



**HERITAGE COLLEGE
BYLAW #7**

**CONCERNING
THE COLLECTION OF ADMINISTRATIVE FEES**

COMING INTO FORCE: March 16, 1999
REVISED: February 22, 2011
ADMINISTRATOR: Director of Student Services

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Preamble¹

The present bylaw is established in conformity with the provisions of articles 19.1 and 24.5 of the *General and Vocational Colleges Act* and the applicable Ministry guidelines.

ARTICLE 1

Purpose

To cover the cost of additional services offered to all students or requested by specific users.

ARTICLE 2

Application

This bylaw applies to students of Heritage College.

ARTICLE 3

Provisions

3.1 Fees

3.1.1 Special Fees

Full-time students in Regular Education will be required to pay a special fee of \$80.00 per semester or \$10.00 per course for part-time students. Full-time students in Continuing Education will be required to pay a special fee of \$72.00 per semester or \$10.00 per course for part-time students.

The special fee is collected from all students at the time of course confirmation (or registration for Continuing Education students). More information about this fee may be found in reference document #B7.1.

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.

3.1.2 User Fees

These fees only apply to specific users and are payable by the user requiring the extra service at the time of the request. These fees are listed in reference document #B7.1 and are non-refundable.

3.2 Information

The College will inform students of the present bylaw each semester.

ARTICLE 4

Roles and Responsibilities

4.1 Director of Student Services

The Director of Student Services is responsible for administering this bylaw insofar as it relates to Regular Education.

4.2 Associate Academic Dean

Academic Services is responsible for approving fees generated by programs and courses.

4.3 Director of Continuing Education

The Director for Continuing Education is responsible for administering this bylaw insofar as it relates to Continuing Education.

¹ See the Glossary for explanations of frequently-used terms.

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4.4 Board of Governors

The Board of Governors adopts the present bylaw and all revisions thereto.

**ARTICLE 5
Revision**

This bylaw will be reviewed and, if necessary, revised at least every five (5) years, or when deemed necessary by government requirements or by the Board.

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GLOSSARY

Special Fee: an amount set by the College to cover the minimum cost of a service offered to all students at large.

User Fee: an amount set by the College to cover the cost of a service requested by a specific user which is over and above the corresponding basic services already provided.

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Related Document(s)

This document is to be used in conjunction with:

- *Heritage College Reference Document #B7.1*²
- *Heritage College Bylaw #5 concerning Support for Student Success*³

² Copies of this document are available from Student Services.

³ Ibid.