Financial Management, IT infrastructure and Security Management and Professional Integration Program for Internationally Trained Nurses (CWA.OK). A fee of \$35.00 is also required of all applications to the Computerized Financial Management AEC Program.

# ARTICLE 3 - REGISTRATION FEES

## 3.1 Regular Registration Fees

3.1.1 All full-time students must pay a registration fee of \$20.00 per semester. This fee covers:

- course drop before the published deadline
- attestation of attendance required by law

- attestation of attendance required as part of an admission process to an institution of higher education
- transcript (first copy)
- placement test required by a program
- providing a “commandite”
- course or schedule changes required for pedagogical reasons
- income tax receipts
- grade review

3.1.2 All part-time students must pay a registration fee of \$5.00 per course.

### 3.2 Late Registration Fee

3.2.1 Full-time students registering outside the regular registration period as announced by the College will be charged a late registration fee of \$50.00 to defray the extra administrative costs of this process.

The late registration fee is not refundable; however, this fee may be waived by the Academic Dean for any student who can show sufficient reason for registering late.

3.2.2 Part-time students registering outside the regular registration period as announced by the College will be charged a late registration fee of \$15.00 to defray the extra administrative costs of this process.

### 3.3 Proxy Registration

In those exceptional cases when students are registered by the Registrar’s Office, at the request of those students, a fee of \$50.00 will be charged.

### 3.4 Changes Required for Non-Pedagogical Reasons

Students requesting a course or schedule change for non-pedagogical reasons (for example, to change teachers, schedule configuration, etc.) will be charged a fee of \$20.00 to help offset the administrative costs of the process.

### 3.5 Credit Equivalence Fee

Students submitting credits from other institutions (other than CEGEPs) will be charged \$10.00 per course to defray the administrative costs of the evaluation process.

### 3.6 Work Study Programme Internship

Students participating in an internship under a work-study programme must pay a fee as determined by the College.

### 3.7 Optional Travel Studies Course Fees

Certain optional courses offered outside of College facilities (for example, optional physical education courses) entail costs of travel, accommodation, meals and services. These courses are optional and no student will be required to register for them. Students choosing to register to these courses will be required to pay fees, upon registration, to offset the costs. Such fees shall be set by the Academic Dean, depending on the activities, and shall be refundable in accordance with the College refund policy.

Travel Courses - Maximum Fee: Fees vary from course to course depending on the travel, accommodations, meals and services provided. In the case international courses, the costs must be reasonable (i.e. comparable to the lowest market price for similar goods, services, etc.) and may not exceed \$5,000.00 per course.

### 3.8 Recognition of Prior Learning

Requests for Recognition of Prior Learning will be assessed according to the following fee structure:

- an application fee of \$35.00
- a fee of \$30.00 to assess the dossier
- a fee of \$40.00 per competency considered in the request, up to a maximum of \$500.00 per program.

## ARTICLE 4 - EDUCATIONAL SUPPORT FEE

All students will be required to pay an Educational Support Fee related to their studies. For example:

- ID Card
- Student Agenda Book
- Orientation
- Learning Centre
- University and Career Information Centre
- Academic Advising and Counselling Services

The fee will be paid each semester as follows:

- Full-time students      \$25.00
- Part-time students      \$6.00 per course

## ARTICLE 5 - STUDENT SERVICES FEE

All students will pay a fee to help defray the costs of making some or all of the following Student Services available:

- Counselling Services
- Student Employment Services
- Financial Assistance Services



- Health Services

Fees to support the above activities will be paid by all students as follows:

- Full-time students \$72.00 per semester
- Part-time students \$18.00 per semester/per course

## ARTICLE 6 - USER FEES

### 6.1 User Fees for Specific Students

The College charges an administrative fee to students who benefit from any of the following services; these fees do not include postage fees (Canada Post rates) which shall be added and charged to students where applicable:

• second copy of an unofficial student transcript	\$5.00
• copy of an official student transcript	5.00
• attestation of attendance other than those required by law	5.00
• completing forms other than those required by law	10.00 – 50.00
• evaluation of eligibility for a DEC <i>sans mention</i>	50.00
• evaluation of eligibility for completion of program from a previous regime	50.00
• mailing of diploma (Canada Post rates)	Variable
• duplicate receipts	5.00
• reproduction of archived documents	5.00
• course description mailed to outside institutions	5.00
• ID replacement	10.00
• agenda book replacement	5.00
• convocation	60.00
• foreign student health insurance	Approx. 600.00
• accident insurance	Approx 30.00
• athletic team membership	100.00 – 900.00
• student club membership	3.00 - 100.00
• job placement interview simulations and workshops	2.00 – 10.00
• career counselling testing	25.00
• study skills, English exit workshops	20.00
• cafeteria, bookstore, residence, parking, etc.	Variable
• photocopies, transmission of fax, printing, e-mail	Variable
• social, cultural and educational trips	Variable
• fines for parking, late books and late A.V. material	Variable
• tuition tax receipts (amended copies)	10.00

## ARTICLE 7 - TUITION FEES FOR CREDIT COURSES

The following fees are set by Ministerial Regulation and are provided for information purposes only.

## 7.1 Out-of-Programme Tuition Fee

A student registered at the College in courses which are not eligible for the programme of studies in which the student is enrolled must pay an out-of-programme tuition fee of \$6.00 per teaching hour or as modified by ministerial regulation.

7.1.1 The total amount of tuition fees charged to a student for a given semester must be paid at the time of registration or on the date set by the College.

7.1.2 When the tuition fees are charged following a change to the student's status determined at the final date set by the Minister for abandonment without incurring a failure grade, then the total amount of tuition fees due must be paid on the date set by the College.

## 7.2 Tuition Fees for Foreign Students

At the time of registration, the College shall collect tuition fees for credit courses and programs from foreign students as defined by the *Règlement sur la définition de résident du Québec* and in accordance with the Ministry's budget rules for such tuition fees, as amended from time to time. At the time of the preparation of this By-Law, these fees varied between \$5,682.00 and \$8,808.00, depending on the nature of the program.

## 7.3 Tuition Fees for Non-Quebec Residents

The College shall collect tuition fees for credit courses from students classified as non-Quebec residents but as residents of Canada as per Annexe C010 *Droits de scolarité des étudiants étrangers et des canadiens non-résidents du Québec*. At the time of the preparation of this By-Law, these fees were \$1,430.00 per semester for full-time students and \$6.98 per hour for part-time students.

## 7.4 Tuition Fees for Part-Time Students

At the time of registration, the College shall collect tuition fees for credit courses from part-time students as defined by the *Règlement sur les droits de scolarité qu'un collège d'enseignement général et professionnel doit exiger* as amended from time to time.

# ARTICLE 8 - TERMS AND CONDITIONS OF FEE PAYMENT

## 8.1 Application and Registration Fees

- (a) Students are required to pay the full payment for the application fees assessed by the College with their application for admission, either online, in person or by mail.
- (b) The total amount of the registration fees charged by the College must be paid at the time of registration or on the date set by the College.

## 8.2 Non-Payment of Fees

Students in default of payment of all or a portion of the tuition fees as established by the Minister or fees set by the College will not be granted credit for the courses for which they are registered as long as there is an outstanding balance of tuition fees. Furthermore, such students who have an outstanding balance will not be permitted to register for any course offered by the College until all outstanding debts have been paid.

## 8.3 Late Payment Fee

All fees not paid by the student on the date specified by the College will be subject to a late payment fee of \$50.00 except in the case of the initial registration deposit, in which case a \$25.00 fee is applicable after the deadline date as determined by the College.

## 8.4 Fees for Dishonoured Cheques or Credit Card Payments

Any student who issues a cheque which is returned for any reason or provides an invalid credit payment, will be assessed an administrative fee of \$25.00 and may face other disciplinary sanctions.

## 8.5 Cheque Payments

No cheques under the amount of \$100 will be accepted by the College.

# ARTICLE 9 - REFUND POLICY

9.1 Application Fees are not refundable.

9.2 Registration Fees are not refundable.

9.3 Educational Support and Student Service Fees are refundable if student withdraws from the College:

- up to but not including the first day of class 100%
- from the first day of class and up to the official withdrawal deadline 50%
- after the official withdrawal deadline 0%

# ARTICLE 10 - RESPONSIBILITY FOR APPLYING THIS BY-LAW

The Director of Finance & Legal Affairs is responsible for applying this By-Law.

## **ARTICLE 11 - COMING INTO FORCE**

This By-Law and any amendments thereto are effective for the semester immediately following the date of adoption into effect by the Board of Governors, subject to approval by the Minister where required. This By-Law shall have not retroactive effect.