



TO: THE BOARD OF GOVERNORS
FROM: PATRICIA FRANCE, PRESIDENT
DATE: MARCH 24, 2020
RE: 2020-2021 FINANCIAL PLAN REPORT
SECTOR: FINANCE
MARC JONES, VICE PRESIDENT & CHIEF FINANCIAL OFFICER

AIM:

To obtain Board approval for the 2020-2021 Financial Plan Report.

BACKGROUND:

The proposed 2020-2021 Financial Plan Report incorporates the following financial information:

1. Statement of Operations Budget
2. Statement of Financial Position Projection
3. Non-Committed Cash Projection
4. Financial Sustainability Metrics
5. Student Fee Structure: 2020-2021 Academic Year

RECOMMENDATION:

IT IS RECOMMENDED THAT the Board of Governors approve the 2020-2021 Financial Plan Report.

STATEMENT OF OPERATIONS BUDGET

EXECUTIVE SUMMARY (Schedule I)

The purpose of the Financial Plan Report is to highlight the operating plan for the next fiscal year to the Board of Governors. The Financial Plan Report is consistent with the operational requirements and capital expenditures framework of the current Strategic Directions.

The Mid-Year Review 2019-20 budget approved by the Board on November 26, 2019 provided for a surplus position of \$11,134,000. The Statement of Operations Budget for 2020-21 is projecting a surplus of \$25,366,000, representing an increase of \$14,232,000 over the Mid-Year Review 2019-20 budget.

The projection for total operating and ancillary revenue for 2020-21 is \$267,759,000, representing an increase of \$58,263,000 or 28% over the Mid-Year Review 2019-20 budget of \$209,496,000.

The projection for total operating and ancillary expenditures for 2020-21 is \$242,393,000 representing an increase of \$44,031,000 or 22% over the Mid-Year Review 2019-20 budget of \$198,362,000.

CHANGES TO REVENUE (Schedule II)

The following highlights the major changes in revenue compared to the Mid-Year Review 2019-20 budget:

- Total MCU Operating Grants decreased by \$3,838,000 or 9% of the Mid-Year Review 2019-20 budget primarily due to the following:
 - Increase in the International Student Recovery program due to planned higher international student enrolment.
 - Appropriate planning to reflect 2020-21 being the first year of SMA3 performance based funding.
- Total Contract Income is consistent with the Mid-Year Review 2019-20 budget. Some variances include the following.
 - Increase in Apprenticeship and School College Work Initiative funding.
 - Decrease in Employment Ontario and Second Career funding.

- Total Tuition revenue increased by \$44,743,000 or 40% of the Mid-Year Review 2019-20 budget due to the following:
 - Increase in domestic post-secondary tuition revenue of \$900,000 or 2%, based on an enrolment projection of 7,595 domestic students. This is consistent with the Day 10 Fall 2019 enrolment of 7,552, and includes the frozen tuition mandated byMCU.
 - Increase in international post-secondary tuition revenue of \$10,250,000 or 15% based on an enrolment projection of 4,790 international students. This is a planned increase of 14% or 602 students from the Day 10 Fall 2019 enrolment of 4,188, and includes an average tuition fee increase of 3%.
 - Increase in Public College Private Partnership (PCPP) revenue of \$33,664,000 or 188% based on an enrolment projection of 3,000 international students. This is a planned increase of 178% or 1,923 students from the Day 10 Fall 2019 enrolment of 1,077, and includes an average tuition fee increase of 3%.
- Total “Other” income increased by \$16,389,000 or 53% of the Mid-Year Review 2019-20 budget due to the following:
 - Increase in Acumen revenue of \$11,712,000 due to enrolment growth that began with the Winter 2020 semester.
 - Increase in Investment Income of \$1,300,000 due to higher cash and temporary investment balances associated with International and PCPP tuition revenue.
 - Increase in Divisional Income of \$3,158,000 primarily due to higher international health insurance plan fees resulting from increased international studentenrolment.

CHANGES TO EXPENDITURES (Schedule III)

The following highlights the major changes in expenditures compared to the Mid-Year Review 2019-20 budget:

- Total Salaries & Benefits increased by \$1,445,000 or 2% of the Mid-Year Review 2019-20 budget due to the following:
 - Increase in Administrative Full-Time salaries: \$259,000
 - Increase in Administrative Part-Time salaries: \$288,000
 - Increase in Faculty Full-Time salaries: \$1,725,000
 - Decrease in Faculty Part-Time salaries: \$1,605,000

- Increase in Support Full-Time salaries: \$347,000
- Increase in Support Part-Time salaries: \$160,000
- Increase in Fringe Benefits of \$271,000 due to the above salary increases and rising benefit costs.
- Total Non-Salary Expenditures increased by \$41,612,000 or 45% of the Mid-Year Review 2019-20 budget is primarily due to the following:
 - Increase in Contracted Educational Services: \$36,149,000
 - Increase in Contracted Services Other: \$2,544,000
 - Increase in Insurance: \$1,971,000
 - Increase in Amortization: \$1,957,000

CHANGES IN ANCILLARY OPERATIONS (Schedules IV - A & B)

The total Ancillary Operations surplus is consistent with the Mid-Year Review 2019-20 budget due to the following:

- Higher surpluses from the Windsor Residence and Parking Operations, which is mostly offset by higher deficits at the St. Clair College Centre for the Arts and Varsity Sports.

KEY ASSUMPTIONS FOR TWO YEAR FORECAST

Similar to the 2019-20 Financial Plan Report, Administration has included a two-year forecast for its 2020-21 budget. The two year forecast is included in the Statement of Operations, Schedules I to IV. The following are the key assumptions used to create the two year forecast:

- Revenues:
 - MCU Operating Grants remain consistent overall but reflect the annual reallocation of funding between the enrolment and differentiation envelopes.
 - Contract Income remains consistent, with the potential removal of the Second Career grant.
 - Total Tuition changes as follows:
 - Domestic tuition remains static as it is unknown whether or not the Ministry will remove the tuition freeze.
 - Increasing International and PCPP tuition to reflect average annual tuition increase of 3% and enrolment growth.
 - Other Income remains consistent, with the exception of Acumen revenue.
- Expenditures:
 - Total Salaries and Benefits increase due to compensation adjustments, collective bargaining agreement settlements, and rising benefit costs.
 - Non-Salary expenditures increase due to inflation, agent commissions to support international recruitment, and contracted educational services as a result of flowing funds to our PCPP.

SCHEDULE I

St. Clair College of Applied Arts and Technology Statement of Operations Summary: 2020-21 (\$ in 000's)					
	A MYR Income Statement 2019-20 \$	B Budget Income Statement 2020-21 \$	B - A Variance \$	Forecast	
				Income Statement 2021-22 \$	Income Statement 2022-23 \$
REVENUE					
MCU Operating Grants	42,907	39,069	(3,838)	40,949	40,449
Contract Income	12,454	12,444	(10)	12,194	12,194
Tuition	112,911	157,654	44,743	169,814	184,627
Other	30,701	47,091	16,389	48,143	51,542
Total Operating Revenue	198,973	256,258	57,284	271,100	288,812
Total Ancillary Revenue	10,522	11,501	979	11,514	11,604
TOTAL REVENUE	209,496	267,759	58,263	282,614	300,415
EXPENDITURES					
Salaries & Benefits	96,063	97,508	1,445	99,035	100,570
Non Salary Expenditures	92,889	134,502	41,612	146,524	162,544
Total Operating Expenditures	188,952	232,010	43,058	245,559	263,114
Total Ancillary Expenditures	9,410	10,383	973	10,479	10,577
TOTAL EXPENDITURES	198,362	242,393	44,031	256,038	273,690
TOTAL SURPLUS / (DEFICIT)	11,134	25,366	14,232	26,576	26,725

SCHEDULE II

St. Clair College of Applied Arts and Technology Statement of Revenue: 2020-21 (\$ in 000's)						
	A MYR Income Statement 2019-20 \$	B Budget Income Statement 2020-21 \$	B - A Variance \$		Forecast Income Statement 2021-22 \$	Income Statement 2022-23 \$
	REVENUE					
Enrolment Envelope: see note 1	42,767	31,306	(11,461)		29,417	24,927
Differentiation Envelope: see note 2	2,216	11,446	9,231		15,716	20,206
Special Purpose / Other Grants: see note 3	(2,076)	(3,684)	(1,608)		(4,184)	(4,684)
Total MCU Operating Grants	42,907	39,069	(3,838)	-9%	40,949	40,449
Apprenticeship	3,680	3,791	111		3,791	3,791
Canada Ontario Jobs Grant	560	560	-		560	560
Employment Ontario	3,186	3,079	(107)		3,079	3,079
Youth Job Connection	1,354	1,337	(16)		1,337	1,337
Literacy & Basic Skills	1,386	1,386	-		1,386	1,386
School College Work Initiative	1,731	1,975	245		1,975	1,975
Second Career	420	250	(170)		-	-
Other: see note 4	138	65	(73)		65	65
Total Contract Income	12,454	12,444	(10)	0%	12,194	12,194
Post Secondary - Domestic	24,100	25,000	900		25,000	25,000
Post Secondary - International	68,750	79,000	10,250		81,370	83,811
Post Secondary - PCPP	17,926	51,590	33,664		61,380	73,752
Continuing Education	2,135	2,064	(71)		2,064	2,064
Total Tuition	112,911	157,654	44,743	40%	169,814	184,627
Investment Income	3,200	4,500	1,300		4,500	4,500
Contract Training	324	450	127		450	450
International Projects	1,014	450	(564)		450	450
Acumen	7,000	18,712	11,712		20,394	23,793
Other: see note 5	1,880	1,939	59		1,939	1,939
Technology Access Fee	630	630	-		-	-
Divisional Income	11,079	14,237	3,158		14,237	14,237
Amortization of DCC	5,575	6,172	597		6,172	6,172
Total Other	30,701	47,091	16,389	53%	48,143	51,542
Total Revenue Before Ancillary	198,973	256,258	57,284		271,100	288,812
Ancillary Revenue	10,522	11,501	979	9%	11,514	11,604
TOTAL REVENUE	209,496	267,759	58,263	28%	282,614	300,416

SCHEDULE III

**St. Clair College of Applied Arts and Technology
Statement of Expenditures: 2020-21
(\$ in 000's)**

EXPENDITURES	A	B	B - A Variance		Forecast	
	MYR	Budget			Income	Income
	Income Statement 2019-20 \$	Income Statement 2020-21 \$			Statement 2021-22 \$	Statement 2022-23 \$
Administrative: Full-Time	7,080	7,339	259		7,716	8,093
Administrative: Part-Time	1,592	1,880	288		1,899	1,918
Faculty: Full-Time	31,984	33,709	1,725		34,046	34,387
Faculty: Part-Time	16,541	14,937	(1,605)		15,086	15,237
Support: Full-Time	15,234	15,581	347		15,761	15,944
Support: Part-Time	6,235	6,394	160		6,458	6,523
Fringe Benefits	17,396	17,667	271		18,067	18,467
Total Salaries & Benefits	96,063	97,508	1,445	2%	99,035	100,570
Advertising & Promotion	2,897	2,709	(188)		2,723	2,737
Contracted Cleaning Service	2,986	2,945	(41)		3,004	3,064
Contracted Educational Services	20,370	56,519	36,149		66,309	78,681
Contracted Services Other	16,317	18,860	2,544		19,426	20,799
Equipment Maintenance & Repairs	2,901	3,099	198		3,161	3,224
Equipment Rentals	3,007	3,003	(4)		3,063	3,124
Instructional Supplies	5,081	4,965	(116)		5,014	5,065
Insurance	5,513	7,484	1,971		7,633	7,786
Janitorial & Maintenance Supplies	505	502	(3)		512	523
Memberships & Dues	589	615	25		627	639
Municipal Taxes	915	943	28		943	943
Office Supplies	939	956	17		975	995
Premise Rental	1,767	1,724	(43)		1,732	1,741
Professional Development	557	569	12		605	614
Security Services	2,045	2,045	(1)		2,085	2,127
Stipends & Allowances	2,665	2,443	(222)		2,443	2,443
Student Assistance: 30% Tuition	1,932	2,032	100		2,032	2,032
Travel	1,241	1,187	(54)		1,211	1,235
Utilities	4,895	4,900	5		4,998	5,098
Other: see note 6	5,370	4,649	(721)		4,672	4,695
Amortization	10,397	12,354	1,957		13,354	14,979
Total Non-Salary Expenditures	92,889	134,502	41,612	45%	146,524	162,544
Total Operating Expenditures	188,952	232,010	43,058	23%	245,559	263,114
Ancillary Expenditures	9,410	10,383	973	10%	10,479	10,577
TOTAL EXPENDITURES	198,362	242,393	44,031	22%	256,038	273,690

SCHEDULE IV A

St. Clair College of Applied Arts and Technology						
Statement of Ancillary Revenue and Expenditures: 2020-21						
(\$ in 000's)						
	A	B			Forecast	
	MYR	Budget			B - A	Income
	Income	Income	Variance		Statement	Statement
	Statement	Statement			2021-22	2022-23
	2019-20	2020-21			2021-22	2022-23
	\$	\$	\$		\$	\$
<u>Ancillary: Revenue</u>						
Beverage Supplier	50	77	27		77	77
Bookstore - Windsor & Chatham	280	225	(55)		150	150
Cafeteria - South Campus	31	-	(31)		-	-
Green Giants	150	150	-		150	150
IRCDSS Special Events & Projects	125	125	-		125	125
Lockers Administration	48	48	-		48	48
Parking Lots	1,399	1,760	361		1,778	1,795
Residence - Windsor	3,176	3,393	217		3,427	3,461
Sky Volleyball	80	249	169		249	249
St. Clair College Centre for the Arts	3,983	3,685	(298)		3,722	3,759
Varsity Sports - Windsor	925	1,260	335		1,260	1,260
Sports Park	-	230	230		230	230
Woodland Hills Golf Course	275	300	25		300	300
Total Revenue	10,522	11,501	979	9%	11,514	11,604
<u>Ancillary: Expense</u>						
Green Giants	150	150	-		150	150
IRCDSS Special Events & Projects	116	116	-		116	116
Parking Lots	1,230	1,372	142		1,386	1,400
Residence - Windsor	2,476	2,478	2		2,503	2,528
Residence - Chatham	60	45	(15)		45	45
Sky Volleyball	80	249	169		249	249
St. Clair College Centre for the Arts	3,903	3,845	(58)		3,903	3,961
Varsity Sports - Windsor	1,150	1,600	450		1,600	1,600
Sports Park	-	230	230		230	230
Woodland Hills Golf Course	245	298	53		298	298
Total Expenditures	9,410	10,383	972	10%	10,479	10,577

SCHEDULE IV B

**St. Clair College of Applied Arts and Technology
Statement of Ancillary Operations Surplus/(Deficit): 2020-21
(\$ in 000's)**

	A	B	B - A	Forecast	
	MYR	Budget		Income	Income
	Statement	Statement		Statement	Statement
	2019-20	2020-21	Variance	2021-22	2022-23
	\$	\$	\$	\$	\$
Beverage Supplier: Revenue	50	77	27	77	77
Bookstore - Windsor & Chatham: Revenue	280	225	(55)	150	150
Cafeteria - South Campus: Revenue	31	-	(31)	-	-
Sky Volleyball: Revenue	80	249	169	249	249
Sky Volleyball: Expenditures	80	249	169	249	249
	-	-	-	-	-
Green Giants: Revenue	150	150	-	150	150
Green Giants: Expenditures	150	150	-	150	150
	-	-	-	-	-
Lockers Administration: Revenue	48	48	-	48	48
IRCDSS Special Events & Projects: Revenue	125	125	-	125	125
IRCDSS Special Events & Projects: Expenditures	116	116	-	116	116
	9	9	-	9	9
Parking Lots: Revenue	1,399	1,760	361	1,778	1,795
Parking Lots: Expenditures	1,230	1,372	142	1,386	1,400
	169	388	219	391	395
Residence - Windsor: Revenue	3,176	3,393	217	3,427	3,461
Residence - Windsor: Expenditures	2,476	2,478	2	2,503	2,528
	700	915	215	923	933
Residence - Chatham: Expenditures	60	45	(15)	45	45
St. Clair College Centre for the Arts: Revenue	3,983	3,685	(298)	3,722	3,759
St. Clair College Centre for the Arts: Expenditures	3,903	3,845	(58)	3,903	3,961
	80	(160)	(240)	(180)	(202)
Varsity Sports - Windsor: Revenue	925	1,260	335	1,260	1,260
Varsity Sports - Windsor: Expenditures	1,150	1,600	450	1,600	1,600
	(225)	(340)	(115)	(340)	(340)
Sports Park: Revenue	-	230	230	230	230
Sports Park: Expenditures	-	230	230	230	230
	-	-	-	-	-
Woodland Hills Golf Course: Revenue	275	300	25	300	300
Woodland Hills Golf Course: Expenditures	245	298	53	298	298
	30	2	(28)	2	2
Total Revenue	10,522	11,501	979	11,514	11,604
Total Expenditures	9,410	10,383	973	10,479	10,577
Surplus	1,112	1,118	6	1,035	1,027

Notes: Statement of Revenue & Expenditures

Note 1 REVENUE: Enrolment Based Envelope

Core Operating Grant

Note 2 REVENUE: Differentiation Envelope

Performance / Outcomes Based Grant

Note 3 REVENUE: Special Purpose / Other Grants

Accessibility Funding for Disabled Students

Clinical Education

Collaborative Nursing

International Student Recovery

Municipal Taxes

Mental Health Worker and Services

Note 4 REVENUE: Other

Indigenous Student Success Fund

Womens Campus Safety

WSIB

Youth Job Link

Note 5 REVENUE: Other

Administration Fees

Apprenticeship Classroom Fees

CT In-Service Teacher Training

Graduation Fees

Miscellaneous Income

Termination Gratuity Fees

Unrestricted Donations

Note 6 EXPENDITURES: Other

Audit Fees

Bad Debt Expense

Bank Charges

Building Repairs & Maintenance

Capital Non-Depreciable

College Employer Council

Field Studies

Food Expense

Grounds Maintenance

Learning Resource Material

Long-Term Debt - Interest

Postage

Professional Fees

Staff Employment

Student Scholarships: Other

Telephone

Vehicle Expenses

STATEMENT OF FINANCIAL POSITION PROJECTION

The intent of this report is to provide the Board with a forecast of our 2020-21 financial position at the end of the College's fiscal year in regards to Assets, Liabilities and Net Assets, based on information known when the budget was developed.

St. Clair College of Applied Arts and Technology
Statement of Financial Position
(\$ in 000's)

	3/24/2020	11/26/2019
	Budget	Mid-Year
	2020-21	2019-20
1 Assets	422,159	343,275
11 Cash and Cash Equivalents	178,105	128,636
12 Accounts Receivable	11,384	11,384
14 Other Current Assets	6,509	3,009
15 CIP	5,105	5,174
16 Tangible Capital Assets	385,587	347,266
161 Land	7,058	7,058
162 Site Improvements	22,728	14,913
163 Building	259,968	232,868
164 Furniture and Equipment	90,658	87,252
165 IT	-	-
169 Other TCA	5,175	5,175
17 Tangible Capital Asset Accumulated Amortization	(174,573)	(162,220)
172 AA Site Improvements	(10,215)	(8,757)
173 AA Building	(81,251)	(75,915)
174 AA Furniture and Equipment	(80,393)	(75,615)
179 AA Other TCA	(2,713)	(1,932)
18 Long Term Receivable	-	-
19 Investments and Other Long term Assets	10,044	10,027
2 Liabilities	269,220	220,155
21 Bank Indebtedness	-	-
22 Accounts Payable and Accrued Liabilities	21,864	21,748
221 Accounts Payable and Accrued Liabilities	20,472	20,472
222 Accrued Interest	24	46
223 Current Portion of Long term liabilities	1,368	1,229
23 Deferred Revenue	86,713	56,271
231 Deferred Revenue	15,088	14,618
232 Deferred Tuition Revenue	71,625	41,654
24 Restricted Contribution	1,182	1,182
25 Deferred Capital Contributions	141,721	120,549
26 Capital Lease	-	-
27 Debt	13,970	16,635
29 Other Long Term Liabilities	3,770	3,770
3 Net Assets	152,939	123,120
31 Unrestricted Net Assets	37,732	39,710
32 Internally Restricted Net Assets	46,238	20,550
33 Investment in Capital Assets	59,758	53,666
36 Restricted Contributions	-	-
37 Endowments	9,211	9,194
38 Accumulated Re-measurement Gain & Losses	-	-
Assets - Liabilities - Net Assets	-	-

NON-COMMITTED CASH PROJECTION

The intent of this report is to provide the Board with an indication of our 2020-21 non-committed cash surplus position at the end of the College's fiscal year. The report also identifies the capital projects that are funded from operating reserves, and funds being allocated towards internal reserves.

St. Clair College of Applied Arts and Technology
Non-Committed Cash Projection
(\$ in 000's)

	MYR 2019-20 \$	Budget 2020-21 \$	Variance \$
Unrestricted Net Assets, Prior Year ^{1}	52,187	45,169	(7,018)
Operating			
Budget Surplus	11,134	25,366	14,232
Amortization (net)	4,822	6,181	1,359
Adjusted Budget Surplus	15,956	31,548	15,592
Capital			
Grant Revenues ^{2}	1,232	1,321	89
Grant Expenditures ^{2}	(1,232)	(1,321)	(89)
Funded by Operating (Reserves)	(16,500)	(12,000)	4,500
Funded by Loan Facility	(5,000)	(5,000)	-
Net Outlay for Capital	(21,500)	(17,000)	4,500
Debt			
Repayment of Long-Term Debt	(1,229)	(1,297)	(68)
Proceeds from Long-Term Debt	5,000	5,000	-
Net Change in Long-Term Debt	3,771	3,703	(68)
iii. Other:			
Internally Restricted	(20,550)	(25,688)	(5,138)
Net Change in Other	(20,550)	(25,688)	(5,138)
Unrestricted Net Assets, End of Year ^{1}	29,864	37,732	7,868
Unrestricted Net Assets Adjustment^{1}	(6,641)	(6,400)	241
Non-Committed Cash Projection ^{1}	23,223	31,332	8,109

^{1}The College uses its unrestricted net assets balance from the prior fiscal year-end (after post-employment and vacation pay adjustments), as a planning benchmark for projecting non-committed cash. Adjustments by management are made to the projected unrestricted net assets balance to account for other estimates and assumptions for reported asset and liability amounts (i.e. collectability of student receivables).

FINANCIAL SUSTAINABILITY METRICS

The intent of this report is to provide the Board with an estimate of the 2020-21 MCU Financial Indicators based on information known when the budget was developed.

**St. Clair College of Applied Arts and Technology
Financial Sustainability Metrics**

		<u>Actual</u> <u>3/31/2019</u>	<u>Estimate</u> <u>3/31/2020</u>	<u>Estimate</u> <u>3/31/2021</u>
Annual Surplus / Deficit	greater than \$0	\$ 40,237,770	\$ 11,133,733	\$ 25,366,261
Accumulated Surplus / Deficit	greater than \$0	\$ 92,289,248	\$ 113,926,784	\$ 143,727,542
Quick Ratio	greater than 1	6.49	6.58	8.96
Debt to Asset Ratio	less than 35%	11.46%	12.62%	9.59%
Debt Servicing Ratio	less than 3%	0.90%	0.59%	0.48%
Net Assets to Expense Ratio	greater than 60%	137.43%	118.21%	117.76%
Net Income to Revenue Ratio	greater than 1.5%	20.30%	5.31%	9.47%
Number of Flags		0	0	0

STUDENT FEE STRUCTURE

The intent of this report is to provide the Board with the proposed Student Fee Structure for the 2020-2021 academic year. This annual document was prepared for the Student Fee Protocol meeting held on March 3, 2020. The Student Fee Protocol Committee is comprised of Administration, Student Representative Council Inc., Thames Student Incorporated, and the Student Athletic Association. The intent of the Committee is to approve tuition and ancillary fees, with the Ministry of Colleges and Universities regulations for the upcoming academic year. The Student Fee Structure has continued to be prepared in accordance with the Ministry of Colleges and Universities Student Choice Initiative. The Student Fee Structure forms the basis of tuition and ancillary fees for anticipated programs to be offered during the 2020-2021 academic year. This report includes the following appendices:

- Appendix A: 2020-2021 Student Fees Summary of Changes
- Appendix B: Student Fees 2020-2021

**APPENDIX A:
2020-2021 Student Fees
Summary of Changes**

2020/2021 Student Fees

Summary of Changes

Details: The proposed fee changes for the upcoming 2020-2021 academic year are limited as all Ontario Public Colleges and Universities are mandated to freeze tuition fees pertaining to all Ministry of Colleges and Universities (MCU) funded programs. This tuition freeze was outlined in the tuition fee framework that was released in early 2019. Furthermore, current ancillary fees that were created during the 2019-2020 Student Fee Protocol meeting will be maintained for the upcoming year. Student opt-outs for memberships in SRC, TSI and the Alumni Association will remain available to students.

I. Quarterly Student Fee Protocol Meetings

It is recommended that the Committee meet quarterly to share and discuss expenditures that are incurred as a result of the various service fees collected and shared amongst College partners. Quarterly meetings will encourage accountability and transparency as we will be in a better position to provide justification of each fee and associated expenditures.

II. International Tuition Fees

International tuition fees are not subject to the tuition freeze implemented by MCU in early 2019. As a result, First-Year tuition will increase by 3%. Returning Students will also incur a tuition fee increase of 3% as well.

III. Parking

Current parking rates will be increased by \$2.00/month (or \$0.50 increase per week for all permits available to students at all campuses. The changes are detailed below:

Day students requiring parking at the South, Downtown and Chatham Campuses will be assessed a parking fee of \$128.00 per semester (\$256.00 per year i.e. Fall & Winter semesters) for a general non-gated lot and \$158.00 per semester (\$316.00 per year i.e. Fall & Winter semesters) for a gated lot at South and Chatham Campuses only.

Evening students requiring parking at the Windsor and Chatham Campuses will be assessed a parking fee of \$50.00 per semester or \$22.00 per month.

In the event shorter term parking is required, a weekly permit may be purchased for \$12.50 per week.

IV. Health Insurance Fee

There are no changes to the associated fees for both domestic and international students. However, additional wording was added to the fee description to ensure students are made fully aware of fee requirements.

Domestic students: Full-time students are able to opt-out of their health insurance plan during the beginning of each academic year. See <https://wespeakstudent.com/> for details.

International students: All international students are assessed a fee of \$745.00 per year (pro-rated for programs that start in Winter \$535.00 and Spring \$335.00). The fees associated with health insurance are mandatory as a result of the coverage and benefits afforded to international students. There are no opt-out opportunities provided to international students as it relates to health insurance. All international students are assessed a pro-rated fee per semester, to a yearly maximum of \$745.00.

V. Program Material Fees

A request was sent to all Program Chairs and Coordinators to submit material and kit fee proposals for the 2020-2021 academic year. Proposals included cost estimates from potential vendors. In some instances, cost estimates were valid for shorter periods of time. At time of purchase, if actual costs are higher than anticipated, it will be our intent to make adjustments as deemed necessary. There are few material fee changes noted in the Student Fees 2020-2021, however they are denoted as New, Increase, Decrease, or No Change. Upon request, additional supporting documentation may be provided for review.

**APPENDIX B:
2020-2021
Student Fee Structure**

**Student
Fees
2020 - 2021**

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ST. CLAIR COLLEGE
REGISTRAR'S OFFICE
STUDENT FEE POLICY 2020-2021

INTRODUCTION AND ACCOUNTABILITY

This document is a statement of College Policy relating to the assessment of student fees. The annual St. Clair College fee schedule is developed by applying our internal policy guidelines to the annual policy statement issued by the Ministry of Colleges and Universities (MCU).

Recommendations for changes to this policy are forwarded to the Senior Operations Group for approval. The fee schedules resulting from the application of these policies will be forwarded annually to the Board of Governors for approval.

The Registrar is accountable for the assessment and collection of all student fees in compliance with this policy. The Fee Schedule for 2020-2021 is shown in Appendix I.

(A) TUITION FEES

1. Full-time Post-secondary Program Fees – Regulated Programs

The tuition fee charged to a full-time post-secondary student for a period of in-school activity (usually a term or semester) is defined by MCU and calculated as follows:

$$\text{S.T. F.} \times \text{T.F.F.} \times \frac{\text{Wks. per term}}{\text{Total program wks.}}$$

Where S.T.F. = Standard Tuition Fee; defined annually by MCU.

T.F.F. = Tuition Fee Factor for the specific program, as assigned by MCU.

2. Full-time Post-secondary Program Fees – Additional High Demand

At the discretion of the Board of Governors, the College can introduce additional high demand fees for programs where the Board identifies that there is demand for spaces, strong employment prospects and the expectation of high income for graduates, to a maximum of 15 per cent of College enrolment. (See Appendix II for a listing of High Demand Programs).

3. Full-time Ontario College Graduate Certificate Fees

At the discretion of the Board of Governors, additional high demand may be introduced for students in full-time Ontario College Graduate Certificate

programs. This enrolment is excluded from the 15% overall enrolment calculation.

4. Fees for Part-time Activity

a) Fully Funded Part-time Activity

The standard tuition fee for all part-time activity that is recognized for full provincial funding is assessed based on the contact hour fee as specified annually by MCU (standard part-time tuition fee = \$6.11 per hour).

b) Other Part-time Activity

Colleges may charge fees, as they deem appropriate for courses that are not recognized for full provincial funding.

NOTE: To determine full-time or part-time status, the student's total course registrations less non-funded courses will be considered in the program registration.

5. Fees for Prior Learning Assessment (PLA) Activity

Tuition fees for portfolio development courses are to be assessed as a flat rate.

In no case can the PLA fee exceed the regular course tuition fee, based on MCU's specified part-time rates.

MCU policy does not define a minimum fee (PLA fee = \$141.09).

6. Fees for Auditing Students

Colleges may charge fees, as they deem appropriate for auditing students. Auditing students are not to be included in the enrolment report for funding purposes.

7. Fees for International Students

The College defines international student fees each year. International students cannot be counted for funding purposes but are reported to MCU. International students are generally only accepted into undersubscribed programs. High demand fees are excluded from the International Student Fees.

8. U.S.A. Fees

The College has a fee policy that is applicable only to students from the United States of America. These reduced fees do not apply to oversubscribed

programs, as U.S.A. students are generally only accepted into undersubscribed programs. High demand fees are excluded from the U.S.A. Fees.

9. Special Fees

9.1 Special Reduced Fees

St. Clair College recognizes the need to accommodate the special needs of certain members of its constituency and as a result may reduce fees for some of these populations.

a) Students on Social Assistance

Eligible part-time students, day or evening, will have tuition fees assessed based on 20% of the regular tuition to a minimum of \$20.00 per course. These reductions will apply only to fully funded (MCU) courses. The College reserves the right to exclude specifically designed courses. These reductions will be subject to available space in individual course sections. There will be no reduction of applicable service fees, registration, material fees, etc.

b) College Employees and Retirees

Any full-time employee, part-time employee (who is working at least 24 hours/week during the semester in which the course is offered), or a full-time College employee who has officially retired may take a College course upon payment of a non-refundable tuition fee of \$20.00. The College reserves the right to exclude specifically designated courses. These reductions will be subject to available space in individual course sections. There will be no reduction of material fees, etc. Prior Learning Assessments (PLA) are excluded from the \$20.00 reduced fees.

c) Employee Tuition Payroll Deduction

Payroll deduction is available for full-time employees, for dependents enrolled in full-time programs. Please see College Policy for specific details.

d) Senior Discount

Seniors (age 60 and over) who register for part-time evening courses will be given a 10% discount. Seniors will be exempt from ancillary fees. There will be no reduction of material fees. These reductions will apply only to fully funded (MCU) courses. The College reserves the right to exclude specifically designated courses.

e) City of Windsor Employees

For a period of ten (10) years beginning March 2007, employees of the City of Windsor shall be permitted to enrol in any part-time credit course offered by the College at a discounted rate of thirty (30%) percent of the regular tuition charged to students for each course. The reduction is subject to space availability and provided priority of enrolment in each course shall be given to students paying full tuition. The College has approved an extension of this arrangement for the 2020-2021 academic year.

9.2 Work Experience Fees

There are three forms of work experience that impact upon a student's fee assessment – clinical training, field placement and co-operative education (see Appendix III for definitions). Where the work experience is included within a full-time program schedule, the full-time fees include the assessment of Work Experience. Clinical training is included in a student's full-time assessment. Clinical training, taken on a part-time basis, is assessed on the current hourly standard tuition fee.

Field placement is included in a student's full-time assessment. Fees for field placement courses taken by part-time students will be established by program and program requirements (i.e., cost of supervision, field placement location, specialized skills for supervisors, etc.).

Co-operative education fees will be established by program and program requirements (i.e., cost of supervision, field placement location, specialized skills for supervisors, etc.).

NOTE: Where a student is enrolled in an additional course(s)

While in a Field Placement/Co-Op semester, the regular fee assessments will apply for those courses in addition to the Field Placement/Co-Op fees.

9.3 Course Overload Fee

A student whose course load (hours of contact) exceed that normally taken by students in that academic achievement level (AAL) of the program, will be assessed fees for the overload at the previously described part-time rates.

(B) INCIDENTAL FEES

1. Tuition-Related Incidental Fees

Tuition-related incidental fees are included in the standard tuition fee. That is, having paid the required standard tuition fee, a student **cannot** be required to bear additional charges for any tuition-related fees.

Tuition-related fees include:

- Lab and shop costs
- Costs of consumable supplies and equipment and instruments not retained by the students
- Costs of mandatory field trips and mandatory field placement
- Costs of mandatory travel

2. Non-Tuition Related Incidental Fees

The College may assess non-tuition related incidental fees as described below:

- The cost of fees charged for Co-op program work semesters.
- To encourage the completion of some action by a specified deadline date (to permit College planning and resource allocation).
- To recover all, or part of the cost, of some activity requested by the student.
- To recover the cost of learning materials, equipment and/or clothing retained by the student.
- The cost of appeals, additional examinations and transcripts, graduation, parking charges and student identification cards.

A compulsory non-tuition related incidental fee is defined as a fee imposed or administered by the College in addition to standard tuition fees, which a student is required to pay in order to enrol in, or successfully complete, any course or program eligible for provincial funding. All compulsory non-tuition related incidental fees must be approved by the College's Student Fee Protocol Committee and the Board of Governors.

3. Summary of Non-Compulsory Non-Tuition Related Incidental Fees

3.1 OSAP Deferral Fee

Full-time post-secondary students, who have applied for OSAP, may request to defer their fees with a payment of \$100.00 per academic year until their OSAP application has been processed at MCU, Student Support Branch. A payment of this fee is applied towards tuition fees.

3.2 Grade Appeal Fee

Students requesting a review of a final grade will be assessed a fee of \$25.00 per course reviewed. This fee is refunded if the review is upheld.

3.3 Income Tax Receipt

All eligible students are provided with a copy of their Income Tax Receipt free of charge through the SIS. A fee of \$15.00 will be required for students requesting receipts (if applicable) for tax years prior to 2004.

3.4 Locker Fee

Students at all campuses may lease a locker for a fee of \$15.00 per semester.

3.5 Parking Fee

Day students requiring parking at the South, Downtown and Chatham Campuses will be assessed a parking fee of \$128.00 per semester (\$256.00 per year ie. Fall & Winter semesters) for a general non-gated lot and \$158.00 per semester (\$316.00 per year ie. Fall & Winter semesters) for a gated lot at South and Chatham Campuses only. Evening students requiring parking at the Windsor and Chatham Campuses will be assessed a parking fee of \$50.00 per semester or \$22.00 per month. In the event shorter term parking is required, a weekly permit may be purchased for \$12.50 per week.

3.6 Course Description Fee

A charge of \$1.00 per course description to a maximum of \$25.00 will be applied. Additional copies will be \$5.00 per set and faxed copies will be \$5.00 per course.

3.7 Credit Transfer Assessment Fee

A charge of \$25.00 per course evaluation, up to a \$100.00 maximum per submission is applicable.

4. Summary of Essential Non-Tuition Related Incidental Fees

These fees do not apply to contract training courses/programs.

4.1 Student Buildings Operating Fee - Windsor

A Student Buildings Operating Fee of \$125.00 per year will be assessed to all full-time students registered at the Windsor Campuses.

A Student Buildings Operating Fee of \$2.50 per course per semester will be assessed to all part-time students.

4.2 Student Buildings Operating Fee - Chatham

A Student Buildings Operating Fee of \$75.00 per year will be assessed to all full-time students registered at the Chatham Campus.

A Student Buildings Operating Fee of \$2.50 per course per semester will be assessed to all part-time students.

4.3 Student Centre Capital Fee - Chatham

A Student Centre Capital Fee of \$150.00 per year will be assessed to all full-time students registered at the Chatham Campus for a period of ten (10 years). This fee was approved by a TSI referendum in Fall 2015 to help with the cost of the cafeteria and student centre expansion.

4.4 Student Achievement and Records - Graduation/Transcripts

A Student Achievement and Records Fee of \$55.00 will be assessed annually to all full-time students registered at all campuses. The fee offsets the costs associated with the ongoing management and production of student records. In addition, this amount incorporates a \$35 fee related to Convocation. The total fee also includes the \$20 annual cost of producing two (2) official transcripts annually. Each individual request beyond the above will incur an additional cost of \$10.00 per copy.

All part-time students will be assessed a \$9.00 per semester fee.

4.5 Athletics and Recreation Operating Fee

An Athletics & Recreation Operating Fee of \$175.00 per year will be assessed to all full-time students registered at the Windsor and Chatham Campuses. This fee offsets the costs to support athletic intramurals, recreation, and varsity sports. This fee will be split amongst the College (67%) and SAA (33%).

An Athletics & Recreation Operating Fee of \$2.50 per course per semester will be assessed to all part-time students in a program of study.

4.6 Student Card Fee

All full-time post-secondary students will be assessed a \$20.00 student card fee. Student cards provide students with the ability to prove their student status immediately. The student card is required to access the library, computer labs, and photocopy machines. A student card fee of \$20.00 will be allocated annually for renewal and maintenance purposes.

4.7 Health Insurance Fee

All full-time domestic post-secondary students at all Campuses will be assessed a fee of \$300.00 per year (pro-rated for programs that start in Winter \$232.00 and Spring \$163.00) to cover the cost of a student health insurance plan. This \$300.00 includes a mandatory and non-refundable Accidental Death and Dismemberment fee of \$2.95. Full-time students are able to opt-out of their health insurance plan during the beginning of each academic year. See <https://wespeakstudent.com/> for details.

All international students are assessed a fee of \$745.00 per year (pro-rated for programs that start in Winter \$535.00 and Spring \$335.00). The fees associated with health insurance are mandatory as a result of the coverage and benefits afforded to international students. There are no opt-out opportunities provided to international students as it relates to health insurance. All international students are assessed a pro-rated fee per semester, to a yearly maximum of \$745.00.

4.8 Academic Support Fee

A total Academic Support Fee of \$175.00 will be assessed to all students at all campuses to provide academic support that encourages and strengthens student success. Services includes amenities such as peer tutoring, group tutoring, faculty support and walk-in services for Math and English, open computer labs, workshops, support programming, THRIVES (Toolbox for Help and Resources to Increase Value and Empower Students) and other numerous on-line resources, Orientation, etc. (This fee is split between St. Clair College (35%) and Thames Student Incorporated/Student Representative Council (65%) based on the service lead.

Included in this fee assessment are the following printing capabilities: All students will receive 250 B&W free impressions (single-sided page) each semester for academic purposes. The 250 impressions do not carry over from semester to semester. Once the 250 limit is reached each semester, the following charges will apply:

Printing fees regardless of paper size:

- Single: 15¢
- Two-sided: 20¢
- Colour Single: 30¢
- Colour Two-sided: 50¢

The Academic Support Fee of \$18.00 per course per semester will be assessed to all part-time students.

4.9 Campus Safety Fee

A Campus Safety Fee of \$25.00 will be assessed to all full-time students at all campuses to promote on-campus safety and wellness. Such programs and services may include a walk safe program, on campus programming, information and awareness.

The Campus Safety fee of \$1.00 per course per semester will be assessed to all part-time students.

4.10 Health and Counselling Fee

A Health & Counselling Fee of \$35.00 will be assessed to all full-time students at all campuses to support on-campus access to health professionals/social workers for basic medical care, mental health care and online resources to support a culture of wellness on campus. This includes online resources such as “Real Campus” and “Student Health 101”.

The Health and Counselling Fee of \$1.00 per course per semester will be assessed to all part-time students.

4.11 Athletics and Recreation - Recreation/Fitness Centre Capital Fee - Windsor

Beginning Fall 2008, a Recreation Centre Fee of \$150.00 will be assessed to all full-time students for a period of ten (10) years to offset capital construction costs. Part-time students will be assessed \$7.50 per course. The Student Representative Council Inc. has approved an extension of the capital construction fee for an additional fifteen (15) years (inclusive of Fall 2033) to enable the enhancement of recreation/fitness facilities available to students at the Windsor Campus only.

4.12 Career Services

A fee of \$20.00 per year will be assessed to all full-time students, at all campuses to support career related services made available to the broader student body, including career days, employer visits, workshops, resume clinics, information sessions, job fairs, job boards, job placement services, etc.

A Career Services Fee of \$1.00 per course per semester will be assessed to all part-time students enrolled in a program of study.

4.13 Student Buildings - Academic Tower/Student Centre Expansion Fee - Windsor

Beginning Fall 2018, an expansion/construction fee of \$100.00 per year will be assessed to all full-time Windsor students only for a period of 10 years (inclusive of Fall 2027). This fee will assist with the capital cost to build additional floors on top of the original Student Centre. This expansion coincides with the vision of the Student Representative Council Inc. Added amenities such as a pharmacy, banking facilities, etc. are being considered. In addition, the Zekelman School of Business and Information Technology will be relocated to the new tower.

4.14 Student Buildings - Healthplex Equipment Renewal Fee - Chatham

Beginning in Fall 2018, a Healthplex Equipment Renewal Fee of \$100.00 per year will be assessed to all full-time Chatham students only. This fee will be utilized to ensure the Healthplex continues to provide state of the art equipment and resources to its students.

4.15 Program Material Fees

Please refer to Appendix III for a list of applicable material fees for the 2020-2021 academic year.

4.16 Program Compulsory Fees

All full-time students in the Music Theatre – Performance program will be assessed mandatory fees of \$1,800.00 in addition to the tuition fee. This fee will be utilized specifically to offset the additional costs associated with productions and the individualized faculty sessions required in the voice and acting disciplines.

All full-time students in the International Business Management-Logistics program will be assessed a \$500.00 exam fee. This exam fee is required by the Forum for International Trade Training (FITT) for designation as a Certified International Trade Professional (CIPT).

An exam fee of \$50.00 will be assessed to all students enrolled in the International Business Management-Logistics and Supply Chain Management programs. This fee relates to the Canadian International Freight Forwarders Association (CIFFA) Advanced Certificate. Overall enrolment levels permit a reduced exam fee to be collected.

4.17 Apprenticeship Ancillary Fees

All registered full-time apprentices will pay ancillary fees like those assessed in Continuing Education. Program material fees and kit fees are applicable as deemed necessary by the School of Skilled Trades and approved by the Student Fee Protocol Committee for 2020-2021. All registered part-time apprentices will pay the associated part-time fee rates like Continuing Education.

5. Summary of Essential Membership Fees

The following list includes essential membership fees at St. Clair College.

5.1 Student Representative Council Membership Fee

A membership fee of \$50.00 is applicable for students registered at the Windsor and Ace Acumen Campuses. Please see the Student Representative Council for a list of benefits and services. This is an annual fee regardless of date of membership.

5.2 Thames Students Incorporated Inc. Membership Fee

A membership fee of \$50.00 is applicable for students registered at the Chatham Campus. Please see Thames Students Incorporated Inc. for a list of benefits and services. This is an annual fee regardless of date of membership.

5.3 Alumni Association Membership Fee

A membership of \$50.00 is applicable for students registered at all Campuses. Please see the Alumni Office for a list of benefits and services. This is an annual fee regardless of date of membership.

(C) TUITION FEE REFUNDS

1. Tuition Fee Refunds for Post-Secondary Programs

a) Canadian Citizens and Landed Immigrants

Students who officially withdraw prior to the tenth (10) day of class of the beginning of a semester will receive a refund calculated as follows:

- i) Full-time Student – assessed semester fees less \$100.00 administration fee that the College will withhold.
Part-time Student – assessed semester fees less \$25.00 administration fee per course that the College will withhold.
 - ii) Fees paid in advance for a second and subsequent semesters will be refunded in full. Students who officially withdraw after the tuition refund date (i.e., ten [10] class days for a 15-week semester), will receive a full refund of any fees paid in advance for subsequent semesters.
 - iii) For students who do not register on a semester basis (i.e., continuous intake), the principles implicit in the above policy will apply.
- b) International and U.S.A. Students

International and U.S.A. students are provided with a student visa with the understanding that the student will register, and remain, as a full-time student. The College will require proof of registration at another institution in order to process a withdrawal and refund prior to the tenth (10) day of class for the current semester. Additional bank fees (i.e. wire transfer) may be applied upon processing a refund.

- i) International and U.S.A. students who officially withdraw prior to the tenth (10) day of class of the beginning of a semester will receive a refund of full tuition paid, less the \$2432.11 administration fee and any applicable bank fees (i.e. wire transfer) the institution will incur.
- ii) For International and U.S.A. students who do not register on a semester basis (i.e. continuous intake), the principles implicit in the above policy will apply.

2. Part-time - Continuing Education

REFUND TABLE	
TIMETABLE	AMOUNT
On or after the 1st day of classes but not later than the 10 th business day of the course	100% of tuition + GST minus a \$25.00 Administration Fee (per course)
On or after the 11 th business day of the course	NO REFUND

3. Continuing Education Refund Policy

Where a course or workshop is 20 hours or less in duration, an official withdrawal must be received on, or before, the business day prior to the date of the first class. For courses, or workshops, more than 20 hours in duration:

- An official withdrawal prior to the date on which the first class occurs will result in a full refund.
- An official withdrawal on, or after, the first day of class but not later than the tenth business day of the course will result in a full refund **LESS** a \$25.00 Administration Fee per course.
- No refund will apply to an official withdrawal on, or after, the eleventh business day of the course.

A P P E N D I X I

FEE SCHEDULE 2020-2021

EXAMPLE OF ANNUAL STANDARD TUITION FEES FOR A FIRST-YEAR STUDENT							
FEES	WINDSOR	CHATHAM	INTL WINDSOR	INTL CHATHAM	USA WINDSOR	USA CHATHAM	ACE ACUMEN
Standard Tuition	2722.62	2722.62	13,640.76	13,640.76	7,841.38	7,841.38	13,640.76
Student Buildings - Windsor Building Operating	125.00	N/A	125.00	N/A	125.00	N/A	125.00
Student Buildings - Windsor - Academic Tower/Student Centre Expansion	100.00	N/A	100.00	N/A	100.00	N/A	N/A
Student Buildings - Chatham Building Operating	N/A	75.00	N/A	75.00	N/A	75.00	N/A
Student Buildings - Chatham Student Centre Capital	N/A	150.00	N/A	150.00	N/A	150.00	N/A
Student Buildings - Chatham - Healthplex Capital Equipment Renewal	N/A	100.00	N/A	100.00	N/A	100.00	N/A
Student Achievement and Records - Graduation	35.00	35.00	35.00	35.00	35.00	35.00	35.00
Student Achievement and Records - Transcripts	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Health Insurance	300.00	300.00	745.00	745.00	745.00	745.00	745.00
Athletics & Recreation - Windsor Capital	150.00	N/A	150.00	N/A	150.00	N/A	N/A
Athletics & Recreation - Windsor Operating	175.00	N/A	175.00	N/A	175.00	N/A	175.00
Athletics & Recreation - Chatham Operating	N/A	175.00	N/A	175.00	N/A	175.00	N/A
Academic Support - Student Representative Council	112.50	N/A	112.50	N/A	112.50	N/A	112.50
Academic Support - Thames Student Incorporated	N/A	112.50	N/A	112.50	N/A	112.50	N/A
Academic Support - St. Clair College	62.50	62.50	62.50	62.50	62.50	62.50	62.50
Campus Safety - Windsor Campus	25.00	N/A	25.00	N/A	25.00	N/A	25.00
Campus Safety - Chatham Campus	N/A	25.00	N/A	25.00	N/A	25.00	N/A
Career Services	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Student ID Cards	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Health & Counselling	35.00	35.00	35.00	35.00	35.00	35.00	35.00
Total Ancillary Fees	\$3,902.62	\$3,852.62	\$15,265.76	\$15,215.76	\$9,466.38	\$9,416.38	\$15,015.76

Please Note: The College reserves the right to change, amend or alter fees as necessary without notice or prejudice.

A P P E N D I X I I

H I G H D E M A N D P R O G R A M S 2 0 2 0 - 2 0 2 1

HIGH DEMAND PROGRAMS 2020-2021

Program Code

Program Name

H850/K950

Collaborative Nursing

H800

Dental Hygiene

H863/K963

Practical Nurse

H837

Medical Laboratory Science

H974

Cardiovascular Technology

H796

Diagnostic Medical Sonography

H795

Respiratory Therapy

A P P E N D I X III

MATERIAL FEES

Program	Amount	New/Change	Budget Details
B877 Fashion Design	\$375 Yr. 2	Decrease	The Tailoring Kit is required for students to complete a tailored jacket project in FAS306 in semester 3. The kit includes essential specialized supplies needed to construct a tailored jacket and meet the learning outcomes. Cost \$175.00. Photo Shoot Kit Fee: As part of the assessments in FAS411 Fashion Marketing and Presentation, the student is required to complete a photo shoot with fashion photographer, models, hair and makeup stylists. Students receive copies of the photos taken in a digital format to use for their portfolios, branding-social media and websites, media kits, line sheets, look books and marketing materials. The student uses these photos for their portfolios, promoting their brand on social media and on their websites, along with a look book or a line sheet for their collection. The student is also given a head shot of themselves to use on their website and in a press kit. A student must present a portfolio of their work to a potential employer when applying for a job in the fashion industry. Cost \$200.00.
B877 Fashion Design	\$659.50 Yr. 1	No Change	The Fashion Kit is required for all 1st year students. It includes essential specialized tools need for the industry to complete pattern drafting and sewing construction samples and projects. Students need these essential specialized tools that are not available locally. Students must use quality, industry standard tools to complete the samples and projects to meet their learning outcomes. The College is able to source this equipment and pass on the savings to each student.
T020/T026/T154 Arch/Civil/Const	\$265 Yr. 1	Increase	Hard Hat/Safety Glasses \$20 Fall Arrest Training (3 Year Certification) \$125 CVL 105 Surveying 1 Notes Package \$20 Materials for take home projects, i.e. shed \$100
B904 Sport Management	\$80 Yr. 1	New	Costs associated with High Five Principles of Healthy Childhood Development Training. This is a recreation industry related training certification that is a requirement for any person that applies for full or part time work in the recreation industry across the country. This training transpires during the Winter semester in conjunction with the course, Introduction to Recreation and Leisure.
K766 Powerline	\$2600 1 st Semester	No Change	All tools and PPE required.
H800 Dental Hygiene Year 1/2	\$2373.72 1 st Year \$2249.58 2 nd Year	Increase Increase	DH Year I - increase due to the addition of specialized instruments- implant scaler and probe, customs fees increase and IPAC changes to policy for infection control. (Increase number of gowns, masks and gloves.) DH Year II – increase in customs fee and IPAC changes to policy for infection control. (Increase number of gowns, masks and gloves.)
T855 Mechanical Eng. Tech-Industrial	\$75/yr.	No Change	Associated costs of providing students material for project assessments which are retained by the student.
T867 Mechanical Tech CAD/CAM	\$75/yr.	No Change	Associated costs of providing students material for project assessments which are retained by the student.
T867 Mechanical Tech CAD/CAM	\$612 1 st semester	No Change	\$612 – TOOLBOX & KIT Students receive a toolbox and kit as these tools are deemed necessary for their vocation.
T929 Electronics Eng Tech – Industrial Automation	\$250 Yr.1 \$210 Yr. 2 \$30 Yr. 3	No Change	Tools and components utilized for projects
T941 Power Eng Technology	\$213 Yr. 1	No Change	Personal Protective Equipment (PPE)

T974 Electro. Eng. Techn-Robotics	\$93 Yr. 1	No Change	Electrical & digital components, and PPE (locks for lock-out / tag out)
T755 Biomedical Engineering Tech	\$85 Yr.1 \$240.76 Yr. 2 \$20 Yr. 3	No Change Increase to Yr. 2 No Change	All existing kits: Electrical/digital & microprocessor components The enhanced Yr. 2 kit allows students to have their own tools, gain a knowledge of basic tools and prepare them for life in the field.
H912 Adv. Medical Esthetics	\$1450	No Change	The required kit is similar to the one provided in the Esthetician Diploma Program. The required fee will be reevaluated in the event the student enters the program immediately after completing the SCC Esthetician program.
H795 Respiratory Therapy	\$39.00 1 st Semester	No Change	Student Kit Fee
H796 Diagnostic Med Sonography	\$137.75 Yr. 1	Increase	Ergonomics Kit: The kit includes all the following items: Exercise Poster Exercise Tubing Pocket Exercise Cards Hand Strengthening Putty Cable Brace Towels
K893 OTA/PTA	\$35 1 st Semester	No Change	Goniometer (joint measuring device), a book about GPA (Gentle Persuasive Approach) and a voucher for the associated GPA training.
H258 Vet Tech	\$168/year	Decrease	Stethoscopes Name tags Bandage scissors Safety glasses HESI Exam (Offered to graduating students to evaluate their competencies before writing the Veterinary Technician National Examination. This type of assessment is only offered to educational institutions)
H915 Dental Assisting	\$1481 Yr.1	Decrease	Materials and instruments for dental students
T914 Hair Styling	\$1375 Kit \$90 Mat Fee	No Change	Kit fee containing tools and other items needed to complete the program.
T167 Motive Power	\$497 1 st Semester	No Change	Tools needed to participate in the program and during future employment.
T947/K231 Electrical Techniques	\$575 1 st Semester	No Change	Tool kit contains a newer meter that is required.
T949 Welding Techniques	\$315 A01 kit \$100 mat fee	No Change New	Tool kit. This fee offsets costs associated with weld projects that the student is permitted to keep (i.e. jack stands etc.)
H863/K963 Practical Nursing	\$89/Year	No Change	The cost of the kits are approximately \$64 per student per year. The cost of the Safe Management Training Modules is \$25. Students need to practice their skills in health assessment, catheterization, intravenous therapy, injections and sterile dressings. These kits contain the supplies for practice. Students use the kits in our labs and may practice their skills at home. This fee also offsets the cost of purchasing the Safe Management training (SMT) modules for each student that we currently buy out of instructional supplies. The SMT modules are a requirement for clinical attendance in 4th semester of the PN program as per the hospital. The training certificate is valid after the students graduate and they can take it into their jobs.
H850/K950 Collab Nursing	\$64/Year	No Change	The cost of the kits is approximately \$64 per student per year. This fee offsets the budget for material kit fees.
A887 Music Theatre	\$1800/Year	No Change	The fee will be utilized specifically to offset the additional costs associated with the full-scale productions mounted at the college's theatre spaces. The fee also addresses additional costs for individualized faculty sessions required in the voice and acting disciplines.

B999/M999 International Bus Management	\$550 1 st Semester	No Change	All full-time students in the International Business Management – Logistics Systems will be assessed a \$500.00 exam fee. This exam fee is required by the Forum for International Trade Training (FITT) for designation as a Certified International Trade Professional (CIPT). This is prepaying the exam fee for the students. The students still have to write the exam with FITT.
B831 Culinary Management	\$500 Material \$900 Kit	No Change	\$500 for food products needed in lab that students keep. \$900 for kit and uniform.
T866 Horticulture	\$385 Kit fee Yr. 1 \$20 Mat Fee/Year	No Change	The kit fee covers the cost associated with a hardhat, safety vests and glasses, pruning shears, CSA rubber boots with steel soles. In addition, all students will be required to pay a yearly material fee of \$20.00 for take home plants.
T805 Woodworking	\$200/Yr. Mat Fee	No Change	\$200.00 per year material fee to cover the cost of materials that students will retain (i.e. projects).
B912/K946 Esthetician	\$1450 kit \$135 Material Fee	No Change	The kit fee offsets costs associated with tools and safety equipment. The material fee offsets costs associated with product students are able to retain.
T876 Pre- Service Fire	\$1100 kit fee	No Change	All PPE for each student.
T954 Plumbing	\$450 Kit fee	No Change	The kit fee offsets costs associated with tools and safety equipment.
B603 Community Justice Service	\$25 Semester 1 only	No Change	Offsets costs associated with a program uniform shirt for field placement. This uniform golf shirt together with black pants obtained by each respective student is what is required of students on placement to differentiate them from the staff and clients of the said agency.
T207 HRAC	\$620.00 Kit	No Change	The kit fee offsets costs associated with tools and safety equipment.
T836 Chemical Laboratory Tech	\$200.00/Yr.	No Change	Refundable fee of \$200.00 per year for glassware utilized for experiments, less deductions based upon glassware loss and breakage.
K788 Elect. Eng. Tech	\$200 Kit in Yr. 1	New	This kit fee offsets costs associated with a set of Philips and cabinet tip slotted screwdrivers and terminal block screwdrivers and wire cutter/ strippers and pliers. A keyed padlock and a small tool bag/pouch to store the tools and lock are included. The student is responsible to store tools when not in use and keep them upon leaving the program.
Apprenticeship			
431A Mold Maker	\$55- A01 \$276-A02 \$250-A03	No Change	Take home projects.
T971 Pre-App CNC-IMM	\$644 Kit fee \$50 Mat fee	No Change	The basic tools required for start-up are purchased to allow the student a decent start in the working world.
T797 Pre-App CNC-PMC	\$565 Kit fee \$27 Mat fee	No Change	Tool kit.
430A Tool & Die Maker	\$55- A01 \$130-A02 \$150-A03	No Change	
332A Hairstylist	\$20 A01/A02	No Change	Costs of materials retained.
415A Cook	\$250- A01/A02	No Change	Costs associated with materials retained.
429A Gen Machinist	\$55- A01 \$305-A02 \$175-A03	No Change	Take home projects.

Please Note: The College reserves the right to change, amend or alter fees as necessary without notice or prejudice.

A P P E N D I X I V

DEFINITIONS

DEFINITIONS

Ancillary Fees

Fees for items not covered by the tuition fees established for a course or program of instruction that students may be required to pay upon enrolment. The Ministry approves categories of ancillary fees.

Auditing Students

Students who are registered in a course or program, but do not receive credit towards a diploma or certificate. Such students do not take examinations or receive grades. When a student audits a Ministry funded course, no Ministry funding is received.

Clinical Training

Clinical training is non-paid work experience that is supervised and monitored by, or on behalf of, St. Clair College personnel. Clinical experiences are scheduled as a part of regular program offerings.

Compulsory/Essential Ancillary Fees

Ancillary fees that a student is required to pay in order to enrol in any course or program of instruction.

Field Placement

A field placement is the work experience component of a program. While there is no hour-for-hour supervision by St. Clair College personnel, there are periodic visits to the work setting. A report may be a part of the course requirement.

Full-time Student

A full-time student is one who is registered for 66 2/3% of the courses or 70% of the hours in the suggested student program as outlined in the College Calendar. A student granted advance standing or an exemption from a course is not considered to be enrolled in the course.

High Demand Program of Instruction

A program of instruction eligible for general purpose operating grant funding for which colleges have the discretion to charge fees above the maximum permitted for regular fee programs. This discretion is allowed for applied degree, post-basic or Baccalaureate of Nursing programs and/or for basic programs that have been determined to meet each of the following three criteria:

1. there is high demand for instructional space;
2. graduates have above-average prospects for employment; and
3. graduates have the potential to earn an above-average income

International Student

An International Student for fee purposes is defined as a student who is not a Canadian or a U.S.A. citizen; not a permanent resident; not a dependent or a representative of a Foreign Government [Section 7(l) of Immigration Act]; or not a dependent of persons in Canada for the temporary exercise of their profession, trade or occupation [Section 7(l)h of Immigration Act].

Ontario Student Assistance Program (OSAP)

Supplementary financial assistance based on demonstrated financial need, operated by the province to help students from lower-income family's meet the costs of post-secondary education.

Part-time Student

A part-time student is a student who is registered for less than 66 2/3% of the courses or 70% of the hours in the suggested student program, as outlined in the College Calendar. This includes students taking Continuing Education courses.

Post Basic Program

A program designed to provide additional or advanced skills that will enhance an existing knowledge base for which a certificate, diploma or degree has been awarded.

Post-Secondary Program

A program designed for individuals who have an Ontario Secondary School Diploma or equivalent.

Semester

In the case of most full-time post-secondary programs, it is the objective to achieve two equal semesters per regular academic year, with minor variations as required.

Student Contact Hour

A unit representing one student enrolled in one required hour of instruction.

Term

A term will normally be a semester, or a quarter as determined by the student's program.

APPENDIX V

STUDENT FEE APPROVALS

In consultation with the Compulsory Ancillary Student Fee Protocol Committee, we are recommending the proposed 'Student Fees 2020-2021' be applied for the 2020-2021 academic year. We have reviewed and accept the proposed 'Student Fees 2020-2021' as presented.

Signatures:

_____ Date: _____
Student Representative
Compulsory Ancillary Student Fee Protocol Committee

_____ Date: _____
Student Representative
Compulsory Ancillary Student Fee Protocol Committee

_____ Date: _____
Chair
Compulsory Ancillary Student Fee Protocol Committee

_____ Date: _____
President, St. Clair College