



**HERITAGE COLLEGE  
BYLAW #2**

**CONCERNING  
THE COLLECTION OF STUDENT FEES**

**COMING INTO FORCE:** April 25, 1990  
**REVISED:** February 22, 2011  
**ADMINISTRATOR:** Director of Student Services

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

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## Preamble<sup>1</sup>

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 refund of tuition fees paid for a course if a refund request is made before 20% of said course has elapsed. In such cases, a 70% refund applies with respect to each course for which a refund request is received by the aforementioned deadline.

### 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.*

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<sup>1</sup> See the Glossary for explanations of frequently-used terms.

<sup>2</sup> See Reference Document #B2.1 Schedule of Fees

## 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 Regular Education (DEC Program):

Students applying to 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](http://www.sram.qc.ca)). Students applying after the determined deadline for SRAM 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.<sup>2</sup>

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

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This fee covers:

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

### 3.1.2 Admission Fee for Continuing Education:

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 \$4.00 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 Educational Fees

#### 3.1.5.1 Common Educational Fees

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

This fee is applied to:

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- 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.

### 3.1.5.2 Program-Related Educational Fees

In addition to the common educational fees, students in specific programs may be required to pay non-refundable program-related educational fees.<sup>2</sup>

### 3.1.6 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 the Continuing Education department.

### 3.1.6 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.

## 3.2 Requests for Refunds

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

Students who are not permitted to re-register for a given semester pursuant to the provisions of article 5 of *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 students in the regular education sector of the College.

### 4.3 Associate Academic Dean

Academic Services approves all fees charged in programs and courses.

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<sup>2</sup> For a more detailed fee schedule, see Ref. Doc. #B2.1.

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#### **4.4 Director of Continuing Education**

The Director of Continuing Education oversees the application of the present bylaw with respect to fees charged to students in the Continuing Education sector of the College.

#### **4.5 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:** Collège Heritage, 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 totalling 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 totalling a lesser number of periods.
- International student:** An international student is a student registered at 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; February 14 of the Winter semester for the regular education sector . Deadlines in Continuing Education apply before 20% of course hours have passed.

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### Related Document(s)

This document is to be used in conjunction with:

- *Heritage College Reference Document #B2.1 Schedule of Student Fees*<sup>3</sup>
- *General and Vocational Colleges Act*.<sup>4</sup>
- *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*.<sup>5</sup>

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<sup>3</sup> Copies of this document are available from Student Services.

<sup>4</sup> Copies of this document are available from the Director General's office.

<sup>5</sup> Ibid.