



# Bylaw Number 6

## Bylaw Concerning Student Fees



This Bylaw 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	1930	June 15, 2001
1557	December 14, 1994	1970	February 20, 2002
1579	April 28, 1995	2139	April 23, 2004
1617	December 13, 1995	2244	December 14, 2005
1643	June 14, 1996	2279	May 5, 2006
1676	December 10, 1996	2414	April 18, 2008
1705	June 20, 1997	2451	September 26, 2008
1734	December 10, 1997	2501	May 20, 2009
1897	December 6, 2000	2618	February 16, 2011
2868	November 26, 2014	2906	September 23, 2015
2941	January 27, 2016	3025	February 1, 2017
CRC-2019-027	January 30, 2019	CRC-2019-048	June 12, 2020

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## **Article 1 Interpretation**

### **1.1 Designation**

The title of the present bylaw is “Bylaw Concerning Student Fees” and is designated as Bylaw Number 6.

### **1.2 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 Bylaw. Certain fees are subject to the approval of the Ministry or are set by another agency.

### **1.3 Definitions**

The definitions set forth in Article 1.1 of Bylaw Numbers 1 and 3, Article 1.4 of Bylaw 4 and Article 1.3 of Bylaw 5 apply to Bylaw 6. Definitions determined by the Colleges’ Act or any of its regulations take precedence over any such definitions.

## **Article 2 General Provisions**

### **2.1 Setting of Fees**

The fees described in Articles 3 and summarized in Appendix 1 are set by the Board of Governors, may be reviewed and revised annually prior to January 31<sup>st</sup> for the following academic year, the fees approved by the Board of Governors, which are summarized in Appendix 1, are the maximum amounts that can be charged. However, the Registrar or Director of Continuing Education may waive or reduce a fee or fees provided for in this Bylaw.

### **2.2 Payment and Collection of Fees**

All fees charged to students for College activities will be invoiced and collected through the College’s administrative system and deposited into the College’s accounts.

### **2.3 Reimbursement of Fees**

Unless otherwise indicated by this Bylaw, information about the rules and procedures regarding reimbursement of fees shall be provided to students 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 or cancellation of the program or course.

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## **Article 3 Fees set by the Board of Governors**

In accordance with the College's Act and related regulations, the Board of Governors shall approve the following fees:

### **3.1 Application Fees**

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

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

### **3.2 Fees Charged to all Students per Semester**

#### **3.2.1 Registration Fees**

Each semester, students may be required to pay a non-refundable fee to defray the costs involved in registering students and updating student files.

#### **3.2.2 Fees for Services Related to Studies**

Each semester, 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

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

No fees may be charged for the following:

- Commandite processing
  - Attestations of attendance required by law
  - Placement tests
  - Mark reviews
  - Course withdrawal
  - Course changes or corrections required by the College
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### **3.2.3 Auxiliary Service Fees**

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

- Financial and counselling
- Health and social services
- Counselling
- Pastoral services
- Placement services
- Socio-cultural activities
- Unique services provided by Bishop's University to Lennoxville students

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

- Fines (library, smoking, etc)
- Charges (NSF cheques, late payment fees, etc.)
- Intercollegiate and intramural sports activities

### **3.3 Other Admission Related Fees**

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

- English Proficiency Assessment
- French Proficiency Assessment
- Foreign Transcript Evaluation Fee
- Sports-Etudes and Arts-Etudes
- Equivalence Request for courses or programs completed at another educational institution
- Coop Programs - Alternating Work-Study Programs

### **3.4 Late and Course Change Fees**

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

- Late Application Fee
  - Late Registration Fee
  - Late Timetable Pickup
  - Course Changes that occurs outside of the course change period specified in campus regulations.
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### **3.5 Recognition of Acquired Competencies (RAC) Fees**

Students may be required to pay:

- A File Analysis fee for Recognition of Acquired Competencies (RAC).
- A fee for the evaluation of a competency.
- A fee if they miss a scheduled validation interview or evaluation appointment without a valid reason.

If a student's RAC file remains inactive for a period exceeding one year, the student may be required to restart the process for any competencies not already recognized.

### **3.6 Other Program and Course Related Fees**

#### **3.6.1 Optional Programs**

At the time of registration, the College shall collect a program fee for an International Baccalaureate Program

#### **3.6.2 Tuition Fees for a Program leading to a Diploma of College Studies (DEC)**

At the time of registration, the College shall collect tuition fees for a program leading to a Diploma of College Studies in accordance with the *Règlement sur les droits de scolarité qu'un collège d'enseignement général et professionnel* as amended from time to time from students that are:

- not registered in a program of studies or are registering in a credited course outside of the student's program of studies.
- registered in an outreach program, summer school, or continuing education.

#### **3.6.3 Tuition Fees for Non-Quebec Residents**

At the time of registration, the College shall collect tuition fees 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.

#### **3.6.4 File analysis and preparation for the transfer to another institution**

At the request of the student to transfer his/her file to another institution, the College shall collect a fee to cover the cost of conducting a file analysis and prepare the necessary documents for the other institution. The analysis and preparation can include proposed substitutions and/or equivalencies for another institution.

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## **Article 4 User Fees**

Certain types of user fees are neither regulated by the government nor by this Bylaw and are meant to defray costs, including but 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 the normal class hours

## **Article 5 Application, Amendment, and Appeal**

### **5.1 Application**

The fees described in Article 3.02 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.

### **5.2 Amendment**

This Bylaw may be amended from time to time or repealed, in accordance with the procedure specified in Bylaw Number 1 (Article 3.10.1).

### **5.3 Appeal**

Students who are unable to pay any particular specified fee may appeal to the Director responsible for Student Services or Continuing Education at each campus as is appropriate, who will review the appeal and render a decision.

## **Article 6 Roles and Responsibilities**

- Campus Directors are responsible for the implementation and application of the present bylaw in collaboration with the Director of Financial Services and the Director of Studies.
  - The Director of Financial Services will annually review the present bylaw in collaboration with the Campus Directors or when deemed necessary.
  - The Board of Governors approves the present bylaw and revisions.
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## Appendix 1 Board of Governors Approved Student Fees

Description of Fees	Fee in Canadian Dollars (\$):		
	Lennoxville	St. Lambert	St. Lawrence
<b>3.01 Application Fees</b>			
• Full-time Students by Program:			
▪ Pre-university Programs	SRAM <sup>1</sup> . Rates	30	30
▪ Technical Programs	SRAM Rates	30	30
▪ Continuing Education	30	30	30
• Part-time Students All Programs	SRAM Rates	30	30
<b>3.02 Fees Charged to all Students per Semester</b>			
• Full-time Students:			
▪ Registration Fees	20	20	20
▪ Fees for Services Related to Studies	25	25	25
▪ Auxiliary Service Fees	142	130	155
▪ Auxiliary Service Fees – Unique services provided by Bishop’s University	43	n/a	n/a
<b>Total:</b>	<b>230</b>	<b>175</b>	<b>200</b>
• Part-time Students: (per course)			
▪ Registration Fees	5	5	5
▪ Fees Services Related to Studies	6	6	6
▪ Auxiliary Service Fees	36	20	35
▪ Auxiliary Service Fees – Unique services provided by Bishop’s University	11	n/a	n/a
<b>3.03 Other Admissions Related Fees</b>			
• English Proficiency Assessment	n/a	n/a	35
• French Proficiency Assessment	30	n/a	n/a
• Foreign Transcript Evaluation Fee	65	n/a	75
• Sports-Etudes and Arts-Etudes (per semester)	n/a	n/a	50
• Equivalence Request ( <i>Per Course, Per Program</i> )	25 (max 100)	25 (max 100)	25 (max 100)
• Coop Programs – Alternating Work-Study Programs	75	n/a	n/a
<b>3.04 Late and Course Change Fees</b>			
• Late Application Fee	10	10	25
• Late Registration or Late Course Confirmation	50	50	50
• Late Timetable Pickup ( <i>First year students only</i> )	50	n/a	n/a
• Late Payment Fee	n/a	25	25
• Not Sufficient Funds (NSF) Cheque Fee	50	50	50
• Course Changes Outside of Schedule	25	n/a	25
<b>3.05 Recognition of Acquired Competency (RAC) Fees:</b>			
• RAC File Analysis	45	45	45
• RAC Evaluation of Competency ( <i>Per Competency, per Program</i> )	40 (max 500)	40 (max 500)	40 (max 500)
• Missed Appointment for RAC Services	30	30	30
<b>3.06 Other Program or Course Related Fees:</b>			
• Optional Program: International Baccalaureate	n/a	400	n/a
• Course for a student not registered in a program, or Courses Outside Student’s Program ( <i>Per Course Hour</i> )	6	6	6
• Outreach Program, Summer School, or Continuing Education ( <i>Per Course Hour</i> )	6	6	6
• File analysis and preparation for the transfer to another institution	0	250	0

1. SRAM is a centralized application service that serves a number of colleges and is administered separately from the college