



**CÉGEP HERITAGE COLLEGE
BYLAW #2**

**CONCERNING
THE COLLECTION OF STUDENT FEES**

COMING INTO FORCE: April 25, 1990
REVISED: November 29, 2017
ADMINISTRATOR: Director of Student Services

CÉGEP HERITAGE COLLEGE BYLAW #2 CONCERNING THE COLLECTION OF STUDENT FEES

Preamble

The *General and Vocational Colleges Act* specifies clearly the circumstances under which a college may collect fees from students. These fees fall into two general categories, “tuition fees,” and “other fees.”

Tuition Fees:

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

No college may charge tuition fees for the instruction it provides within the scope of a program of college studies to a full-time student in such a program unless permitted by law.

Nevertheless, the Act does oblige the College to collect tuition fees in certain specific circumstances. In this regard, the law states that the College is obliged to collect tuition fees, the amount to be set by regulation, from students who are registered in a program as part-time students. The amount established in this situation is \$2.00 per period of instruction.

A student who is registered in a program on a part-time basis will obtain a 70% refund of the tuition fees paid for any course(s) if that student officially withdraws from the course(s) by the published deadline or before 20% of said course(s) has elapsed.

Other Fees:

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

No college may, except by bylaw, prescribe the payment of admission or registration fees for college instruction services or other similar fees pertaining to those services.

ARTICLE 1 Purpose

The purpose of the present bylaw is:

- a) to identify the admission, registration and other fees, which may be collected by the College and used solely to defray expenses incurred by the College, over and above those financed by the Ministry, in offering the services, activities and materials described herein;
- b) to establish those tuition fees which the College is entitled to collect, but which are not specified in the law or its accompanying regulations.

ARTICLE 2 Application

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*.

ARTICLE 3 Provisions

3.1 Fees

3.1.1 Admission Fee for *Full Time Students*:

Students applying to a DEC program in Regular Education at Cégep Heritage College must do so through a central admission centre “le Service régional d’admission du Montréal métropolitain” (SRAM admission fee indicated on SRAM website - www.sram.qc.ca). AEC students must pay a \$30.00 application fee to the College. This fee is applied to:

- new applicants
- re-admissions

Other admission fees are to be paid by students receiving specific services.²

These fees are non-refundable unless the program to which the student has applied is cancelled by the College.

This fee covers:

- opening of the student dossier
- studying of the dossier
- program changes
- profile changes

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3.1.2 Admission Fee for Part Time Students:

The admission fee is set at \$30.00. It is to be collected from everyone who makes an application for admission to a program.

3.1.3 Registration Fees

At the beginning of each semester, including the Summer Semester, a registration fee of \$20.00 will be collected from full-time students registered in a program, to offset costs inherent in the registration process. The fee charged to part-time students, will be \$5.00 per course. Other registration fees are to be paid by students receiving specific services.

The registration fees are non-refundable, unless the program or course to which the student has registered is cancelled by the College.

The registration fee covers:

- issuing of a form requesting a partnership course (*commandite*)
- deletion of courses within the prescribed time limit
- issuing of an attestation of attendance required by law
- placement tests when required by the College
- issuing of tax receipts
- mark revision
- changes in timetable or student courses other than preferential changes.

3.1.4 Tuition Fees for Courses Outside a Program of Studies

A tuition fee of \$5.00 per period of instruction will be collected from students enrolled in a course (or courses) falling outside their program of study.

A student will obtain a 70% refund of the tuition fees paid for any course(s) outside that student's program of

studies if that student officially withdraws from the course(s) by the published deadline or before 20% of said course(s) has elapsed.

3.1.5 Auxiliary Service Fees (Special Fees)

Full-time students in Regular Education (DEC) will be required to pay a special fee of \$93.00 per semester or \$15.00 per course for part-time students. Full-time students in Continuing Education (AEC) will be required to pay a special fee of \$85.00 per semester or \$15.00 per course for part-time students.

The special fee is collected from all DEC and AEC students at the time of course confirmation (or registration for Continuing Education students). More information about this fee may be found in reference document #B2.1.

Any request for reimbursement of the special fee must be made by the published deadline of the semester for which said fee applies, or before 20% of said course(s) has elapsed. Students requesting a refund before the first day of classes will receive 100% of the special fee paid. As of the first day of classes, students requesting a refund will receive 70% of the special fee paid, if an official withdrawal is received by the College by the published deadline or before 20% of said course(s) has elapsed.

Students who are not permitted to re-register for a given semester pursuant to the provisions of article 3.2 of Heritage College By-law #5 concerning Support for Student Success will obtain a 100% reimbursement of any refundable fees paid.

3.1.6 Educational Fees

3.1.6.1 Common Educational Fees

Full-time students will be required to pay a common educational fee of \$25.00 per

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semester to cover costs incurred.

The common educational fees to be collected from all part-time students will be \$6.00 per course per semester, including the Summer Semester.

Any request for reimbursement of common educational fees must be made by the published deadline of the semester for which said fees apply or before 20% of said course(s) has elapsed. Students requesting a refund before the first day of classes will receive 100% of the common educational fees paid. As of the first day of classes, students requesting a refund will receive 70% of the common educational fees paid, if an official withdrawal is received by the College by the published deadline or before 20% of said course(s) has elapsed.

The educational fee includes the following:

- issuing of an identification card
- issuing of Student Handbook
- use of The Learning Centre
- use of counseling services
- academic information
- academic documents provided to all students in a course.
- Career Orientation Software

3.1.6.2 Program-Related Educational Fees

In addition to the common educational fees, students in specific programs may be

required to pay non-refundable course and program-related educational fees.¹

3.1.7 Fee-Payer Programs

Some attestation programs are not financed by the Ministry and, therefore, require tuition fees to be paid. These fees are approved by the Board of Governors. More information on these specific programs may be obtained by contacting Student Services.

3.1.8 International Students and Non-Quebec Residents

Students registered as international students or non-Quebec resident students are not entitled to the tuition-free status defined in article 24 of the *General and Vocational Colleges Act*. Consequently, they are required by the Ministry of Education of Quebec to pay tuition fees. The amounts to be paid are set by the Ministry. More information is available from Student Services. The Ministry may modify these amounts at any time.

In addition to the tuition fees noted in the preceding paragraph, international students and non-Quebec residents also are required to pay all other fees described in the current bylaw, in accordance with their particular status as students.

An international student or non-Quebec resident will obtain a 100% refund of the above tuition fees paid if that student officially withdraws from the College by the published deadline or before 20% of said course(s) has elapsed.

3.1.9 User Fees

These fees only apply to specific users and are payable by the user requiring

¹ For a more detailed fee schedule, see Attachment to Ref. Doc. #B2.2 List of Courses and Programs with Fees.

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the extra service at the time of the request. These fees are listed in reference document # B2.1 and are non-refundable.

3.2 Requests for Refunds

Any request for a refund of fees must be made in writing and must be received by Student Services by the applicable deadline.

Students who are not permitted to re-register for a given semester pursuant to the provisions of article 5 of Cégep Heritage College Bylaw #5 concerning Support for Student Success will obtain a 100% reimbursement of any refundable fees paid.

3.3 Information

The College will inform students of this bylaw each semester before they register.

ARTICLE 4 Roles and Responsibilities

4.1 Board

The Board approves the present bylaw and any revisions thereto.

4.2 Director of Student Services

The Director of Student Services oversees the application of the present bylaw with respect to fees charged to DEC and AEC students in the College.

4.3 Associate Academic Dean

Academic Services approves all fees charged in programs and courses.

4.4 Director of Financial Services

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

ARTICLE 5 Revision

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

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GLOSSARY

- the Act:** the *General and Vocational Colleges Act*, Revised Statutes of Quebec, C-29, and its amendments.
- College:** Cégep Heritage College.
- Full-time student:** A full-time student is a student registered for at least four (4) courses in a program of college studies, for courses totaling at least 180 periods of instruction in such a program or, in the cases determined by government regulation, for a lesser number of courses or for courses totaling a lesser number of periods.
- 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.
- Non-Quebec Residents:** The Ministry defines non-Quebec residents. More information is available from Student Services.
- Published Deadline:** September 19 of the fall semester and Feb. 14 of the winter semester for non-compressed courses in the Regular Education (DECs) sector. Deadlines in Continuing Education (AECs), and for compressed courses in Regular Education (DECs) apply before 20% of course hours have passed.

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Related Document(s)

This document is to be used in conjunction with:

- *Cégep Heritage College Reference Document #B2.1 Schedule of Student Fees*²
- *General and Vocational Colleges Act*.³
- *Regulation respecting the bylaws or policies that a General and Vocational College must adopt, General and Vocational Colleges Act, R.S.Q., C-29, r. 5.3*.⁴

² Copies of this document are available from Student Services.

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

⁴ Ibid.

Bylaw # 2 Concerning Student Fees

Reference Document # B2.1

(Supporting material for Cégep Heritage College By-Law #2 concerning the collection of student fees)

Schedule of Student Fees

DESCRIPTION OF FEES (Canadian currency)	2022
3.1.1 Admission /Application Fees (Prescribed by SRAM) <ul style="list-style-type: none"> • All full-time students (Regular Education and Continuing Education) 	\$30
3.1.2 <ul style="list-style-type: none"> • All part-time students (Regular Education and Continuing Education) 	\$30
3.1.3 Registration fees (Prescribed by the Ministry) <ul style="list-style-type: none"> • All full-time students • Part-time students 	\$20 \$5 per course
3.1.4 Fees for courses outside a program of studies	\$5 per hour of instruction
3.1.5 Auxiliary Service Fees (Special Fees) <ul style="list-style-type: none"> • Full-time Regular Education Students <p><i>Includes the following:</i></p> <ul style="list-style-type: none"> -Socio-cultural -Sports & Fitness -Insurance -Graduation -Awards Evening -Health and Wellness Activities 	\$96 \$25 \$38 \$2 \$10 \$8 \$13
<ul style="list-style-type: none"> • Full-time Continuing Education Students <p><i>Includes the following:</i></p> <ul style="list-style-type: none"> -Socio-cultural -Sports & Fitness -Insurance -Graduation -Health and Wellness Activities 	\$88 \$25 \$38 \$2 \$10 \$13
3.1.6 Common Education Fees (Prescribed by the Ministry) <ul style="list-style-type: none"> • All full-time students • All part-time students 	\$25 \$25

<p><i>Includes the following</i></p> <ul style="list-style-type: none"> -Student I.D. \$2.00 -Handbook \$5.00 -The Learning Centre \$1.00 -Counselling/Orientation Services \$4.00 -Academic Information / Career Library \$2.00 -Academic Documents / Materials fees \$10.00 -Career Orientation Software \$1.00 	
3.1.9 User Fees	
<ul style="list-style-type: none"> • All duplicates (letters of acceptance, course outlines, in house certificates, receipts, ID cards, etc.) \$10 per request 	
<ul style="list-style-type: none"> • Computer User Fees: Continuing Education (AECs) \$20 <li style="padding-left: 40px;">New Media \$50 <li style="padding-left: 40px;">All others (DECs) \$10 	
<ul style="list-style-type: none"> • Co-op Placements: Regular Education \$70/placement 	
<ul style="list-style-type: none"> • Equivalence Requests (evaluations, eligibility for a Dec Sans Mention, other equivalency evaluations) \$25 per evaluation, to a maximum of \$100 	
<ul style="list-style-type: none"> • Fax / Courier / Long Distance \$10 	
<ul style="list-style-type: none"> • Foreign Transcript Evaluation Fee \$50 	
<ul style="list-style-type: none"> • Late Admission Fee \$50 	
<ul style="list-style-type: none"> • Late Change of Program \$25 	
<ul style="list-style-type: none"> • Late Registration or Late Course Confirmation \$50 	
<ul style="list-style-type: none"> • Late Schedule rebuilds \$25 	
<ul style="list-style-type: none"> • Library Penalty Fees - overdue books .25/day <li style="padding-left: 40px;">- overdue reserve books \$1.00/hr to a maximum of \$20 <li style="padding-left: 40px;">- lost books Cost of book + \$50 admin fee 	
<ul style="list-style-type: none"> • Official Transcripts \$10 per destination excluding courier charges 	
<ul style="list-style-type: none"> • Preferred Schedule Modifications \$25 per request 	
<ul style="list-style-type: none"> • Reproduction of any archived document \$25/document to a maximum of \$100 	
<ul style="list-style-type: none"> • Second Agenda Books \$10 	

Bylaw #2 – Reference Document #B2.2
List of Courses and Programs with Fees

Course Number	Course Title	Description	Fee	Refund Conditions
101-901-RE	The Human Body (Biology)	Lab Manual, lab coat disinfecting and cleaning	\$5.00	\$3.00 for lab coat cleaning, non- refundable
101-CWB-05	General Biology II	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-NYA-05	General Biology I	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	\$110.00	Fully refundable before validation
109-303-HR	Canoe Camping	Canoe rental and transportation	\$110.00	Fully refundable before validation
109-315-HR	Outdoor Adventures and Meditation Retreat	Outdoor Adventures and Meditation Retreat	\$110.00	Fully refundable before validation
109-316-HR	Stand up Paddling	Stand up paddle board rental	\$110.00	Fully refundable before validation
109-319-HR	Multi-Day Backpacking	Rental of camping Facility and food	\$110.00	Fully refundable before validation
109-320-HR	Winter Camping	Rental of camping Facility and food	\$110.00	Fully refundable before validation
109-325-HR	Outdoor Paddling Sports	Rental of boats and safety gear	\$110.00	Fully refundable before validation
180-D41-HR	Medical Surgical Nursing	Student Lab Kit	\$75.00	Non-refundable
180-A36-HR	Maternal-Newborn Pediatric Nursing	Student Lab Kit	\$50.00	Non-refundable
180-A61-HR	Nursing Integration	OSCE and 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	Clinical Skills Essential-Elsevier (Digital Resource)	\$100.00 \$100.00	Fully refundable before validation of first course
180-A31/A36-HR 180-A56-HR 180-A61-HR	Medical Surgical Nursing Maternal Newborn Nursing/Pediatric Geriatric Nursing Nursing Integration			
105-CXB-03(NEW)	Consumer Chemistry	Lab Manual and lab coat cleaning	\$4.00	\$3.00 for lab coat cleaning, non-refundable
202-001-50	Remedial Activities for Secondary V Chemistry	Lab Manual and lab coat cleaning	\$4.00	\$3.00 for lab coat cleaning, non-refundable
202-CWC-05	Organic Chemistry I	Lab Manual and lab coat cleaning	\$4.00	\$3.00 for lab coat cleaning, non-refundable.

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List of Courses and Programs with Fees

Course Number	Course Title	Description	Fee	Refund Conditions
202-CWD-05	Organic Chemistry II	Lab Manual and lab coat cleaning	\$4.00	\$3.00 for lab coat cleaning, non-refundable
202-NYA-05	General Chemistry	Lab Manual and lab coat cleaning	\$4.00	\$3.00 for lab coat cleaning, non-refundable
202-NYB-05	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
243-J11-HR	Technologist as a Profession	Sumo Robot	\$125.00	Refundable if kit not distributed.
		Electronic Dice	\$10.00	Refundable if kit not distributed.
		Digital Probe Kit	\$25.00	Refundable if kit not distributed.
243-J22-HR	Workplace Preparation	Learn to Solder	\$15.00	Refundable if kit not distributed.
		SMD Heart	\$15.00	Refundable if kit not distributed.
		H-Bridge	\$20.00	Refundable if kit not distributed
243-E11-HR	IT Essentials	Tool Kit	\$40.00	Refundable if kit not distributed
		Safety Glasses	\$5.00	
		Wiring kit	\$15.00	
		Bread Board	\$35.00	
243-B12-HR	Product Development	Product Development	\$25.00	Refundable if kit not distributed
243-A21-HR	Microprocessor II	Arduino Microcontroller	\$35.00	Refundable if kit still working
322-A53-HR	Fieldwork I	Name tags	\$15.00	Non-refundable
322-A55-HR	Nutrition	Food	\$30.00	Non-refundable
322-B36-HR	Play Based Learning	Course material	\$10.00	Non-refundable
322-A40-HR	Foundations of Child Development II	Course material	\$10.00	Non-refundable
322-A54-HR	Affective Development	Course material	\$10.00	Non-refundable
322-709-HR	Fieldwork I: Initiation	Name tags	\$10.00	Non-refundable
322-734-HR	Educational Activities for Children 0 to 2 Years of Age	Material provided for Creativity Development	\$10.00	Non-refundable
322-744-HR	Educational Activities for Children 2 to 5 Years of Age	Material provided to develop Children Activities	\$10.00	Non-refundable
322-754-HR	Educational Activities for Children 5 to 12 Years of Age	Material provided activities Development	\$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	\$150.00	Refundable if kit not distributed
430-C10-HR	Introduction to the World of Hospitality	Field trip admission fees & food	\$70.00	Refundable before validation
504-CXA-03	Introduction to Drawing	Art Supplies for Drawing	\$40.00	Fully refundable if no material was received before validation

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List of Courses and Programs with Fees**

Course Number	Course Title	Description	Fee	Refund Conditions
510-H01-HR	Drawing	Art Supplies for Drawing	\$40.00	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	\$30.00	Fully refundable if no material was received before validation
510-E10-HR	Printmaking	Maintenance of Silk Screens	\$20.00	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 Care Counselling LINK to 5th semester	Non Violent Crisis Intervention Basic Training and Book	\$100 + tax = \$114.98	Refundable up to three days before the course
180 351	Nursing LINK TO A51 Psychiatric Mental Health Nursing Special Care Counselling Link to 5th Semester	Non Violent Crisis Intervention Refresher Course within two years (Training only)	\$75 + tax = \$86.23	Refundable up to three days before the course
351	Special Care Counselling LINK to 1st semester course 351-A20-HR and 5th semester course 351-C11-HR	First Aid and CPR certification	Approximately \$115.00	

OTHER PROGRAM-RELATED FEES, NOT LIMITED TO:				
430-A60-HR	Hospitality Job Analysis	This internship may also be completed locally during the regular semester at no cost to the student.	Approximately \$300.00	