

## **By-Law Number 7**

### **STUDENT FEES**

Approved by the Vanier College Board of Directors on June 15, 2004.

Modified and approved by the Vanier College Board of Directors on May 12, 2015.

Modified and approved by the Vanier College Board of Directors on February 9, 2016.

Modified and approved by the Vanier College Board of Directors on November 20, 2018.

Modified and approved by the Vanier College Board of Directors on March 26, 2019.

Annex 1 modified June & July 2020.

Annex 1 modified September 2020 (Annex 1A & 1B).

Annex 1 modified November 2020 (Annex 1A & 1B replaced with Annex 1)

Modified and approved by the Vanier College Board of Directors May 2021

Annex 1 modified May 2021

Section 7 modified and approved by the Vanier College Board of Directors Sept 21, 2021

Article 6, 7 & Annex 1 modified July 2022 for ACS programs – Continuing Education

Approved by the Board of Directors on December 13, 2022.

## **ARTICLE 1 – GENERAL PROVISIONS**

### **1. Preamble**

- 1.1** This By-Law is in accordance with section 2, 4, 5 of the General and Vocational Colleges Act (CQLR, chapter 29) and regulations issued under the said Act.
- 1.2** In this By-Law, the terms “course”, “program” and “credit” have the meanings assigned to them in the College Education regulation enacted by the Government of Quebec by Order-in-Council 1006-93 on July 14, 1993.
- 1.3** The purpose of this By-Law is to establish the fees for application, registration, course related services and auxiliary services at Vanier College.

### **2. Definitions**

- 2.1 STUDENT:** A person who is registered at the College to obtain a diploma or attestation of collegiate studies or to obtain credit
- 2.2 FULL-TIME STUDENT:** A student that is considered as a full-time student by the Ministry (MEES).
- 2.3 PART-TIME STUDENT:** A student who is not full-time as defined above
- 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. For these students, a *Certificat d'acceptation du Québec* (CAQ) or a *Certificat de sélection* and a study permit are required.
- 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.
- 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.
- 2.7 STUDENT IN COMMANDITE:** A student that is not registered at the College but is taking courses at the College because of a commandite agreement.

### **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 (ACS) or to obtain credit.

#### **4. Collection of fees**

The College is responsible for the collection and administration of all monies collected under this By-law. All fees are payable prior to the commencement of classes.

#### **5. Refunds**

In the event that the College cancels a course or a program, all fees will be refunded.

### **ARTICLE 2 – APPLICATION FEES**

#### **1. Application fees for Day Students**

All applicants for admission to regular day programs will pay a non-refundable file processing fee of \$30.00 to SRAM, for opening and analyzing applicants' file and related correspondence. No additional fees shall be charged to a student for a change in program or option or major.

Additional fees may apply based on applicant's status and file assessment requirements. Please check [sram.qc.ca](http://sram.qc.ca) for details.

#### **2. Application fees for Continuing Education**

All applicants for admission to programs in Continuing Education will pay a non-refundable file processing fee of \$30.00 for opening and analyzing their files and related correspondence. No additional fees shall be charged to a student for a change in program or option. However, applicants for Auto-financed ACS Programs must refer to **Annex 1 and Annex 2** as a non-refundable administrative fee of \$100.00 is also applied.

### **ARTICLE 3 - REGISTRATION FEES**

#### **1. Registration fees for Regular Students**

The following non-refundable registration fees to help offset the cost of registration are applicable each time students register for the following services related to their studies:

- A transcript per semester while enrolled
- Placement test(s) as required
- Commandite processing
- Course withdrawal by the published deadline
- Corrections required by the College
- Mark Update and Grade Review
- Income tax receipts

Full-time students	\$20.00 per semester
Part-time students	\$5.00 per course per semester

## 2. Late Registration fee

Day division students and Continuing Education DCS 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.

Part-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.

## 3. Changes required for non-pedagogical reasons (Preference course change fee)

During the Preference Course Change period, students requiring a course or schedule change for non-pedagogical reasons (for example, to change teachers, schedule configuration, etc.) will be charged a fee of \$25.00 to help offset the administrative maintenance costs of the process (Omnivox Module).

## 4. Other applicable fees

The following fees are applicable only to those students who request or require these services:

Evaluation of a credit equivalence request per course	\$25.00
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Registration in an optional Intensive, Inter-Session and other optional cost recovery course(s) may carry extra fee(s).

## **5. Work-Study Program Internship**

Students participating under a work-study (ATE) program must pay a fee as determined by the College.

## **6. Additional Travel or Field Studies Course fees**

Certain optional courses offered outside of College Facilities may 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 procedures.

## **7. Recognition of Acquired Competencies (RAC)**

Requests for recognition of Prior Learning (RAC) will be assessed according to the following fee structure:

- An application fee of \$30.00
- A Fee of \$60.00 to assess the dossier
- A fee of \$40.00 per competency considered in the request, up to a maximum of \$500.00 per program.

### **Refunds:**

These fees are non-refundable

## **ARTICLE 4 - FEES FOR SERVICES RELATED TO STUDIES**

### **1. Fees Charged to All Students**

Each semester all students will pay a fee for services related to their studies, such as:

Academic advising  
Counselling  
Academic and career information  
Student handbook  
Student identification cards  
TASC and STEM Centers  
COPIBEC License  
Support of resource centers directly related to their courses

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

**Refunds:**

These fees are non-refundable after the first day of class.

**ARTICLE 5 - FEES FOR AUXILIARY SERVICES**

Each semester all regular students will pay a fee to help defray the costs of making some or all of the following auxiliary services available:

- Financial aid
- Access services
- Health and social services
- Student employment
- Student Advocacy Services
- Resource centres
- Socio-cultural activities
- Sports activities

Full-time students	\$110.00 per semester
Part-time students	\$27.50 per course per semester
Auto-financed ACS	\$50.00 per semester-block

**Refunds:**

80% of these fees are automatically refunded if students cancel their semester or cancel their admission before the beginning of the semester, and non-refundable once the semester has begun.

**ARTICLE 6 - FEES FOR CREDIT COURSES**

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

**1. Tuition fees for Foreign Students**

At the time of registration, the College shall collect tuition fees for credit courses and programs from foreign students in accordance with the Ministry's budget rules for such

tuition fees, as amended from time to time.

## **2. Tuition fees for Part-time Studies**

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

For part-time ACS students, a tuition fee of 1\$ per course hour is charged by the college. Students are considered part-time when the entirety of their course load is below 180 contact hours per regular semester.

## **3. Tuition fees for Students who are non-residents of Quebec**

Prior to the commencement of classes, the College shall collect tuition fees for credit courses and programs from non-Quebec residents. The rules that apply to the definition of Quebec resident status are set by the Ministry (MEES).

## **4. Other Tuition fees**

Courses outside a student's DCS program of studies are charged \$5.00 per course hour.

## **5. Voluntary contribution the Vanier College Foundation**

A voluntary contribution of \$5.00 can be made to the Foundation.

### **Refunds:**

This contribution may be refunded by presenting a request to the Registrar's office before the end of the semester.

## **ARTICLE 7 – OTHER USER FEES**

The College charges an administrative fee to students who benefit from any of the following services; these fees do not include postage fees 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            |
| • Printed Attestation of College Studies (ACS/AEC)           | \$5.00            |
| • Printed Language School Diploma                            | \$5.00            |
| • Attestation of attendance other than those required by law | \$5.00            |
| • Compelling forms other than those required by law          | \$10.00 - \$50.00 |

• Evaluation of eligibility for a <i>DEC sans mention</i>	\$50.00
• Duplicate receipts	\$5.00
• Reproduction of archived documents	\$5.00
• Course description mailed to outside institutions	\$5.00
• ID card replacement	\$10.00
• Online Preference course changes	\$25.00
• Convocation	\$80.00
• Athletic team memberships	\$30.00-\$600.00
• Tuition tax receipts (amended copies)	\$10.00
• Alliance Sport-Études	\$44.00
• Cheque without provisions	\$25.00
• Commandite for non-registered students	\$30.00
• Graduation evaluation for non-registered students	\$30.00
• Locker Rental (Option to opt out if cancelled by the delete deadlines)	\$10.00
• IT Security Token: Acquisition & Replacement (Refundable upon request)	\$25.00

## **ARTICLE 8 – TERMS AND CONDITIONS OF FEE PAYMENT**

### **1. Application and Registration fees**

Students are required to pay the full payment for the application fees assessed by the College with their application for admission.

Registration fees must be paid in full at the time of registration or on the date set by the College.

### **2. Non-Payment of Tuition and Other fees**

Students in default of payment of all or a portion of the tuition fees as established by the Ministry or other 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 fees. Furthermore, students will not be permitted to register for any course until all outstanding debts have been paid.



## **ARTICLE 9 – APPLICATION AND REVISION OF BY-LAW 7**

This By-Law and any amendments are effective for the semester immediately following the date of adoption into effect by the Board of Directors, subject to approval by the Minister where required. This By-Law shall have no retroactive effect.

The application and the revision of this By-Law are under the joint responsibility of the Academic Dean and the Director of Services for Students.

This By-Law comes into force on November 20, 2018. It will be reviewed annually for the first 3 years.



## ANNEX 1

### INTERNATIONAL ACS PROGRAMS TUITION REFUND POLICY

Vanier College is committed to a consistent and transparent approach to fee payments and refunds for international students applying to the Attestation of Collegial Studies (ACS) programs and attending the College.

#### ❖ PURPOSE

This policy is designed to articulate the fees and processes for requesting a refund of tuition fees for international students admitted to the ACS programs in Continuing Education at Vanier College. Students will be sent the *International ACS Programs Fee & Refund Annex* prior to the beginning of the semester.

#### ❖ SCOPE

Specifically, this annex applies to the fees associated with the International ACS programs, the fees paid by international students to the College when a student requests a withdrawal from their studies, requests deferral to another semester, withdrawal processes, semesters online, cancellation of a semester and removal of a student from a program. All fees and refunds specified in this annex are applicable to the current academic year.

#### ❖ LIST OF FEE AMOUNTS PERTAINING TO REFUNDS AND DISCOUNTS

Type of Fee	Fee/Refund Amount
Application Fee (paid by student to confirm place at Vanier following receipt of Letter of Acceptance)	\$150  In all cases, the \$150 application confirmation fee is non-refundable and where it was waived, will be subsequently charged upon a request for refund.
Tuition Fee	-The annual tuition fee amounts will be determined by the Director of Continuing Education -Note that all students who begin programs in the first year will pay the same tuition fee amount in the second year of their program.

<p>Full Withdrawal (in the event that a student wishes to withdraw for personal reasons)</p>	<p>Student refunded:</p> <ul style="list-style-type: none"> <li>- 50% of first semester tuition fees if requested before semester start date. Students may apply for a full refund for tuition paid for subsequent semesters.</li> <li>- 25% of first semester tuition fees if requested during first 10 working days of semester. Students may apply for a full refund for tuition paid for subsequent semesters.</li> <li>- Only fees for subsequent semesters refunded following first 10 working days of semester. There will be NO refund of fees paid for the current semester.</li> </ul>
<p>Partial Withdrawal</p>	<p>International students are not eligible for a tuition fee refund for withdrawal from individual course(s).</p>
<p>Canada Study Permit Refusal (before beginning of program)</p>	<p>The written request must be submitted to the Continuing Education International Office within 30 days of the study permit refusal date.</p>
<p>Late study permit refusal following the beginning of a program (if permitted by IRCC)</p>	<p>If a student receives a study permit refusal after beginning their program (where permitted by IRCC regulations), they will be eligible to a full refund minus administrative fees of \$250 according to deadlines as specified by the Director of Continuing Education. The same deadlines will be applicable to all students within an affected cohort in all international ACS programs.</p>
<p>Deferral Fee (to defer to following semester)</p>	<p>\$100</p> <ul style="list-style-type: none"> <li>-All international students admitted by the college can apply for one deferral, which will be for the following semester</li> <li>-In extenuating circumstances, more than one deferral may be accepted</li> <li>-Deferral fee must be paid by the tuition fee payment deadline for the semester of deferral (as specified in the Letter of Acceptance)</li> <li>- The Registrar’s Office will issue a new letter of acceptance.</li> </ul> <p>In the event that the college cancels a semester, there will be no deferral fee for the affected students.</p> <p>In the event that the student’s study permit is refused or takes an unavoidable time to be issued, the college will not request a deferral fee.</p>
<p>International Student Health Insurance Fee</p>	<ul style="list-style-type: none"> <li>-Health insurance is required by the Canadian government. Without proof of health insurance, an international student is not permitted to study at Vanier College</li> <li>-Amount to be determined each year upon review by insurance provider and Continuing Education.</li> <li>-A \$40 administrative fee is added onto the annual health insurance fee and is retained by Vanier College.</li> <li>-Any refunds will be determined by the <i>provider’s</i> refund policy</li> <li>-In the event of a student withdrawal after the start date of the program, \$40 will be retained by Vanier College.</li> </ul>

Discount for semester given entirely online	-Student receives 10% discount on semester tuition fees only when it is announced that a semester will be online for health and security reasons.
Cancellation of a Semester by the College	<p><b>Full Withdrawal:</b> Students who wish to cancel their admission have to inform Continuing Education by email that they wish to cancel. Accepted students who wish to withdraw will get a full refund, except for application fees.</p> <p><b>Deferral:</b> Students who have paid their full tuition for the first year of the program and wish to defer have to inform Continuing Education by email that they wish to defer. The Registrar’s Office will issue new letters of acceptance for the following semester</p> <p>-Students who have not paid by the deadline, but wish to defer, have to inform Continuing Education by email of their intention to defer. The deadline to pay for the next semester will be communicated to students in the revised letter of acceptance.</p>
Removal from a Program	-An international student who has been removed from a program and expelled from the College due to any violation of College policies will not receive a tuition refund.

### ❖ EXCEPTIONAL CIRCUMSTANCES

In exceptional circumstances, the College could change policies and procedures regarding international student refunds for the benefit of prospective students and for the long-term stability of the International ACS programs. Under the authority of the Director of Continuing Education, dates may be changed according to the context and guidelines outlined for international students by IRCC (Immigration, Refugees and Citizenship Canada). The same deadlines will be applicable to all students within an affected cohort in all international ACS programs.

Refer to **Student Fees and Refund Procedures for International ACS Programs** for further details on the withdrawal process, documents required for withdrawal and specific fee and refund guidelines.

*Last Updated: 14 November 2022*

# ANNEX 2

## AUDIO RECORDING TECHNOLOGY ACS PROGRAM REFUND POLICY (NNC.0C)

### FEE PAYMENT SCHEDULE

In consideration of the courses provided by Vanier College as part of the Audio Recording Technology program, the student agrees to pay all fees in three terms in respect with the Fee Payment Schedule indicated in the contract.

A \$1,000 deposit shall be made by the student upon signature of the contract.

The College reserves the right to cancel a student's registration or continuation in the program if fees are not paid according to the dates in the Fee Payment Schedule as indicated in the contract.

A late payment fee of \$50.00 will be charged to the student if fees are not paid according to the dates in the Fee Payment Schedule as indicated in the contract.

### REFUND POLICY

Should Vanier College cancel the program before it begins, a student would receive **100%** of all fees paid.

Should a student withdraw from the program (regardless of the reason for doing so) he/she must do so in writing to the Continuing Education Coordinator, and the below-mentioned conditions for refunds will apply. All outstanding fees due at the time of a student's notice of withdrawal shall remain payable by the student to the College.

<b>Applications fees</b>	No refund
<b>Registration fees</b>	No refund
<b>Student Services fees</b>	These fees are non-refundable after the first day of class. (By-Law number 7 Art.4)
<b>Auxiliary Fees</b>	80% of these fees can be refunded if the request is made to the Registrar's office before the beginning of the semester ( <i>block</i> ) and non-refundable once the semester ( <i>block</i> ) has begun. (By-Law number 7 Art.5)
<b>Tuitions fees- Before the start of the program</b>	Full refund
<b>Tuitions fees- After the start of the program</b>	Less than 5 school days completed: 75% refund  Between 6 and 11 school days completed: 50% refund  After 12 school days completed: no refund

*School days refer to actual teaching classes whether the student was present or not.*

In case of withdrawal from the Audio Recording Technology program, the student agrees to promptly reimburse all outstanding fees due to Vanier College.

In the event of a breach of any of its contractual obligations, the student acknowledges that Vanier College will be justified to take any legal actions deemed necessary and to claim all damages caused by the student's breach of its contractual obligations.