



## **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

## **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 credits.

#### **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 **Annexe 1 and Annexe 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 before the published deadline
- Corrections required by the College
- Grade review
- Income tax receipts

Full-time students	\$20.00 per semester
Part-time students	\$5.00 per course per semester
Auto-financed ACS Program students	\$10.00 per block

## 2. Late Registration fee

Day division students and Continuing Education 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 \$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.

### **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
Auto-financed ACS Program students	\$12.00 per block

**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 services
- Ombudservices
- 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 Program students	\$50.00 per block

**Refunds:**

80% of these fees can be refunded if the request is made to the Registrar's office 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 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.

## 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 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
- 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 *DEC sans mention* \$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
- Career counseling testing \$25.00
- Tuition tax receipts (amended copies) \$10.00
- Alliance Sport-Études \$44.00
- Fines for lockers (using a locker that wasn't assigned) \$25.00
- Cheque without provisions \$25.00
- Commandite for non-registered students \$30.00
- Graduation evaluation for non-registered students \$30.00

**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.



## **ANNEXE 1**

### **INTERNATIONAL ACS PROGRAMS TUITION REFUND POLICY**

Vanier College is committed to a consistent and transparent approach to tuition fee payments and refunds for international students applying to the attestation of collegiate studies (ACS) and attending the College.

#### **PURPOSE**

This policy is designed to articulate the process for requesting a refund of tuition fees for international students admitted in the ACS to Vanier College. Students will be required to sign the Refund Policy prior to arrival in Canada.

#### **SCOPE**

Specifically, this policy applies to the fees paid by international students to the College when a student requests a withdrawal from their studies.

#### **GUIDELINES**

In all cases, the \$100 application fee is non-refundable and where it was waived, will be subsequently charged upon a request for refund.

#### **PARTIAL WITHDRAWAL**

International students are not eligible for a tuition fee refund for withdrawal from individual course(s).

#### **FULL WITHDRAWAL**

Students who have paid fees to confirm their program seat will be subject to withdrawal administrative fees regardless of how far in advance of the start of the block they request a refund.

- Before the official first day of the block, fifty (50) % of the tuition fees due for that block will be retained by the College if a student withdraws. Students may apply for a full refund for tuition paid for subsequent blocks.
- During the first ten (10) days of the block, seventy five (75) % of the tuition fees for the first block are not refundable following the official first day of the block. Tuition fees for subsequent blocks are fully refundable less applicable bank fees.

- If student applies for a withdrawal after the first ten (10) days of the school block, only fees paid for subsequent blocks will be refunded. There will be NO refund of fees paid for the current block.
- Any outstanding balance owing on a student's account will be deducted from their refund over and above the stated withdrawal fee.
- Students who have requested arrival and settlement services will be charged the full amount of costs incurred, and these costs will be deducted from their refund, over and above the withdrawal administrative fee.
- Students who have been enrolled in the mandatory Travel Health Insurance may be charged the health insurance premium fees, which will be deducted from their refund over and above the withdrawal administrative fee. Students will need to refer to the health insurance provider for specific details with regards to the refund policies.

### **CANADA STUDY PERMIT DENIAL**

Students may request a full refund of tuition fees paid, less an administration fee of \$500.00 CAD and applicable bank charges.

The written request must be submitted within 30 days of the study permit refusal date.

A copy of the official refusal letter issued by the High Commission must be submitted to and validated by the College Registrar or designated person.

Students who have paid their tuition fees but who may not have received their Study Permit approval in time to attend their first semester may request a change of start date to the next available semester at no charge. A written request to change start date must be received by the College before the 10<sup>th</sup> day of the first semester start date.

Provided the submitted visa denial letter is deemed genuine and accurate by Continuing Education International Office, the applicant will receive a refund of prepaid fees minus the \$500. CAD administrative fee.

The following documents must be submitted for VISA Denial applicants:

- International Student Withdrawal form
- Request for Refund
- Copy of VISA Denial letter

### **REMOVAL FROM A PROGRAM**

An international student who has been removed from a program and expelled from the College due to serious student misconduct will not receive a tuition refund. The Vanier Code of Conduct is available at: <http://www.vaniercollege.gc.ca/bylaws-policies-procedures/files/2017/10/CODE-OF-CONDUCTAPPROVED-BY-BOARD-OCTOBER-10-2017docx.pdf>

Students will be asked to read and sign the Vanier Code of Conduct and other college policies during the first week of studies at Vanier College.

## WITHDRAWAL PROCESS

You are required to email your agent (if one utilized), explaining that you are leaving your intended institution of study and copy the Continuing Education International Office. Refunds may take up to eight (8) weeks for processing, after submission of a complete refund request.

All refunds will be issued via Debit/Credit card, cheque or wire transfer to the country and payer of origin as the original payment received. Note that in the event that a wire transfer refund is requested, a form with the student's banking information will have to be completed and stamped by their bank, and a \$25 wire transfer fee will be deducted by Vanier College. Vanier College bears no responsibility for funds that go astray due to inaccurate or obsolete financial information provided by the student. Students are responsible for all banking and foreign exchange charges associated with their payment/refund.

The following documents must be submitted for students transferring to another institution:

- International Student Withdrawal form;
- Request for Refund;
- A valid offer of admission letter from the other institution indicating start date of studies;
- Copy of passport;
- Copy of valid study permit;
- For students studying in Quebec, the CAQ must accompany the Quebec institution's Letter of Admission (LoA).

Students leaving Canada to return home or elsewhere must submit the following documents:

- International Student Withdrawal form;
- Request for Refund;
- Copy of valid study permit;
- Copy of a valid boarding pass;
- Copy of entry or re-entry stamp in the student's passport;
- Copy of email sent to your referring agent and the Continuing Education International Office.

In summary, students requesting a withdrawal must meet the following:

- meet all the withdrawal deadlines;
- complete and submit all the required documents requested by the college;
- copy of email sent to referring agent and Continuing Education International Office;
- submit a valid letter from a receiving institution, if the student is transferring, indicating start date of studies;
- provide a copy of passport;
- provide a copy of study permit.

## ANNEXE 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.