

# Bylaw Number 2A

**CONCERNING**

**STUDENT FEES FOR ADMISSION,  
REGISTRATION AND  
INSTRUCTIONAL SERVICES**

**(Administrative Version)**

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**BYLAW NUMBER 2A**  
**CONCERNING**  
**STUDENT FEES FOR ADMISSION,**  
**REGISTRATION AND INSTRUCTIONAL SERVICES**

***Relevant sections of the Colleges' Act appear in boxes and have been inserted for information purposes only. The number in the box corresponds to the article number of the Act.***

**Article 1 GENERAL PROVISIONS**

1.01 Definitions

The definitions set forth in clause 1.01 of Bylaw Number 1 apply to Bylaw Number 2A. In this bylaw, the following expressions mean:

- a) "SESSION": semester of study, specifically: Fall, Winter, or Summer.
- b) "FULL-TIME STUDENT": a student considered full-time by the Ministry.
- c) "PART-TIME STUDENT": a student who is not full-time as defined above.

1.02 Designation

The title of this bylaw is "Bylaw concerning Student Fees for Admission, Registration and Instructional Services" and is designated Bylaw Number 2A.

24.5 No college may, except by bylaw, prescribe the payment of any type of fee.

Admission or registration fees for college instruction services and other fees pertaining to those services are subject to approval by the Minister.

1.03 Scope

This bylaw, which establishes the fees chargeable to students in conformity with Article 24.5 of the Act and which is subject to the approval of the Minister, applies to full-time and part-time students registered in credit courses. Unless otherwise noted in the text, these fees are also chargeable to students registered at Kiuna Institution.

Notwithstanding the previous paragraph, students in programs funded by Emploi-Québec are exempt from paying fees.

1.04 Revenues

The College is responsible for the administration of the sums collected by virtue of this bylaw.

1.05 Publication

The schedule of fees payable by virtue of this bylaw including deadlines for payment, as well as the College refund policy shall be published on the College's website and shall be included in the session timetables available to students prior to registration.

**Article 2 APPLICATION FEE / FILE OPENING FEE**

2.01 General Provisions

Students seeking admission to a program, or following credit courses for the first time at Dawson College, shall be assessed a \$30.00 fee towards defraying the costs of opening and analyzing the dossier as well as the correspondence related thereto. For students in a program this fee also covers services related to a request for program, option or profile change.

2.02 Admissions Aptitude Tests

For admission to certain programs the College may require aptitude testing to evaluate the applicant's suitability in relation to the program's specific admissions requirements. The levying of this fee for specific programs must be approved by resolution of the Board. The fee of \$45.00 will be charged to an applicant only when an aptitude test is necessary.

<b>Programs with Admissions Aptitude Tests Fees Approved by Board</b>		
<b>Program No.</b>	<b>Program Name</b>	<b>Date &amp; Meeting Number</b>
ELJ.3B	Network Administration and Support (formerly Network Support technician ELJ.2B)	May 12, 2003 Meeting 389
ELJ.2N	Preparation for Microsoft Certification (formerly Preparation for Microsoft & Novell Certification LEA.9Y)	June 7, 2004 Meeting 398
ELJ.2J	Preparation for Cisco and Comptia Linux Certification (currently under revision)	June 7, 2004 Meeting 398

2.03 Foreign Student Document Analysis Fee

Applicants presenting academic credentials from foreign jurisdictions will be required to pay an additional \$50.00 fee for the analysis of their files for the purposes of admission.

2.04 Recognition of Acquired Competencies Analysis Fee  
In addition to the application fee required under clause 2.01, students will be assessed a \$30.00 fee for the analysis of their dossier under the Recognition of Acquired Competencies process.

2.05 Refunds  
Fees charged under this article are non-refundable. Notwithstanding the above, should the College decide not to offer the program during the session to which the student has applied, these fees will be refunded to the student in full

### **Article 3 REGISTRATION FEES**

#### 3.01 Registration Fee

Students shall be assessed a registration fee to help offset the cost of registration. These fees, payable by the deadlines published under clause 1.05, are assessed as follows:

**All students: \$5.00 / course / session to a maximum of \$20.00 / session**

These fees also cover the following services:

- course withdrawal by the deadline;
- certificate of attendance required under a law;
- proof of attendance required by an admission process to an institution of higher learning;
- student transcripts (first copy);
- placement tests required by a program;
- the issuance of a commandite;
- course changes required by academic regulation;
- official receipts for income tax purposes;
- grade review.

#### 3.02 Late Registration and Course Change Fees

Students registering after their designated registration period shall be assessed an additional fee of \$50.00 to help offset administrative cost of the process. For students registering late at Kiuna Institution this fee will be \$25.

A student who wishes to make changes to their course or course schedule after registration shall be assessed a fee of \$20.00 to help offset the administrative costs of the process. This fee will be payable upon completion of the course change request. This fee does not apply to course changes required under academic regulations.

#### 3.03 Credit Equivalence Fee

Students requesting credit equivalence for learning acquired through life experience or previous post-secondary studies (with the exception of Cegep studies) will be assessed a non-refundable \$10.00 credit equivalence fee per course, to a maximum of \$50.00 per request. This fee is payable upon the

request for credit equivalence in order to offset the costs of analyzing the dossier to determine if equivalent credit may be granted as well as the correspondence related thereto. For students at Kiuna Institution requesting credit equivalence this fee will be \$10 per course with no maximum.

#### 3.04 Work-Study Fees (Alternance Travail-Études)

Students participating in an optional non-credited work-study program (Alternance Travail-Études) will be assessed a fee of \$125.00 per remunerated internship to help offset administrative costs.

#### 3.05 Environmental Science Profile

Students participating in the optional Environmental Profile of the Science Program will be assessed a one-time fee of up to \$200.00 to help offset administrative costs associated with off-site field work. The exact fee for a given semester shall be published on the College's website and shall be included in the session timetables available to students prior to registration.

#### 3.06 Refunds

Fees charged under this article are non-refundable. Notwithstanding the above, should the College decide to withdraw the services in the session for which the student has registered, these fees will be refunded to the student in full.

#### 3.07 Recognition of Acquired Competencies

Candidates requesting the recognition of acquired competencies will be assessed an evaluation fee of \$40 per competency to a maximum of \$500 per program of studies.

### **Article 4 INSTRUCTIONAL SERVICES FEES**

#### 4.01 General Provisions

Fees outlined in this article are payable by the deadlines published under clause 1.05.

#### 4.02 Mandatory Fees - Instructional Services

Mandatory instructional services fees partially offset the cost of the following services:

- a) Printed course materials supplied in class
- b) Academic Skills Centre
- c) CLÉO (Centre de Langue Écrite et Orale)
- d) Program orientation
- e) Student ID card (except replacement cards)
- f) Career counselling
- g) Academic advising

See next page for fees.

Students shall be assessed fees as follows:

**All students: \$6.00 / course / session to a maximum of \$25.00 / session**

4.03 Out-of-Program Tuition Fee

Students in a program who register for courses which are not considered by the Ministry to be in their program shall be assessed an out-of-program tuition fee as follows:

**All students: \$2.00 / course hour**

Students not registered in a program will also pay this fee. Further, foreign students not in a program will be assessed foreign student fees according to course(s) taken and non-Quebec residents not in a program will be assessed non-Quebec residency fees according to course(s) taken”.

4.04 Refunds

Fees outlined in this article are refundable when a student officially withdraws from a course or courses before the first day of classes as stipulated in the Academic Calendar otherwise, such fees are non-refundable. The refund must be requested in writing by the student.

**Article 5 OPTIONAL PHYSICAL EDUCATION AND TRAVEL STUDIES  
COURSE FEES**

5.01 General Provisions

Certain optional courses offered outside of College facilities entail costs relating to travel, accommodations, meals and services. These courses are optional and no student will be required to register for them. Students choosing to register for these courses will be assessed these fees at the time of registration. Failure to pay fees will result in the student being deregistered from the course.

5.02 Maximum Fee

Fees vary from course to course depending on the travel, accommodations, meals and services provided. In the case of physical education courses these fees may not exceed \$300.00 per course. In the case of courses covered by the Senate Travel Studies Policy, the costs must be reasonable (i.e. comparable to the lowest market price for similar goods, services, etc.) and may not exceed \$3500.00 per course.

5.03 Publication

Fees will be set by the Academic Dean and published in the session timetable.

5.04 Refunds

Students who withdraw from an optional course may be eligible for a full or partial refund subject to the terms and conditions set out in the session timetable.

**Article 6 EFFECTIVE DATE**

6.01 Effective Date

This bylaw and any amendments thereto are effective for the session immediately following the date of adoption into effect by the Board, subject to approval by the Minister. This bylaw shall have no retroactive effect.