

CHAMPLAIN REGIONAL COLLEGE

OF GENERAL AND VOCATIONAL EDUCATION



BY-LAW NUMBER 6

BY-LAW CONCERNING

STUDENT FEES

This By-Law was adopted for the first time by Board of Governors resolution number 1458 on March 26, 1993 and subsequently amended by resolutions:

1500	December 8, 1993	1705	June 20, 1997
1557	December 14, 1994	1734	December 10, 1997
1579	April 28, 1995	1897	December 6, 2000
1617	December 13, 1995	1930	June 15, 2001
1643	June 14, 1996	1970	February 20, 2002
1676	December 10, 1996	2139	April 23, 2004
		2244	December 14, 2005
		2279	May 5, 2006

Resolution number 1779, December 9, 1998, replaced By-Law Number 6 in its entirety effective January 1, 1999. The provisions of articles 3, 4, 5 and 6 shall remain in effect until December 31, 2001 subject to a change in the directives of the Minister included in her letter of November 18, 1998 and 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* attached thereto and subject to any other change initiated by the Ministry, be it by legislation, regulation or other means. Given the changes made by the Ministry in its Annex F139 on July 1, 2000, paragraph 3.02 has been amended and paragraph 5.02 (Fees Charged to Certain Students) has been repealed; paragraph 5.03 was renumbered 5.02 on December 6, 2000. Further changes made by the Ministry on April 1, 2001 warranted an update on June 15, 2001. Changed by Resolution 1970 on February 20, 2002, following abolition of the failure fee by the Ministry.

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Article 1 INTERPRETATION

1.01 Definitions

The definitions set forth in Articles 1.01 of By-Law Numbers 1, 3, 4 and 5 apply to By-Law Number 6. Definitions determined by the Colleges' Act or any of its regulations take precedence over any such definitions.

1.02 Designation

The title of the present By-Law is "By-Law concerning Student Fees" and is designated as By-Law Number 6.

Article 2 GENERAL PROVISIONS

2.01 Purpose

Revenues shall be used only to defray the expenses incurred by the College over and above those paid by the Government, in offering the Services, activities and materials described in this By-Law. Certain fees are subject to the approval of the Ministry, notably those presented in Articles 3, 4 and 5 of this By-Law.

2.02 Collection of Fees

Information about the collection of fees and method of payment is available in conjunction with the transaction involved or the service provided.

The Registrar or Director of Continuing Education may waive a fee or fees provided for in this By-Law.

2.03 Reimbursement

Unless otherwise indicated by this By-Law, information about the rules and procedures regarding reimbursement of fees shall be provided prior to the payment of the fee.

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

Reimbursements shall normally be made within thirty (30) days of a written request.

Article 3 ADMISSIONS FEES

3.01 Application Fees for All Students

For each application filed, all applicants will pay a non-refundable fee towards defraying the costs of opening and analysing the dossier as well as the correspondence related thereto unless the College refuses admission.

All locations:

Regular and Continuing Education	\$30.00
Continuing Education (Lennoxville) full-time students (only)	

No additional fees shall be charged to a student for a change in program or option.

3.02 Admissions Fees for Certain Students

For the following specific operations, students will pay a non-refundable fee to defray the costs of the operation involved.

All locations:

Late application fee	\$10.00
Foreign transcript evaluation fee	\$50.00
Prior Learning Test Fee for Continuing Education Students	\$45.00 per PES may be charged, of which 1/3 is refundable if the student passes the test.

Champlain - St. Lambert

Foreign student English admissions assessment	\$25.00
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Champlain - St. Lawrence

English admissions test	\$25.00
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Article 4 REGISTRATION FEES

4.01 Registration Fees for All Students

In order to defray the costs involved in registering students and updating student files, registrants will be charged the following non-refundable fees for each registration.

All locations:

(Regular and Continuing Education)	
Full-time students	\$20.00/session
Part-time students	\$ 5.00/course

4.02 Registration Fees for Certain Students

For the following specific operations, students will pay a non-refundable fee to defray the costs of the operation involved:

Champlain – Lennoxville

Late registration	\$25.00
Late timetable pickup	\$25.00
Course changes	\$5.00/course
if course change occurs outside the course change period specified in campus regulations	

Champlain – St. Lambert

Late registration	\$50.00
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International Baccalaureat Program (Optional program)	\$400.00/semester
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Champlain St. Lawrence

Late registration	\$50.00
Course changes	\$5.00/course
if course changes occurs outside the course change period specified in campus regulations	

4.03 Restriction

No fees may be charged for the following:

- commandite processing
- attestations of attendance required by law
- placement tests
- course withdrawal
- course changes or corrections required by the College.
- mark reviews

Article 5 FEES FOR SERVICES RELATED TO STUDIES

5.01 Fees Charged to All Students

All students may be required to pay a fee for the following services related to their studies:

- student identification card
- student handbook
- academic and career information
- counselling
- learning centres

All locations
Full-time students
Part-time students

Maximum of:
\$25.00/semester
\$6.00/course

Students who withdraw from all courses prior to the official course withdrawal deadline shall be reimbursed for all fees paid under this article.

5.02 Fees for Equivalence Request

All locations

Fees of \$25.00 per course may be charged for an Equivalence request up to a maximum of \$100.00 per occurrence.

Article 6 FEES FOR AUXILIARY SERVICES

6.01 Fees Charged to All Students

Each semester, all students may be required to pay a fee to defray the costs of making some or all of the following auxiliary services available:

- financial aid counselling
- health and social services
- psychological counselling
- pastoral services
- placement services
- socio-cultural activities.

Champlain – Lennoxville

Full-time students	Maximum of : \$70.00/semester
Part-time students	\$15.00/course

Champlain – St. Lambert

Full-time students	\$70.00 /semester
Part-time students	\$15.00/course

Champlain – St. Lawrence

Full-time students	\$70.00 /semester
Part-time students	\$15.00/course

6.02 Individual Service Fees and Charges

Students will be charged on an individual basis for expenses incurred by the College which are not provided for either by government funding or other fees:

- fines (library, smoking, etc)
- charges (NSF cheques, late payment fees, etc.)
- intercollegiate and intramural sports activities

Article 7 FEES FOR CREDIT COURSES

7.01 Tuition Fees for Non-Quebec Residents

At the time of registration, the College shall collect tuition fees for credit courses from non-Quebec residents as defined by the *Règlement sur la définition de résident du Québec* and in accordance with the Ministry's budgetary rules for such tuition fees, as amended from time to time.

7.02 Tuition Fees for Part-time Studies

At the time of registration, the College shall collect tuition fees for credit courses from part-time students, be they regular, continuing education or summer school students, in accordance with the *Règlement sur les droits de scolarité et les droits spéciaux qu'un collège d'enseignement général et professionnel doit exiger* as amended from time to time.

7.03 Tuition Fees for Courses Taken Outside a Program of Studies

At the time of registration, the College shall collect tuition fees for credit courses from students who take courses outside their program of studies and from students who are not registered in a program of studies.

All locations

Per course hour, regular students	\$6.00
Per course hour, summer school and Continuing Education	\$2.00

Article 8 USER CHARGES

8.01 Charges not Covered by This By-Law

Certain types of user charges are neither regulated by the government nor by this By-Law, and include, but are not limited to:

- parking
- cafeteria
- residences
- bookstore
- non-credit courses
- replacement or supplementary copies of documents
- additional official transcripts
- attestation of attendance not required by law
- transportation, lodging, food or equipment rental for sites outside the College

- access to libraries and other facilities outside normal class hours
- Supplementary tutoring and remedial assistance (not provided for either by government funding or other fees)
- Access to computers and to the Internet outside normal class hours

Article 9 APPLICATION, AMENDMENT AND APPEAL

9.01 Application

The fees described in Articles 5.01 and 6.01 above may be charged to all students, even though an individual student may not directly benefit from the services, activities or materials for which such fees are charged.

9.02 Amendment

This By-Law may be amended from time to time or repealed, in accordance with the procedure specified in By-Law Number 1 (Article 3.16).

9.03 Appeal

Students who are unable to pay any particular specified fee may appeal to the Director of Student Services or the Director of Continuing Education who will act in accordance with College guidelines.