

**CÉGEP HERITAGE COLLEGE
BYLAW #2**

**CONCERNING
THE COLLECTION OF STUDENT FEES**

COMING INTO FORCE: April 25, 1990

REVISED: November 29, 2017
March 27, 2024
March 26, 2025
January 14, 2026

ADMINISTRATOR: Academic Dean

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Preamble

The present Bylaw applies to the collection of all student fees related to Articles 24 and 24.5 of the *General and Vocational Colleges Act (CQLR, c C-29)* (the “Act”). The Act specifies clearly the circumstances under which a college may collect fees from students which fall into two (2) general categories, “tuition fees,” and “other fees.”

1. Tuition Fees

With respect to tuition fees, Article 24 of the Act states:

“A college may not charge tuition fees to a full-time student who is resident in Québec for the instruction the college provides within the scope of a program leading to a Diploma of College Studies or, in the cases and to the extent determined by the budgetary rules, within the scope of a program leading to an Attestation of College Studies.”

Nevertheless, the Act does oblige the College to collect tuition fees in certain circumstances, defined in the present Bylaw.

2. Other Fees

The issue of fees categorized as “other” is also addressed in the Act. Article 24.5 states:

“No college may, except by by-law, 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.”

Interpretation

In the present document, the use of gender-neutral language is used solely for the purpose of simplifying the text and by no means is intended as discriminatory. The singular shall include the plural and the plural the singular in each case as the context may require.

In the event of any conflict between the English and French versions, the English shall prevail.

Purpose

The purpose of this Bylaw is to outline the circumstances under which applicants and students of Cégep Heritage College are required to pay fees and to specify the corresponding fee amounts. The fees vary based on the student’s residency status (Quebec resident, non-Quebec resident, or international student) and their enrollment status (full-time or part-time).

Application

This Bylaw applies to all applicants, as well as full-time and part-time students, enrolled in both Diploma of College Studies (DCS) and Attestation of College Studies (ACS) programs at Cégep Heritage College.

ARTICLE 1 General Provisions

1.1 Definitions

In all bylaws of the College, the following expressions mean:

ACS: The English acronym commonly used for an Attestation of College Studies. The corresponding French acronym commonly used is AEC (attestation d’études collégiales).

Act: *General and Vocational Colleges Act (CQLR, c. C-29) and Regulations.*

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Attestation Program:	An institutional program leading to an Attestation of College Studies in an area of training specific to a program of technical studies.
Board:	The Board of Governors of CÉGEP Heritage College.
College:	CÉGEP Heritage College.
Compressed Course:	A course of less than fifteen (15) weeks in duration.
DCS	The English acronym commonly used for a Diploma of College Studies. The corresponding French acronym commonly used is DEC (diplôme d'études collégiales).
Full-time student:	A student registered for at least four (4) courses in a program of college studies, or courses totaling at least 180 periods of instruction in such a program.
International student:	An international student is a student registered at CÉGEP Heritage College who is not a Canadian citizen or landed immigrant, or who is not covered by government agreement.
Minister:	Unless specified otherwise, the Minister responsible for the application of the Act under Article 72.
Ministry:	Unless specified otherwise, the Ministry under the jurisdiction of the Minister defined above.
Non-Quebec Residents:	The Ministry defines non-Quebec residents. More information is available from the Registrar's Office..
Program of studies:	An integrated set of learning activities leading to the achievement of educational objectives based on set standards.
Part-time student:	A student registered for fewer than four (4) courses per semester, or twelve (12) hours of classes per week, or one hundred and eighty (180) hours of classes per semester.
Published Deadline:	September 19 of the Fall semester and February 14 of the Winter semester for non-compressed courses in DCS programs. Deadlines in ACS programs and for compressed courses in DCS programs apply before 20% of course hours have passed.
Recognition of Acquired Competencies (RAC)	A process that allows candidates to obtain an official academic credential for competencies they have acquired through out-of-school experience.
Regulations:	The shortened form of College Education Regulations which is part of the <i>General and Vocational Colleges Act</i> .

ARTICLE 2 Fees

2.1 Application Fee

All students applying to a DCS or ACS program at CÉGEP Heritage College must do so through the central admission centre "le Service régional d'admission du Montréal métropolitain" (SRAM) and must pay the application fee indicated on the SRAM website¹

¹ <https://www.sram.qc.ca/en>.

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2.2 Tuition Fees

2.2.1 Full-Time Quebec Residents

Full-time students who are Quebec residents are exempt from paying tuition fees for DCS and ACS programs; however, they are still required to pay all other fees specified in this Bylaw.

2.2.2 Full-Time International Students and Non-Quebec Residents

International students or non-Quebec residents are not entitled to the tuition-free status as defined in the *Regulation respecting the definition of resident in Québec (CQLR c C-29, r 1)*. As a result, students are required by the Ministry of Education of Quebec to pay tuition fees determined by the Ministry. These amounts are subject to change at any time. More information is available from the Registrar's Office.

In addition to tuition fees, international students and non-Quebec residents must pay all other fees specified in this Bylaw.

2.2.3 Part-Time Students

As stipulated in the Act, the College must collect tuition fees set by the Ministry from students enrolled in a program as a part-time student. These fees are calculated based on the number of instructional hours.

2.2.4 Tuition Fees for Courses Outside a Program of Studies

All students enrolled in one or more courses outside their program of study are required to pay tuition fees calculated based on the number of instructional hours. This includes courses that are not required for graduation or those taken to repeat a course previously passed. Tuition fees are not changed for courses that are DCS program admission pre-requisites, or courses that are required for university admission.

2.3 Other Fees

At the beginning of each semester², students must pay other fees, based on their status as either part-time or full-time students. These fees are detailed in [Appendix #B2.1](#).

2.3.1 Registration Fee

The registration fee is set by the Ministry of Education and covers:

- issuing of a form requesting a partnership course (“commandite”)
- withdrawal of courses within the prescribed time limit
- issuing of an attestation of attendance required by the Act
- placement tests when required by the College
- issuing of tax receipts
- grade changes
- schedule changes

A late fee is also charged when a student registers after the published registration deadline, requests a late change of program, or is late retrieving their schedule.

2.3.2 Special Fees

Full-time students pay a special fee per semester and part-time students pay a special fee per course. The special fees include the following:

- transition and socio-cultural activities
- sports, fitness and varsity team participation
- graduation ceremony

² The College operates on three (3) semesters; Fall, Winter and Summer.

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- awards evening
- health and wellness activities

2.3.3 Common Educational Fees

The common educational fee includes the following:

- issuing of a student agenda
- academic documents provided to all students in a course
- use of The Learning Centre
- use of personal counseling, academic advising and career counselling services

2.3.4 Computer User Fee

The computer user fee is used to cover information technology costs.

2.3.5 Program-Related Course and Educational Fees

Students in specific programs may be required to pay non-refundable course and program-related educational fees. These fees are detailed in [Appendix #B2.2 List of Courses and Programs with Fees](#).

2.3.6 Student Association Fees

Full-time DCS students pay a Student Association Fee and Student Association Student Assistance Program fee. These fees are used to support Student Association initiatives that contribute to the growth and well-being of the college community, including funding student-run clubs.

2.3.7 HCSA Group Insurance

Full-time DCS students can optionally enroll in a student supplemental group insurance plan through the Heritage College Student Association (HCSA). A student who wishes to opt out of the insurance plan must do so during the coverage amendment and withdrawal period.

2.3.8 Recognition of Acquired Competencies (RAC) Fees

Candidates for Recognition of Acquired Competencies (RAC) shall pay a fee at the time of the RAC request, for an analysis of their file, and for each competency to be evaluated.

2.3.9 User Fees

User fees are charged for additional services requested by students.

2.4 Reimbursement

Students are fully reimbursed for any refundable fees paid if a student withdraws before the first day of class. Students are reimbursed by the percentage stated in [Appendix #B2.1 Description of Fees](#) if the student withdraws from the College by the withdrawal deadline or before 20% of said course(s) has elapsed, fees are not refundable after the withdrawal deadline or after 20% of said course(s) has elapsed.

Pursuant to Articles 1.4 and 2.4 of Heritage College By-law #5 Concerning Support for Student Success, the College shall reimburse 100% of any refundable fees paid to students who are not permitted to register for a given semester.

Pursuant to Article 1.3.1 of Heritage College By-law #5 Concerning Support for Student Success, the College shall reimburse 70% of the Special Fee to students who fail to meet their conditions of academic probation and are subsequently required to withdraw from the college prior to the withdrawal deadline.

ARTICLE 3 Roles and Responsibilities

3.1 Board of Governors

The Board approves the present Bylaw and any revisions thereto.

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3.2 Academic Senate

The Academic Senate recommends approval of the present Bylaw to the Board of Governors in accordance with Bylaw #4 Concerning the Academic Senate.

3.3 Academic Dean

The Academic Dean is responsible for:

- overseeing the application of the present Bylaw; and
- approving all fees charged to DCS and ACS students; and
- ensuring that the present Bylaw is coherent with College policies and bylaws; and
- revising the present Bylaw, as required in accordance with Ministry directives.

3.4 Registrar

The Registrar is responsible for:

- implementing the present Bylaw; and
- issuing fees to students.

3.5 Director of Financial Services

The Director of Financial Services oversees the collection of the student fees.

ARTICLE 4 Revision

The present Bylaw will be reviewed at least every five (5) years and revised when deemed necessary.

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Related Documents

This document is to be used in conjunction with:

- *General and Vocational Colleges Act (CQLR, c C-29)*³
- *Regulation respecting the definition of resident in Québec (CQLR, c C-29, r 1)*⁴
- *Regulation respecting the tuition fees that a general and vocational college must charge (CQLR, c C-29, r 2)*⁵
*College Education Regulations (CQLR, c C-29, r 4)*⁶
- CÉGEP Heritage College Bylaw #5 Concerning Support for Student Success⁷

³ Copies of this document are available from the Director General's Office.

⁴ *Ibid.*

⁵ *Ibid.*

⁶ *Ibid.*

⁷ Copies of this document are available from the Director General's Office and on the College Website.

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Appendix #B2.1 – Description of Fees

2026-2027	(Canadian currency)	Reimbursement % prior to withdrawal deadline ⁸
2.1 Application Fees (Prescribed by SRAM) <ul style="list-style-type: none"> All full-time and part-time DSC and ACS students Application to take a course at another CÉGEP (commandite) 	\$30 \$30	Non-refundable
2.2.2 Per Semester Tuition Fees for Full-Time Students⁹		
<ul style="list-style-type: none"> Non-Quebec residents 	\$1,780	70%
<ul style="list-style-type: none"> International students – Nursing DCS 	\$10,849	100%
<ul style="list-style-type: none"> International students – Electronics Engineering Technology DCS 	\$9,061	100%
<ul style="list-style-type: none"> International students – all other DCS program 	\$7,000	100%
2.2.3 Tuition Fees for Part-Time Students		
<ul style="list-style-type: none"> Quebec residents 	\$2 per hour of instruction	70%
<ul style="list-style-type: none"> Non-Quebec residents 	\$8.69 per hour of instruction	100%
<ul style="list-style-type: none"> International students – Nursing DCS 	\$52.78 per hour of instruction	
<ul style="list-style-type: none"> International students – Electronics Engineering Technology DCS 	\$44.14 per hour of instruction	
<ul style="list-style-type: none"> International students – all other DCS program 	\$34.04 per hour of instruction	
2.2.4 Tuition fees for courses outside a program of studies	\$5 per hour of instruction	70%
2.3.1 Registration Fees (Prescribed by the Ministry)		
<ul style="list-style-type: none"> All full-time students Part-time students 	\$20 \$5 per course	Non-refundable unless the program or course to which the student has registered is cancelled by the College.
2.3.2 Special Fees <ul style="list-style-type: none"> Full-time DCS students <i>Includes the following:</i> <ul style="list-style-type: none"> -Transition and socio-cultural activities (\$20) -Sports, Fitness and Varsity Team participation (\$50) -Graduation ceremony (20\$) 	\$125	70%

⁸ Reimbursed at the percentage shown if student withdraws from the College by the withdrawal deadline or before 20% of said course(s) has elapsed.

⁹ Tuition fees are subject to change at any time by the Ministry.

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2026-2027	(Canadian currency)	Reimbursement % prior to withdrawal deadline ⁸
<ul style="list-style-type: none"> -Awards Evening (\$15) -Health and Wellness Activities (\$20) • Full-time ACS students <i>Includes the following:</i> <ul style="list-style-type: none"> -Socio-cultural activities (\$20) -Sports & Fitness (\$45) -Graduation ceremony (\$20) -Health and Wellness Activities (\$20) • Part-time students 	<p style="text-align: center;">\$105</p> <p style="text-align: center;">\$15 per course</p>	<p style="text-align: center;">70%</p> <p style="text-align: center;">70%</p>
2.3.3 Common Education Fees (Prescribed by the Ministry)		
<ul style="list-style-type: none"> • All full-time students <i>Includes the following</i> <ul style="list-style-type: none"> -Student agenda (\$7) -The Learning Centre (\$1) -Counselling/Academic Advising/Career Orientation Services (\$17) • All part-time students 	<p style="text-align: center;">\$25</p> <p style="text-align: center;">\$6 per course</p>	<p style="text-align: center;">70%</p> <p style="text-align: center;">70%</p>
2.3.4 Computer User Fee		
<ul style="list-style-type: none"> • ACS programs • Graphic and Web Design and Computer Science DCS programs • All other DCS programs 	<p style="text-align: center;">\$40</p> <p style="text-align: center;">\$80</p> <p style="text-align: center;">\$40</p>	<p style="text-align: center;">70%</p>
2.3.6 Student Association Fee – full time students	\$23	70%
2.3.7 HSCA Group Insurance Fee	<p style="text-align: center;">\$41 (Fall)</p> <p style="text-align: center;">\$46 (Winter)</p>	Refundable by the College until the first day of the semester, then refundable by the insurance company.
2.3.8 Recognition of Acquired Competencies (RAC) Fees		
<ul style="list-style-type: none"> • Admission fee • File review/analysis fee • Evaluation of competency or group of competencies, to a maximum of \$600 for an ACS and a maximum of \$1,200 for a DCS. 	<p style="text-align: center;">\$30</p> <p style="text-align: center;">\$30</p> <p style="text-align: center;">\$50</p>	<p style="text-align: center;">Non-refundable</p> <p style="text-align: center;">Non-refundable</p> <p style="text-align: center;">Non-refundable</p>
2.3.9 User Fees		
<ul style="list-style-type: none"> • All duplicates (letters of acceptance, course outlines, in-house certificates, receipts, ID cards, etc.) • Co-op Placements: DCS • Equivalence Requests (evaluations, eligibility for a Dec Sans Mention, other equivalency evaluations) • Courier 	<p style="text-align: center;">\$10 per request</p> <p style="text-align: center;">\$70/placement</p> <p style="text-align: center;">\$25 per evaluation, to a maximum of \$100</p> <p style="text-align: center;">\$10</p>	<p style="text-align: center;">Non-refundable</p>

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2026-2027	(Canadian currency)	Reimbursement % prior to withdrawal deadline ⁸
• Late Admission Fee	\$25	
• Late Change of Program	\$25	
• Late Registration or Late Course Confirmation	\$25	
• Late Schedule rebuilds	\$25	
• Official Transcripts (includes College seal and signed by the Registrar)	\$10 per destination excluding courier charges	
• Schedule Modifications	\$25 per request	
• Reproduction of any archived document	\$25/document to a maximum of \$100	
• Completion of forms, other than those required by law	\$10	
• Official attestation of attendance, other than those required by law	\$5	
• Nursing Education Verification	\$25	
• Mailing of diploma	\$35	
• International mailing	\$35	
• Evaluation of eligibility for a General DCS (DEC sans mention)	\$25	
• Evaluation of eligibility for a completion of a program from a previous regime	\$25	
Library Penalty Fees		
• Overdue InterLibrary Loans (Books)	\$2.00/day	
• Overdue Laptops	\$1.00/hour	
• Overdue Battery Packs	\$3.00/day	
Lost items		
• Books or board games	Cost of book or board games+ \$10 admin fee	
• Laptop	Up to \$600 to repair/replace	
• Power adaptor	Up to \$75 to repair/replace	
• Battery pack	Up to \$200 to repair/replace	

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Appendix #B2.2 – List of Courses and Programs With Fees

Course Number	Course Title	Description	Fee	Refund Conditions
101-SH1-RE	Human (Biology)	Lab Manual, lab coat disinfecting and cleaning	\$5.00	\$3.00 for lab coat cleaning, non-refundable
101-SN2-RE	Ecology & Evolution	Lab Manual, lab coat disinfecting and cleaning	\$5.00	\$3.00 for lab coat cleaning, non-refundable
101-SNU-RE	Human Anatomy & Physiology	Lab Manual, lab coat disinfecting and cleaning	\$5.00	\$3.00 for lab coat cleaning, non-refundable
101-H11-HR	Human Body I	Lab Manual, lab coat disinfecting and cleaning	\$5.00	\$3.00 for lab coat cleaning, non-refundable
101-H33-HR	Human Body III	Lab Manual, lab coat disinfecting and cleaning	\$5.00	\$3.00 for lab coat cleaning, non-refundable
101-SN1-RE	Cellular Biology	Lab Manual, lab coat disinfecting and cleaning	\$5.00	\$3.00 for lab coat cleaning, non-refundable
105-CXD-03	A scientific approach: First Aid/CPR	CPR certification Standard First Aid Level C	\$25.00 (optional)	Non-refundable: students who successfully complete the course can obtain their official certificate for an additional (but optional) \$25.00
109-101-MQ	Physical Activity and Health	Materials and/or healthy snacks	\$5.00	Non-refundable
109-226-HR	Rock Climbing	Use of rock-climbing facility	\$120.00	Fully refundable before validation
109-303-HR	Canoe Camping	Canoe rental and transportation	\$120.00	Fully refundable before validation
109-309-HR	Cycling	Rental of camping facility and transportation	\$120.00	Fully refundable before validation
109-315-HR	Outdoor Adventures and Meditation Retreat	Outdoor Adventures and Meditation Retreat (overnight) Outdoor Adventures and Meditation Retreat (daytime)	\$120.00 \$50.00	Fully refundable before validation
109-316-HR	Stand up Paddling	Stand up paddle board rental	\$120.00	Fully refundable before validation
109-319-HR	Multi-Day Backpacking	Rental of camping Facility and food	\$120.00	Fully refundable before validation
109-320-HR	Winter Camping	Rental of camping Facility and food	\$120.00	Fully refundable before validation
109-325-HR	Outdoor Paddling Sports	Rental of boats and safety gear	\$120.00	Fully refundable before validation
180-D41-HR	Medical Surgical Nursing	Student Lab Kit	\$75.00	Non-refundable

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Course Number	Course Title	Description	Fee	Refund Conditions
180-A36-HR	Maternal-Newborn Pediatric Nursing	Student Lab Kit	\$50.00	Non-refundable
180-A61-HR	Nursing Integration	Student Lab Kit	\$50.00	Non-refundable
180-D11-HR	Introduction to Nursing	Student Lab Kit	\$50.00	Non-refundable
180-D26-HR	Perioperative Nursing	Student Lab Kit	\$50.00	Non-refundable
180-D11-HR 180-D26-HR	Introduction to Nursing Perioperative Nursing	Prac + Safe SimCapture Skills	\$100.00 \$100.00	Fully refundable before validation of first course
105-CXB-03	Consumer Chemistry	Lab Manual and lab coat cleaning	\$4.00	\$3.00 for lab coat cleaning, non- refundable
202-001-RE	Remedial Activities for Secondary V Chemistry	Lab Manual and lab coat cleaning	\$4.00	\$3.00 for lab coat cleaning, non- refundable
202-SNU-RE	Organic Chemistry	Lab Manual and lab coat cleaning	\$4.00	\$3.00 for lab coat cleaning, non- refundable.
202-SN1-RE	General Chemistry	Lab Manual and lab coat cleaning	\$4.00	\$3.00 for lab coat cleaning, non- refundable
202-SN2-RE	Chemistry of Solution	Lab Manual and lab coat cleaning	\$4.00	\$3.00 for lab coat cleaning, non- refundable
204-A08-HR	Myth-busters	Lab Manual, materials, and lab coat cleaning	\$5.00	\$3.00 for lab coat cleaning, non- refundable
204-A08-FR	Chasseurs de mythes	Lab Manual, materials, and lab coat cleaning	\$5.00	\$3.00 for lab coat cleaning, non- refundable
243-PRI-HR	Projects 1	Electronic Dice Adjustable Voltage Power Supply Robot	\$10.00 \$25.00 \$125.00	Refundable if kit not distributed. Refundable if kit not distributed. Refundable if kit not distributed.
243-PR2-HR	Projects 2	Class D Amplifier Baseboard (IoT Stack)	\$30.00 \$20.00	Refundable if kit not distributed
243-CD1-HR	Programming 1	ESP32 Microcontroller	\$15.00	Refundable if kit not distributed
243-IT1-HR	Networks 1	Tool Kit USB Memory Stick	\$60.00 \$10.00	Refundable if kit not distributed
243-AN1-HR	Analog 1	Wiring Kit Bread Board	\$20.00 \$35.00	Refundable if kit not distributed
243-PR3-HR	Projects 3	Heart Power Board (IoT Stack) H-Bridge (IoT Stack)	\$15.00 \$15.00 \$20.00	Refundable if kit not distributed

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Course Number	Course Title	Description	Fee	Refund Conditions
243-PR4-HR	Projects 4	Various PCBs + Parts	\$30.00	Refundable if kit not distributed
243-PR4-FR	Projets 4	Various PCBs + Parts	\$30.00	Refundable if kit not distributed
322-D23-HR	Career and Workplace Prep	Name tags	\$15.00	Non-refundable
322-H62-HR	Healthy Lifestyle Habits	Food and course materials	\$30.00	Non-refundable
322-C10-HR	Play Based Learning	Course material	\$10.00	Non-refundable
322-C10-FR	Apprentissage par le jeu	Course material	\$10.00	Non-refundable
322-D20-HR	Foundations of Child Development II	Course material	\$10.00	Non-refundable
322-E32-HR	Social Emotional Learning	Course material	\$10.00	Non-refundable
365-F04-HR	Healthy Cooking on a Budget	Food	\$100.00	\$50 refundable before validation
420-G50-HR	Advanced Topics in Computer Science II	Raspberry Pi kit	\$180.00	Refundable if kit not distributed
504-CXA-03	Introduction to Drawing	Art Supplies for Drawing	\$50.00	Fully refundable if no material was received before validation
504-CXA-FR	Introduction au dessin	Art Supplies for Drawing	\$50.00	Fully refundable if no material was received before validation
510-H01-HR	Drawing	Art Supplies for Drawing	\$50.00	Fully refundable if no material was received before validation
510-F10-HR	Photography I	Photography Supplies: film and chemicals for dark room	\$50.00	Fully refundable if no material was received before validation
510-F20-HR	Photography II	Photography Supplies: film and chemicals for dark room	\$50.00	Fully refundable if no material was received before validation
510-B30-HR	Sculpture III	Sculpture supplies	\$40.00	Fully refundable if no material was received before validation
510-E10-HR	Printmaking	Maintenance of Silk Screens	\$40.00	Refundable before validation
510-H02-HR 504-CXB-03	Introduction to Sculpture Sculpture	Sculpture supplies	\$50.00	Fully refundable if no material was received before validation

PROGRAM-RELATED FEES				
Number	Program Name	Description	Cost	Refund Conditions
180 351	Nursing LINK TO D11 Intro to Nursing Special Education Techniques LINK to	Non Violent Crisis Intervention Basic Training and Book	\$100 + tax = \$114.98	Refundable up to three days before the course

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PROGRAM-RELATED FEES				
Number	Program Name	Description	Cost	Refund Conditions
	Observation and Documentation			
180	Nursing LINK TO A51 Psychiatric Mental Health Nursing	Non Violent Crisis Intervention Refresher	\$75 + tax = \$86.23	Refundable up to three days before the course
180	Nursing LINK TO D11 Intro to Nursing	Standard First Aid and CPR certification	Approximately \$115.00	Refundable with proof of certification.
180 351	Nursing LINK TO A51 Mental Health Special Education Techniques link to E51 Mental Health III	ASIST Suicide Prevention Training and Book	\$50	Refundable up to three days before the course