



TO: BOARD OF GOVERNORS
FROM: PATRICIA FRANCE, PRESIDENT
DATE: MARCH 22, 2022
RE: 2022-2023 FINANCIAL PLAN REPORT
SECTOR: FINANCE
MARC JONES, VICE PRESIDENT & CHIEF FINANCIAL OFFICER

AIM:

To obtain Board approval for the 2022-2023 Financial Plan Report.

BACKGROUND:

The proposed 2022-2023 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 Fees: 2022-2023 Academic Year

RECOMMENDATION:

IT IS RECOMMENDED THAT the Board of Governors approve the 2022-2023 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 2021-22 budget approved by the Board on November 23, 2021 provided for a surplus position of \$20,831,041. The Statement of Operations Budget for 2022-23 is projecting a surplus of \$32,908,357, representing an increase of \$12,077,316 or 58% over the Mid-Year Review 2021-22 budget.

The projection for total operating and ancillary revenue for 2022-23 is \$296,829,105, representing an increase of \$31,224,972 or 12% over the Mid-Year Review 2021-22 budget of \$265,604,132.

The projection for total operating and ancillary expenditures for 2022-23 is \$263,920,748 representing an increase of \$19,147,658 or 8% over the Mid-Year Review 2021-22 budget of \$244,773,091

CHANGES TO REVENUE (Schedule II)

The following highlights the major changes in revenue compared to the Mid-Year Review 2021-22 budget:

- Total MCU Operating Grants decreased by \$1,916,561 or 5% of the Mid-Year Review 2021-22 budget primarily due to the following:
 - Increase in the International Student Recovery program due to planned higher international student enrolment.
 - Appropriate planning to reflect 2022-23 being the third year of SMA3 performance based funding where the funding 'freeze' is scheduled to be removed.
- Total Contract Income decreased by \$4,990,364 or 28% of the Mid-Year Review 2021-22 budget primarily due to the following:
 - The Ontario government's accelerated Personal Support Worker program ending on March 31, 2022.

- Total Tuition revenue increased by \$31,590,044 or 21% of the Mid-Year Review 2021-22 budget due to the following:
 - Increase in domestic post-secondary tuition revenue of \$9,017 or 0.04%, based on an enrolment projection of 7,006 domestic students. This is a planned increase of 5% or 315 students from the Day 10 Fall 2021 revised enrolment of 6,691 and does not reflect a tuition increase.
 - Increase in international post-secondary tuition revenue of \$21,133,672 or 32% based on an enrolment projection of 4,650 international students. This is a planned increase of 20% or 784 students from the Day 10 Fall 2021 revised enrolment of 3,866 and does not reflect a tuition increase.
 - Increase in Public College Private Partnership (PCPP) revenue of \$10,447,455 or 18% based on an enrolment projection of 3,500 international students. This is a planned increase of 16% or 476 students from the Day 10 Fall 2021 enrolment of 3,024 and does not include a tuition increase.
- Total “Other” income increased by \$2,633,381 or 5% of the Mid-Year Review 2021-22 budget due to the following:
 - Increase in PCPP Fee-for-Service revenue of \$3,179,118 due to planned enrolment above 3,000 students over the entire fiscal year.

CHANGES TO EXPENDITURES (Schedule III)

The following highlights the major changes in expenditures compared to the Mid-Year Review 2021-22 budget:

- Total Salaries & Benefits increased by \$5,637,940 or 6% of the Mid-Year Review 2021-22 budget due to increases across the following:
 - Administrative Full-Time salaries: \$367,333
 - Administrative Part-Time salaries: \$431,897
 - Faculty Full-Time salaries: \$1,371,861
 - Faculty Part-Time salaries: \$504,108
 - Support Full-Time salaries: \$1,463,830
 - Support Part-Time salaries: \$873,766
 - Fringe Benefits of \$625,145 due to the above salary increases and rising benefit costs.

The \$5,637,940 increase is due to the following:

- College organizational changes.
- Full-time positions across several constituent groups not filled during the 2021-22 year and hiring was delayed, and compensation adjustments.
- Additional part-time staffing resources to assist in addressing institutional priorities and work volumes.
- Total Non-Salary Expenditures increased by \$11,519,453 or 8% of the Mid-Year Review 2021-22 budget is primarily due to the following:
 - Increase in Contracted Educational Services: \$10,517,932
 - Increase in Contracted Services Other: \$3,715,851
 - Increase in Instructional Supplies: \$908,470
 - Decrease in Insurance: \$1,163,039
 - Decrease in Stipends & Allowances & Scholarships: \$3,917,403
 - Increase in Amortization: \$2,118,135

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

The total Ancillary Operations surplus of \$1,241,671 is an increase of \$1,918,209 from the Mid-Year Review 2021-22 deficit of \$676,538. The surplus projection is due to the following:

- The COVID-19 pandemic having a lessened impact on the revenue generating ability of the St. Clair College Centre for the Arts, Parking and Residence operations for most of the fiscal year.

SCHEDULE I

**St. Clair College of Applied Arts and Technology
Statement of Operations Summary: 2022-23**

	A MYR Income Statement 2021-22 \$	B Budget Income Statement 2022-23 \$	B - A Variance \$	
<u>REVENUE</u>				
MCU Operating Grants	41,974,027	40,057,466	(1,916,561)	
Contract Income	17,970,416	12,980,052	(4,990,364)	
Tuition	148,188,092	179,778,136	31,590,044	
Other	50,332,830	52,966,211	2,633,381	
Total Operating Revenue	258,465,365	285,781,865	27,316,499	
Total Ancillary Revenue	7,138,767	11,047,240	3,908,473	
TOTAL REVENUE	265,604,132	296,829,105	31,224,972	12%
<u>EXPENDITURES</u>				
Salaries & Benefits	93,263,632	98,901,572	5,637,940	
Non Salary	143,694,154	155,213,607	11,519,454	
Total Operating Expenditures	236,957,786	254,115,179	17,157,393	
Total Ancillary Expenditures	7,815,305	9,805,569	1,990,264	
TOTAL EXPENDITURES	244,773,091	263,920,748	19,147,658	8%
TOTAL SURPLUS / (DEFICIT)	20,831,041	32,908,357	12,077,316	58%

SCHEDULE II

St. Clair College of Applied Arts and Technology Statement of Revenue: 2022-23				
	A MYR Income Statement 2021-22 \$	B Budget Income Statement 2022-23 \$	B - A Variance \$	
REVENUE				
Enrolment Based Envelope: see note 1	25,993,959	20,501,552	(5,492,407)	
Differentiation Envelope: see note 2	18,649,371	23,740,713	5,091,342	
Special Purpose / Other Grants: see note 3	(2,669,303)	(4,184,799)	(1,515,496)	
Total MCU Operating Grants	41,974,027	40,057,466	(1,916,561)	-5%
Apprenticeship	3,634,046	3,926,656	292,610	
Canada Ontario Jobs Grant	507,216	507,216	-	
Employment Ontario	3,056,813	3,056,813	-	
Youth Job Connection	1,337,400	1,337,400	-	
Literacy & Basic Skills	1,386,172	1,386,172	-	
School College Work Initiative	1,671,242	1,671,242	-	
Second Career	450,000	450,000	-	
Other: see note 4	5,927,527	644,553	(5,282,974)	
Total Contract Income	17,970,416	12,980,052	(4,990,364)	-28%
Post Secondary - Domestic	23,853,043	23,862,060	9,017	
Post Secondary - International	66,983,601	88,117,273	21,133,672	
Post Secondary - PCPP	56,662,348	67,109,803	10,447,455	
Continuing Education	689,100	689,000	(100)	
Total Tuition	148,188,092	179,778,136	31,590,044	21%
Investment Income	4,700,000	4,700,000	-	
Contract Training	185,000	210,000	25,000	
International Projects	195,000	210,000	15,000	
PCPP Fee-for-Service	19,864,107	23,043,225	3,179,118	
Other: see note 5	1,678,999	1,777,790	98,791	
Divisional Income	17,769,123	17,323,203	(445,920)	
Amortization of DCC	5,940,601	5,701,993	(238,608)	
Total Other	50,332,830	52,966,211	2,633,381	5%
Total Revenue Before Ancillary	258,465,365	285,781,865	27,316,499	
Ancillary Revenue	7,138,767	11,047,240	3,908,473	55%
TOTAL REVENUE	265,604,132	296,829,105	31,224,972	12%

SCHEDULE III

St. Clair College of Applied Arts and Technology Statement of Expenditures: 2022-23

	A MYR Income Statement 2021-22 \$	B Budget Income Statement 2022-23 \$	B - A Variance \$	
EXPENDITURES				
Administrative: Full-Time	8,128,473	8,495,806	367,333	
Administrative: Part-Time	1,778,107	2,210,004	431,897	
Faculty: Full-Time	32,821,739	34,193,600	1,371,861	
Faculty: Part-Time	14,109,569	14,613,677	504,108	
Support: Full-Time	15,082,924	16,546,754	1,463,830	
Support: Part-Time	4,671,517	5,545,283	873,766	
Fringe Benefits	16,671,303	17,296,448	625,145	
Total Salaries & Benefits	93,263,632	98,901,572	5,637,940	6%
Advertising	2,239,891	2,424,826	184,935	
Contracted Cleaning Service	3,149,300	3,503,000	353,700	
Contracted Educational Services	59,751,673	70,269,605	10,517,932	
Contracted Services Other	17,751,149	21,467,000	3,715,851	
Equipment Maintenance & Repairs	3,671,512	3,545,306	(126,206)	
Equipment Rentals	2,700,700	2,905,033	204,333	
Instructional Supplies	5,269,183	6,177,653	908,470	
Insurance	7,378,996	6,215,957	(1,163,039)	
Janitorial & Maintenance Supplies	567,550	542,900	(24,650)	
Memberships & Dues	615,279	595,833	(19,446)	
Municipal Taxes	740,454	740,454	-	
Office Supplies	1,163,317	844,261	(319,056)	
Premise Rental	4,052,941	3,619,424	(433,517)	
Professional Development	583,538	611,786	28,248	
Security Services	2,971,500	2,678,500	(293,000)	
Stipends & Allowances & Scholarships	6,787,937	2,870,534	(3,917,403)	
Student Assistance: 30% Tuition	2,032,250	2,032,250	-	
Travel	689,115	822,810	133,695	
Utilities	4,938,300	4,928,300	(10,000)	
Other: see note 6	5,642,002	5,302,473	(339,529)	
Amortization	10,997,567	13,115,702	2,118,135	
Total Non-Salary Expenditures	143,694,154	155,213,607	11,519,453	8%
Total Operating Expenditures	236,957,786	254,115,179	17,157,393	7%
Ancillary Expenditures	7,815,305	9,805,569	1,990,264	25%
TOTAL EXPENDITURES	244,773,091	263,920,748	19,147,658	8%

SCHEDULE IV A

St. Clair College of Applied Arts and Technology Statement of Ancillary Operations: 2022-23				
	A	B		
	MYR	Budget		
	Income	Income		
	Statement	Statement	B - A	
	2021-22	2022-23	Variance	
	\$	\$	\$	
<u>Ancillary: Revenue</u>				
Beverage Supplier	20,000	70,740	50,740	
Bookstore - Windsor & Chatham	175,000	175,000	-	
Green Giants	2,000	1,000	(1,000)	
IRCDSS Special Events & Projects	119,500	129,000	9,500	
Lockers Administration	48,000	30,000	(18,000)	
Parking Lots	1,250,000	2,183,000	933,000	
Residence - Windsor	2,829,878	2,800,000	(29,878)	
Sky Volleyball	-	2,000	2,000	
St. Clair College Centre for the Arts	694,389	3,641,500	2,947,111	
Varsity Sports	1,400,000	1,400,000	-	
Sports Park	200,000	200,000	-	
Woodland Hills Golf Course	400,000	415,000	15,000	
Total Revenue	7,138,767	11,047,240	3,908,473	55%
<u>Ancillary: Expense</u>				
IRCDSS Special Events & Projects	110,000	115,000	5,000	
Parking Lots	1,579,150	1,630,570	51,420	
Residence - Windsor	2,224,150	2,200,000	(24,150)	
Residence - Chatham	95,000	95,000	-	
St. Clair College Centre for the Arts	1,883,234	3,613,822	1,730,588	
Varsity Sports	1,425,621	1,616,577	190,956	
Sports Park	200,000	200,000	-	
Woodland Hills Golf Course	298,150	334,600	36,450	
Total Expenditures	7,815,305	9,805,569	1,990,264	25%

SCHEDULE IV B

**St. Clair College of Applied Arts and Technology
Statement of Ancillary Operations Surplus/(Deficit): 2022-23**

	A	B	
	MYR	Budget	
	Income	Income	
	Statement	Statement	B - A
	2021-22	2022-23	Variance
	\$	\$	\$
Beverage Supplier: Revenue	20,000	70,740	50,740
Bookstore - Windsor & Chatham: Revenue	175,000	175,000	-
Sky Volleyball: Revenue	-	2,000	2,000
Sky Volleyball: Expenditures	-	-	-
	-	2,000	2,000
Green Giants: Revenue	2,000	1,000	(1,000)
Green Giants: Expenditures	-	-	-
	2,000	1,000	(1,000)
Lockers Administration: Revenue	48,000	30,000	(18,000)
IRCDSS Special Events & Projects: Revenue	119,500	129,000	9,500
IRCDSS Special Events & Projects: Expenditures	110,000	115,000	5,000
	9,500	14,000	4,500
Parking Lots: Revenue	1,250,000	2,183,000	933,000
Parking Lots: Expenditures	1,579,150	1,630,570	51,420
	(329,150)	552,430	881,580
Residence - Windsor: Revenue	2,829,878	2,800,000	(29,878)
Residence - Windsor: Expenditures	2,224,150	2,200,000	(24,150)
	605,728	600,000	(5,728)
Residence - Chatham: Expenditures	95,000	95,000	-
St. Clair College Centre for the Arts: Revenue	694,389	3,641,500	2,947,111
St. Clair College Centre for the Arts: Expenditures	1,883,234	3,613,822	1,730,588
	(1,188,845)	27,678	1,216,523
Varsity Sports: Revenue	1,400,000	1,400,000	-
Varsity Sports: Expenditures	1,425,621	1,616,577	190,956
	(25,621)	(216,577)	(190,956)
Sports Park: Revenue	200,000	200,000	-
Sports Park: Expenditures	200,000	200,000	-
	-	-	-
Woodland Hills Golf Course: Revenue	400,000	415,000	15,000
Woodland Hills Golf Course: Expenditures	298,150	334,600	36,450
	101,850	80,400	(21,450)
Total Revenue	7,138,767	11,047,240	3,908,473
Total Expenditures	7,815,305	9,805,569	1,990,264
Surplus/(Deficit)	(676,538)	1,241,671	1,918,209

Notes: Statement of Revenue & Expenditures

Note 1 REVENUE: Enrolment Based Envelope

Core Operating Grant

Note 2 REVENUE: Differentiation Envelope

Performance Funding

Note 3 REVENUE: Special Purpose / Other Grants

Accessibility Funding
Clinical Education
Collaborative Nursing
COVID-19 Support
International Student Recovery
Mental Health Worker and Services
Municipal Taxes

Note 4 REVENUE: Other

Access and Inclusion Program
Campus Safety
Career Ready Fund
Credit Transfer Institutional Grant
Indigenous Student Success Fund
Indigenous Targeted Initiatives Fund
Ontario Post Secondary Access and Inclusion Program
Personal Support Worker - Accelerated
Reporting Entities
WSIB

Note 5 REVENUE: Other

Administration Fees
Apprenticeship Classroom Fees
Credit Transfer Fees
CT In-Service Teacher Training
Gain/Loss on Sale of Assets
Graduation Fees
Miscellaneous Income
Termination Gratuities
Unrestricted Donations

Note 6 EXPENDITURES: Other

Audit Fees
Bad Debt
Bank Charges
Building Repairs & Maintenance
Capital Non-Depreciable
College Employer Council
Field Studies
Food Service
Grounds Maintenance
Learning Resource Material
Long-Term Debt Interest
Postage
Professional Fees
Staff Employment
Telephone
Vehicle

STATEMENT OF FINANCIAL POSITION PROJECTION

The intent of this report is to provide the Board with a forecast of our 2022-23 financial position at the end of the College's fiscal year in regard 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 Projection
(\$ in 000's)

	3/22/2022	11/23/2021
	Budget	Mid-Year
	2022-23	2021-22
1 Assets	580,631	534,074
11 Cash and Cash Equivalents	74,250	53,148
12 Accounts Receivable	10,515	10,515
14 Other Current Assets	242,172	238,727
15 CIP	17,577	24,077
16 Tangible Capital Assets	419,902	379,130
161 Land	6,086	6,086
162 Site Improvements	26,173	22,507
163 Building	279,027	247,857
164 Furniture and Equipment	102,598	96,660
165 IT	-	-
169 Other TCA	6,018	6,018
17 Tangible Capital Asset Accumulated Amortization	(196,144)	(183,028)
172 AA Site Improvements	(11,906)	(10,180)
173 AA Building	(92,977)	(86,645)
174 AA Furniture and Equipment	(86,400)	(82,128)
179 AA Other TCA	(4,861)	(4,075)
18 Long Term Receivable	-	-
19 Investments and Other Long Term Assets	12,359	11,505
2 Liabilities	371,603	351,092
21 Bank Indebtedness	-	-
22 Accounts Payable and Accrued Liabilities	60,958	60,502
221 Accounts Payable and Accrued Liabilities	58,856	58,856
222 Accrued Interest	-	201
223 Current Portion of Long term liabilities	2,102	1,444
23 Deferred Revenue	151,460	124,894
231 Deferred Revenue	8,405	8,405
232 Deferred Tuition Revenue	143,055	116,490
24 Restricted Contribution	1,968	1,968
25 Deferred Capital Contributions	133,621	135,814
26 Capital Lease	-	-
27 Debt	19,909	24,226
29 Other Long Term Liabilities	3,687	3,687
3 Net Assets	209,028	182,982
31 Unrestricted Net Assets	7,090	17,226
32 Internally Restricted Net Assets	115,851	96,992
33 Investment in Capital Assets	76,205	58,882
36 Restricted Contributions	-	-
37 Endowments	9,882	9,882
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 2022-23 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 2021-22 \$	Budget 2022-23 \$	Variance \$
Unrestricted Net Assets, Prior Year ⁽¹⁾	30,898	19,614	(11,284)
Operating			
Budget Surplus	20,831	32,908	12,077
Amortization (net)	5,057	7,414	2,357
Adjusted Budget Surplus	25,888	40,322	14,434
Capital			
Grant Revenues	6,108	3,509	(2,599)
Grant Expenditures	(6,108)	(3,509)	2,599
Funded by Unrestricted Reserves	(13,246)	(23,265)	(10,019)
Funded by Loan Facility / Levy	(18,500)	-	18,500
Asset Retirement Obligation Adjustment	-	(1,068)	(1,068)
Net Outlay for Capital	(31,746)	(24,333)	7,413
Debt			
Repayment of Long-Term Debt	(1,368)	(2,006)	(638)
Proceeds from Long-Term Debt	16,310	-	(16,310)
Net Change in Long-Term Debt	14,942	(2,006)	(16,948)
iii. Other:			
Internally Restricted Reserves	(22,757)	(26,507)	(3,750)
Net Change in Other	(22,757)	(26,507)	(3,750)
Unrestricted Net Assets, End of Year	17,226	7,090	(10,135)
Unrestricted Net Assets Adjustment ⁽¹⁾	(7,273)	(5,721)	1,552
Non-Committed Cash Projection	9,953	1,369	(8,583)

⁽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 2022-23 MCU Financial Indicators based on information known when the budget was developed.

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

		Actual	11/23/2021 Estimate	3/22/2022 Estimate
		<u>3/31/2021</u>	<u>3/31/2022</u>	<u>3/31/2023</u>
Annual Surplus / Deficit	greater than \$0	\$ 39,208,200	\$ 20,831,041	\$ 32,908,357
Accumulated Surplus / Deficit	greater than \$0	\$ 160,080,458	\$ 173,100,199	\$ 199,146,269
Quick Ratio	greater than 1	5.31	5.00	5.36
Debt to Asset Ratio	less than 35%	13.98%	16.87%	14.81%
Debt Servicing Ratio	less than 3%	0.56%	0.52%	0.66%
Net Assets to Expense Ratio	greater than 60%	144.59%	126.20%	126.09%
Net Income to Revenue Ratio	greater than 1.5%	16.48%	7.84%	11.09%
Number of Flags		0	0	0

STUDENT FEES

The intent of this report is to provide the Board with the proposed Student Fees for the 2022-23 academic year. This annual document was prepared for the Student Fee Protocol meeting held on March 4, 2022. The Compulsory Ancillary 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, within the Ministry of Colleges and Universities regulations for the upcoming academic year. The Student Fees have continued to be prepared in accordance with the Ministry of Colleges and Universities Tuition Fee Framework and Ancillary Guidelines as of September 2021. As of March 4, 2022, the Ministry has not released the Tuition Fee Framework and Ancillary Guidelines for the 2022-2023 academic year.

The Student Fees form the basis of tuition and ancillary fees for anticipated programs to be offered during the 2022-23 academic year. This report includes the following appendices:

- Appendix A: 2022-23 Student Fees Summary of Changes
- Appendix B: Student Fees 2022-23

2022/2023 Student Fees

Summary of Changes

As of March 3, 2022, MCU has not released the Tuition Fee Framework for the 2022-2023 academic year. As a result, in the event changes are required to revisit Student Fees 2022-2023, the Compulsory Ancillary Fee Protocol Committee will reconvene and establish revised Student Fees for the upcoming academic year.

The proposed fee changes for the upcoming 2022-2023 academic year are limited to ancillary fees. St. Clair College has self-imposed a tuition freeze for the 2022-2023. This freeze applies to both domestic and international tuition fees. It is anticipated that the new tuition fee framework, once announced, will coincide with this direction.

I. Non-Compulsory Non-Tuition Related Incidental Fees

- Parking Fee
 - Annual General and Premium parking passes will increase by 10%.
 - Day students requiring parking at the South, Downtown and Chatham Campuses will be assessed a parking fee of \$132.00 per semester (\$264.00 per year i.e., Fall & Winter semesters) for a general non-gated lot and \$165.00 per semester (\$330.00 per year i.e., Fall & Winter semesters) for a gated lot at South and Chatham Campuses only. In the event shorter term parking is required, a weekly permit may be purchased for \$16.50 per week or \$50.00 per month. Hourly parking in the pay and display lots is \$2.00 per hour, with a daily maximum of \$12.00 per day.

II. Mandatory Ancillary Fees

- Student Buildings Operating Fee – Windsor
 - Annual fee increased from \$160 to \$180. The increase will offset additional costs related to the student centre upgrades, eSports arena, etc.
- Student Buildings Operating Fee – Chatham
 - Annual fee increased from \$100 to \$120. The increase will offset additional costs related to the student centre operations.
- Academic Support Fee
 - Annual fee decreased from \$175 to \$155. The decrease to the fee was a result of a review/projected annual

expenditures. The breakdown between student government and St. Clair College was amended to 65/35 from 70/30 (as previously published) to reflect the actual disbursement of fees.

- Transit Windsor Bus Pass – Windsor
 - Beginning in Fall 2022, for a period of 3 academic years, all full-time students enrolling for the 2022-2023 academic year will be assessed a student fee of \$274.00 each Fall Semester. The payment of that fee will entitle them to a Transit Windsor bus pass for one full year (September 1, 2022, to August 31, 2023). Reduced fees are applicable for the January and May intakes. Opt-out opportunities exist, however this will be capped at 40% or deadline date (whichever comes first).
- Thames Students Incorporated Inc. Membership Fee
 - Increase from \$60 to \$70 for TSI membership.

III. Program Material Fees

A request was sent to all Program Chairs and Coordinators to submit material and kit fee proposals for the 2022-2023 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 adjust as deemed necessary. There are material fee changes noted in the Student Fees 2022-2023, however they are denoted as New, Increase, Decrease, or Same. Upon request, additional supporting documentation may be provided for review.

**Student
Fees
2022-2023**



TABLE OF CONTENTS

INTRODUCTION AND ACCOUNTABILITY	3
A - TUITION FEES.....	3
1. Full-time Post-Secondary Fees-Regulated Programs.....	3
2. Full-time Post-Secondary Fees-Additional High Demand	3
3. Full-time Ontario College Graduate Certificate Fees	4
4. Fees for Part-time Activity.....	4
a) Fully Funded Part-time Activity	4
b) Other Part-time Activity.....	4
5. Fees for Prior Learning Assessment (PLA) Activity.....	4
6. Fees for Auditing Students.....	4
7. Fees for International Students	4
8. U.S.A. Fees	5
9. Special Fees	5
9.1 Special Reduced Fees.....	5
a) Students on Social Assistance	5
b) College Employees and Retirees	5
c) Employee Tuition Payroll Deduction.....	5
d) Senior Discount	5
e) City of Windsor Employees.....	6
9.2 Work Experience Fees.....	6
9.3 Course Overload Fee.....	6
B - INCIDENTAL FEES.....	7
1. Tuition Related Incidental Fees.....	7
2. Non-Tuition Related Incidental Fees.....	7
3. Summary of Non-Compulsory Non-Tuition Related Incidental Fees....	7
3.1 OSAP Deferral Fee.....	7
3.2 Grade Review Fee.....	7
3.3 Income Tax Receipt.....	8
3.4 Locker Fee.....	8
3.5 Parking Fee.....	8
3.6 Course Description Fee.....	8
3.7 Credit Transfer Assessment Fee.....	8
4. Summary of Essential Non-Tuition Related Incidental Fees.....	8
4.1 Student Buildings Operating Fee - Windsor.....	8
4.2 Student Buildings Operating Fee - Chatham.....	9
4.3 Student Centre Capital Fee - Chatham.....	9
4.4 Student Achievement and Records - Graduation/Transcripts...	9
4.5 Athletics and Recreation Operating Fee.....	9
4.6 Student Card Fee.....	10
4.7 Health Insurance Fee.....	10
4.8 Academic Support Fee.....	10
4.9 Campus Safety Fee.....	11

4.10	Health and Counselling Fee.....	11
4.11	Athletics and Recreation - Recreation/Fitness Centre Capital Fee – Windsor.....	11
4.12	Career Services.....	11
4.13	Student Buildings - Academic Tower/Student Centre Expansion Fee - Windsor.....	12
4.14	Student Buildings - Healthplex Equipment Renewal Fee - Chatham.....	12
4.15	Program Material and Kit Fees.....	12
4.16	Program Compulsory Fees.....	12
4.17	Apprenticeship Ancillary Fees.....	12
4.18	Transit Windsor Bus Pass.....	13
5.	Summary of Essential Membership Fees.....	14
5.1	Student Representative Council Membership Fee.....	14
5.2	Thames Students Incorporated Inc. Membership Fee.....	14
5.3	Alumni Association Membership Fee.....	14
C -	TUITION FEE REFUNDS	15
1.	Tuition Fee Refunds for P.S. & Tuition Programs.....	15
a)	Canadian Citizens and Landed Immigrants.....	15
b)	International/USA Students.....	15
2.	Part-time - Continuing Education.....	16
3.	Continuing Education Refund Policy.....	16
 <u>APPENDICES</u>		
APPENDIX I	Fee Schedule 2022-2023.....	17
APPENDIX II	High Demand Programs 2022-2023.....	19
APPENDIX III	Material Fees.....	21
APPENDIX IV	Definitions.....	29
APPENDIX V	Student Fee Approvals.....	32

ST. CLAIR COLLEGE
REGISTRAR'S OFFICE
STUDENT FEE POLICY 2022-2023

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 2022-2023 is shown in Appendix I.

NOTE: As of March 3, 2022, MCU has not released the Tuition Fee Framework for the 2022-2023 academic year. As a result, in the event changes are required to revisit Student Fees 2022-2023, the Compulsory Ancillary Fee Protocol Committee will reconvene and establish revised Student Fees for the upcoming academic year.

(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 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 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 check with the Registrar's Office for details and available updates.

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 enroll 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 2022-2023 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. 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 to enroll 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 Compulsory Ancillary 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 \$132.00 per semester (\$264.00 per year i.e., Fall & Winter semesters) for a general non-gated lot and \$165.00 per semester (\$330.00 per year i.e., Fall & Winter semesters) for a gated lot at South and Chatham Campuses only. In the event shorter term parking is required, a weekly permit may be purchased for \$16.50 per week or \$50.00 per month. Hourly parking in the pay and display lots is \$2.00 per hour, with a daily maximum of \$12.00 per day.

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 and Ace Acumen

A Student Buildings Operating Fee of \$180.00 per year will be assessed to all full-time students registered at the Windsor and Ace Acumen Campuses. This fee will provide funds to support projects that will improve student life and learning on the campuses.

A Student Buildings Operating Fee of \$2.75 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 \$120.00 per year will be assessed to all full-time students registered at the Chatham Campus. This fee will provide funds to support projects that will improve student life and learning on the 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 \$180.00 per year will be assessed to all full-time students registered at the Windsor, Chatham and Ace Acumen Campuses. This fee offsets the costs to support athletic intramurals, recreation, and varsity sports. This fee will be split amongst the College (70%) and SSAA (30%) in Windsor; TSI and Ace Acumen will receive 100% to support intramurals and recreation activities in Chatham and the Ace Acumen Campuses.

An Athletics & Recreation Operating Fee of \$2.75 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 \$310.00 per year (pro-rated for programs that start in Winter \$237.00 and Spring \$163.00) to cover the cost of a student health insurance plan. This \$310.00 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 \$750.00 per year (pro-rated for programs that start in Winter \$540.00 and Spring \$340.00). 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 \$750.00.

4.8 Academic Support Fee

A total Academic Support Fee of \$155.00 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/general 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 \$15.00 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. Examples include wellness programming such as exam preparation support, mental health awareness and support activities, nutrition workshops and events. Online resources such as “Real Campus” and “Student Health 101” are also included.

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 \$10.00 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 updated equipment, equipment maintenance and ongoing enhancements for students to enjoy.

4.15 Program Material Fees

Please refer to Appendix III for a list of applicable material fees for the 2022-2023 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.

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 Compulsory Ancillary Student Fee Protocol Committee for 2022-2023. All registered part-time apprentices will pay the associated part-time fee rates like Continuing Education.

4.18 Transit Windsor Bus Pass

Beginning in Fall 2022, for a period of 3 academic years, all full-time students enrolling for the 2022-2023 academic year will be assessed a student fee of \$274.00 each Fall Semester. The payment of that fee will entitle them to a Transit Windsor bus pass for one full year (September 1, 2022, to August 31, 2023).

For January-start students (enrolling at the beginning of the Winter semester), an eight-month-long pass will be provided (until the end of August) for \$182.00. For May-start students (enrolling at the beginning of the Spring semester), a four-month-long pass will be provided (until the end of August) for \$91.00.

These are "universal" passes. They do not restrict ridership to transportation to and from school. They can be used on any day, at any time, to ride on any route, to go to anywhere serviced by Transit Windsor.

Students who reside in a community not serviced by Transit Windsor will have grounds to "opt-out" for this fee. Through a declaration that you live in a community other than Windsor or LaSalle (serviced by Transit Windsor) will entitle you to obtain a refund of the bus pass fee that will be reimbursed by a process outlined by the Student Representative Council (SRC).

If you are a full-time student and live in a Transit Windsor serviced area, but must drive a car to campus, you may also "opt-out" for this fee. To qualify, the student must drive their own vehicle to campus, and have purchased a college parking lot permit.

It is important to note that up to 40 percent of a semester's enrolment may "opt-out" of the new fee, based solely on the two grounds cited above. In all cases, opt-outs will be processed on a "first-come/first-served" basis, by a deadline of either September 30 or when the 40 percent cap is reached. (There will be similar deadlines for January- and May-intake enrolment.) Once that date-deadline or 40 percent limit is reached, no further opt-outs will be allowed for any reason.

Any inquiries related to the Transit Windsor Bus Pass shall be directed to the Student Representative Council (SRC).

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 \$70.00 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 \$70.00 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.

The Student Representative Council (SRC) and Thames Students Incorporated (TSI) membership fees are used to actively engage and represent all students outside of the classroom and enrich their overall college experience through orientation; educational and engaging campus events; and health and wellness focused events and workshops for personal growth both on and off campus. SRC/TSI provides access to study spaces, food services, employment and volunteer opportunities, graduation photos and other meaningful student related services.

Both student associations provide meaningful support for students throughout the academic year, including student representation to senior administration of the College. SRC/TSI consistently work and advocate for the student population to add valuable new supports.

St. Clair College encourages students to connect with their student associations through their offices or social media.

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 2022-2023

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	180.00	N/A	180.00	N/A	180.00	N/A	180.00
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	120.00	N/A	120.00	N/A	120.00	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	310.00	310.00	750.00	750.00	750.00	750.00	750.00
Athletics & Recreation - Windsor Capital	150.00	N/A	150.00	N/A	150.00	N/A	N/A
Athletics & Recreation - Windsor Operating	180.00	N/A	180.00	N/A	180.00	N/A	180.00
Athletics & Recreation - Chatham Operating	N/A	175.00	N/A	175.00	N/A	175.00	N/A
Academic Support - Student Representative Council	100.75	N/A	100.75	N/A	100.75	N/A	100.75
Academic Support - Thames Student Incorporated	N/A	100.75	N/A	100.75	N/A	100.75	N/A
Academic Support - St. Clair College	54.25	54.25	54.25	54.25	54.25	54.25	54.25
Campus Safety - Windsor Campus	15.00	N/A	15.00	N/A	15.00	N/A	15.00
Campus Safety - Chatham Campus	N/A	15.00	N/A	15.00	N/A	15.00	N/A
Career Services	10.00	10.00	10.00	10.00	10.00	10.00	10.00
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
Transit Windsor Bus Pass	274.00	N/A	274.00	N/A	274.00	N/A	N/A
SRC Membership Fee	70.00	N/A	70.00	N/A	70.00	N/A	70.00
TSI Membership Fee	N/A	70.00	N/A	70.00	N/A	70.00	N/A
Alumni Membership Fee	50.00	50.00	50.00	50.00	50.00	50.00	50.00
Total Tuition Fees	\$4,326.62	\$3,987.62	\$15,684.76	\$15,345.76	\$9,885.38	\$9,546.38	\$15,160.76

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 2 - 2 0 2 3

HIGH DEMAND PROGRAMS 2022-2023

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

2021/2022 MATERIAL/KIT FEES

Program	Amount	New/Revised/ Remove	Budget Details
B877 Fashion Design	\$375 2 nd Yr	Same	<p>2nd year students need these specialized supplies to complete their assignments and projects in semester 3.</p> <p>The 'Tailoring Kit' is needed for students to complete a tailored jacket project in FAS306 in semester 3. It includes essential specialized supplies needed to construct a tailored jacket and meet the learning outcomes. Cost \$175.00.</p> <p>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 make-up 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.</p> <p>Included in our \$200.00 photo shoots, students work with a professional fashion photographer on location at the photographer's studio. Students collaborate with the hair and make-up teams that are headed by industry professionals that work with students and graduates from the SCC Hairstyling and Esthetician programs.</p> <p>The fashion design program can offer the photo shoots at the very reasonable cost of \$200. per student due to the number of shoots that are booked through the program for this project. If a student was to individually pay for a similar set up with a photographer, hair and make-up stylists, the cost would be approximately \$500.00 minimum and up.</p>
B877 Fashion Design	\$659.50 1 st Yr	Increase	<p>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 cost is \$525</p> <p>J.J. Pizzuto's Fabric Science Swatch Kit – requesting to be included in 1st year tuition. Edition: 11th ISBN: 9781628926576 current price in SCC bookstore is \$134.50 + tax</p>
T020/T026/T154 Arch/Civil/Const	\$275 A01	Same	<p>Hard Hat/Safety Glasses \$20 Vests for Surveying \$10(currently share would like to own) Fall Arrest Training (3 Year Certification) \$125 CVL 105 Surveying 1 Notes Package \$20 Materials for projects \$100</p>
T046 Construction Mgt	\$175	Increase	<p>Current fee covers, Hard Hat, safety glasses, Safety vest, and working at Heights training/ certificate for their placements. Looking to add 125 to be able to cover the Working at Heights training by 3rd party.</p>
B904 Sport Management	\$80 1 st Yr	Same	<p>High Five (PHCD) Requesting the renewal of the 1st year, semester one only, \$80.00 certification fee for PHCD certification (Principles of Healthy Childhood Development) for Sport and Recreation Management Students Principles of Healthy Childhood Development PHCD, otherwise referred to as High Five</p>

			<p><u>What is High Five (PHCD)</u></p> <p>HIGH FIVE® is Canada's quality standard for children's programs. Before HIGH FIVE, no standard existed and there was a clear need for an innovative approach to help organizations enhance program quality and provide positive experiences for children, which would remain with them for a lifetime.</p> <p>HIGH FIVE is Canada's only comprehensive quality standard for children's sport and recreation. Founded in 2001 by Parks and Recreation Ontario (PRO), HIGH FIVE offers a holistic approach to healthy child development, based on years of research, and validated by experts in related fields.</p> <p>HIGH FIVE is a required certification for anyone interested in employment in the recreation industry. The City of Windsor is officially HIGH FIVE Accredited.</p>										
K766 Powerline	\$2658 A01	Increase	Supplier costs went up. Breakdown available upon request.										
H800 Dental Hygiene Year 1/2	\$3145.21 1 st Yr	Increase	<p>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.)</p> <p>DH Year II – increase in customs fee and IPAC changes to policy for infection control. (Increase number of gowns, masks, and gloves.)</p> <p>Breakdown available upon request.</p>										
	\$4245.39 2 nd Yr	Increase											
T855 Mechanical Eng. Tech- Industrial	\$135 1 st Yr	Same	The Current 1 st year cost is \$75 With the current issues with the cleanliness of the equipment that is reused between classes, would be beneficial to supply a helmet, gloves, and cotton jacket to the students to have as their own to keep.										
T867 Mechanical Tech CAD/CAM	\$75/Yr	Same	Expected costs of providing students material for project assessments										
T867 Mechanical Tech CAD/CAM	\$612 A01	Same	<p>\$612 – Toolbox (Breakdown available upon request.)</p> <p>It has been deemed very beneficial for students to purchase their own "kit", making them more accountable and marketable for employment, and all tools are deemed necessary for their vocation thereafter.</p> <p>Identical type, quality, size, and make of hand tools, measuring tools, and cutting tools is essential for consistent training in the lab</p>										
T929 Electronics Eng Tech – Industrial Automation	\$250 1 st Yr \$210 2 nd Yr \$30 3 rd Yr	Same	Breakdown available upon request.										
T941/T940/T942 Power Eng Tech	\$175 A01	Increase	Lab PPE requirements. This is a one-time kit which covers T940, T941, T942 (A01) and includes the following: Safety Shoes, Safety glasses, Hard Hat, Ear protection on the hard hat, 2 pair of gloves, earpieces for the 2- way radios.										
T974 Electro. Eng. Techn- Robotics	\$93 1 st Yr	Same	Breakdown available upon request.										
T826 kit fee	\$35 A01	New	Cannon project – The fee is to build a small cannon.										
B940 Hospitality	\$525 A01	Decrease	<table> <tr> <td>1.FST Basics Certification</td> <td>\$43.50</td> </tr> <tr> <td>2.Service Excellence Certification</td> <td>\$50.85</td> </tr> <tr> <td>3.Smart Serve Certification</td> <td>\$34.95</td> </tr> <tr> <td>5.Uniforms- service</td> <td>\$294.00</td> </tr> <tr> <td>6.Bartending Tool Kit</td> <td>\$101.70</td> </tr> </table>	1.FST Basics Certification	\$43.50	2.Service Excellence Certification	\$50.85	3.Smart Serve Certification	\$34.95	5.Uniforms- service	\$294.00	6.Bartending Tool Kit	\$101.70
1.FST Basics Certification	\$43.50												
2.Service Excellence Certification	\$50.85												
3.Smart Serve Certification	\$34.95												
5.Uniforms- service	\$294.00												
6.Bartending Tool Kit	\$101.70												

T755 Biomedical Engineering Tech	\$87.50 1 st Yr \$278 2 nd Yr	Increase	\$87.5 – Year 1 – All existing kits: Electrical components. The price has increased by \$2.50 to reflect inflation of the cost. \$278 – Year 2 – This Year 2 kit allows students to have their own tools, gain a knowledge of basic tools and prepare them for life in the field. The price has increase by \$8 to reflect inflation of the cost.
H912 Adv. Medical Esthetics	\$1450	Same	Identical fee applicable to the current Esthetician program. The fee will be reevaluated before the proposed launch of the program for cost saving and duplication if a student is entering the program after completing the SCC Esthetician program.
H795 Respiratory Therapy	\$59.95 1 st Yr	Increase	There has been a significant increase in cost for supplies to create the kit. All items have been searched for best price on a routine basis. Kit is necessary for students to enhance hands-on learning with basic respiratory therapy devices and to allow for their use by the student to whom the kit belongs. Equipment that would normally be disposed after one use can be used repeatedly (in lab and at home for practice) because only one person is using it. This reduces cost and maintains infection prevention and control.
H795 Respiratory Therapy	\$59.95 3 rd Yr	New	Comp Tracker Service Web based software for recording of clinical competencies. Required for Semesters 5 and 6. These reports are available to students post-graduation. <ol style="list-style-type: none"> 1. For clinical competencies, efficient recording, reviewing, and assessing completed competencies 2. Web based software accessible to the student, preceptors, and faculty at any time 3. Reporting for Accreditation is made easier with many more comprehensive reports. 4. No paper is required and makes for efficient reporting from preceptors. 5. No accessing Blackboard or problems with logging in or password expiring. 6. Much more secure for student records. 7. Students can access their results at any time in the future and download completed competencies for future reference. 8. Can monitor students with real time updates and reporting. 9. Apple or Android devices compatible 10. Support provided 24 hours per day
H796 Diagnostic Med Sonography	\$169.00 1 st Yr	Same	Ergonomics Kit \$124 The kit includes all the following items: <ul style="list-style-type: none"> • Exercise Poster • Exercise Tubing • Pocket Exercise Cards • Hand Strengthening Putty • Cable Brace Total \$124.00
H797 Cardiac Sonography	\$149 1 st Yr	New	Ergonomics Kit \$124 The kit includes all the following items: <ul style="list-style-type: none"> • Exercise Poster • Exercise Tubing • Pocket Exercise Cards • Hand Strengthening Putty • Cable Brace Total \$124.00

K893 OTA/PTA	\$45 per Year	Increase	Gentle Persuasive Approach (GPA) course fee and certificate Goniometer for joint measurement. Education on handling of clients with dementia Joint ROM measurement.
H258 Vet Tech	\$12.43 A01 \$92.98 A02 \$64.41 A04 Hesi Exam	Same A01/A02 Increase A04	1 st semester – Goggles – \$2.26, Name tags - \$10.17 2 nd semester – Stethoscope – \$91.28, Bandage scissors- \$1.70 4 th semester – Hesi exam - \$64.41 USD Total = \$169.82
H915 Dental Assisting	\$2693.04 1 st Yr	Increase	Breakdown available upon request.
T914 Hair Styling	\$1265 Kit \$90 Mat Fee	Increase Same	Student Kit \$1265 – The kit comes with all the equipment needed to complete the 1 st year fast track program and to get started in industry. It comes with 4 manikin heads which are used to teach our students many haircuts, color, and chemical services prior to live models. All kit items are used weekly in the classroom. Breakdown available upon request. Material fee \$90.00 – Students can have their hair colored in the lab monthly at no additional cost to them.
T167 Motive Power	\$535 A01	Increase	Kits provided allow a good start to tooling required in the field to get started within the job requirements See spreadsheet for breakdown
T947/K231 Electrical Techniques	\$575 A01	Same	This fee is for basic hand tools and meters that a student would be required to have when starting on the job with an Electrical Employer. These tools are also used in the lab throughout the semester. All the tools are of very high quality and therefore when the student first arrives on the jobsite, they can be confident that they have the proper tools to get started in the trade.
T949 Welding Techniques	\$315 A01 kit \$100 mat fee	Increase Same	Breakdown available upon request. Material fee offsets costs associated with weld projects, i.e., jack stands.
H299 Med Lab Technician	\$55 A03	New	Comp Tracker Service Web based software for recording of clinical competencies for 3 rd semester placements. These reports are available to students post-graduation. <ol style="list-style-type: none"> 1. For clinical competencies, efficient recording, reviewing, and assessing completed competencies 2. Web based software accessible to the student, preceptors, and faculty at any time 3. Reporting for Accreditation is made easier with many more comprehensive reports. 4. No paper is required and makes for efficient reporting from preceptors. 5. No accessing Blackboard or problems with logging in or password expiring. 6. Much more secure for student records. 7. Students can access their results at any time in the future and download completed competencies for future reference. 8. Can monitor students with real time updates and reporting. 9. Apple or Android devices compatible 10. Support provided 24 hours per day

H837 Med Lab Technology	\$110 3 rd Yr	New	<p>Comp Tracker Service Web based software for recording of clinical competencies for 5th and 6th semester placements. These reports are available to students post-graduation.</p> <ol style="list-style-type: none"> 1. For clinical competencies, efficient recording, reviewing, and assessing completed competencies 2. Web based software accessible to the student, preceptors, and faculty at any time 3. Reporting for Accreditation is made easier with many more comprehensive reports. 4. No paper is required and makes for efficient reporting from preceptors. 5. No accessing Blackboard or problems with logging in or password expiring. 6. Much more secure for student records. 7. Students can access their results at any time in the future and download completed competencies for future reference. 8. Can monitor students with real time updates and reporting. 9. Apple or Android devices compatible 10. Support provided 24 hours per day
H812 Pharmacy Technician	\$55 A04 & A06	New	<p>Comp Tracker Service Web based software for recording of clinical competencies. These reports are available to students post-graduation.</p> <ol style="list-style-type: none"> 1. For clinical competencies, efficient recording, reviewing, and assessing completed competencies 2. Web based software accessible to the student, preceptors, and faculty at any time 3. Reporting for Accreditation is made easier with many more comprehensive reports. 4. No paper is required and makes for efficient reporting from preceptors. 5. No accessing Blackboard or problems with logging in or password expiring. 6. Much more secure for student records. 7. Students can access their results at any time in the future and download completed competencies for future reference. 8. Can monitor students with real time updates and reporting. 9. Apple or Android devices compatible 10. Support provided 24 hours per day
H840/K940 Paramedic	\$110 per Year	New	<p>Comp Tracker Service Web based software for recording of clinical competencies. Required for Year I and Year II students (4 semesters). These reports are available to students post-graduation.</p> <ol style="list-style-type: none"> 1. For clinical competencies, efficient recording, reviewing, and assessing completed competencies 2. Web based software accessible to the student, preceptors, and faculty at any time 3. Reporting for Accreditation is made easier with many more comprehensive reports. 4. No paper is required and makes for efficient reporting from preceptors. 5. No accessing Blackboard or problems with logging in or password expiring. 6. Much more secure for student records. 7. Students can access their results at any time in the future and download completed competencies for future reference. 8. Can monitor students with real time updates and reporting. 9. Apple or Android devices compatible 10. Support provided 24 hours per day
H863/K963 Practical Nursing	\$610.90 A01 \$99 per Term	Same	<p>Elsevier Clinical Learning Suite (CLS) and 3 e-texts I also need to increase the basic kit fee by \$10 due to increased costs. The Elsevier CLS and 4 e-texts come to \$511.90 plus \$99 for material kits each semester (inclusive of A01 to A05).</p>
H850/K950/K963	\$74 per Year	Same	<p>The cost of the kits is approximately \$74 per student per year. This fee offsets the budget for material kit fees.</p>

H854/K954 Collab Nursing RN Chatham			
B999/M999 International Bus Management	\$500 A01 \$791 A03 \$35 A04	Same Increase Same	AAL 1 -All FT students in this program are assessed a \$500 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 must write the exam with FITT. AAL3 – The Canadian International Freight Forwarders Association (CIFFA) has revised their contract with the College. This new fee structure requires payment of \$2000 per year per campus for the license fee and an additional \$700 plus HST per student. In addition to the \$2000 per year per campus for the CIFFA license fee, the College will also be required to pay \$791 per student. This student price includes e-textbooks for the 4 CIFFA courses, online exams administered for all 4 CIFFA courses, access to online lessons for the International Transportation & Trade and the Essentials of Freight Forwarding courses and make up exams at no charge for those achieving 60%+. Students also receive connections with CIFFA members for potential job placements, access to career days, and CIFFA e-certificates. AAL 4 - IBM2000 requires use of the Descartes Import/Export Software. Cost of this this software license to the College is \$35 per student.
B009/B012 Business Marketing	\$56.50 A04	New	MRK419 uses Simple Survey, a Canadian company that provides an online marketing research web application that allows users to build and administer surveys, as well as create reports and analyze data. The price includes: 1 Soho Plan with simple survey/ 1 enterprise plan with simple survey for instructor of MRK 419 for 1 year. The subscription to a new web-based marketing research platform is essential for MRK419. This software ensures that we are teaching students current marketing research methodologies in the classroom. Through Simple Survey, students can create and administer surveys, enter data, and create reports to analyze the data and turn it into actionable marketing insights.
B831 Culinary Management	\$573.45 Material \$874 Kit	Increase in Materials Decrease in kit	\$500 for food products needed in lab. \$874 for kit and uniform see Adding FST Basics Certification \$38.50 and Smart Service Certification \$34.95
T866 Horticulture	\$400 Kit \$40.50 Mat A01	Decrease Same	Kits provided allows a good start to tooling required in the field to get started within the job requirements, material allows the students to plant products/ feed, grow plants and take it home upon completion Breakdown available upon request.
T805 Woodworking	\$200 per Year Mat Fee	Same	\$200.00 per year material fee to cover the cost of materials that students will retain (i.e., projects).
B912 Esthetician	\$1730 Kit \$135 Material Fee	Increase	Breakdown available upon request.
T876 Pre- Service Fire	\$1279 Kit fee	Decrease	Kit fee is currently \$1100. Students need certified fire helmet \$380, boots \$140, 2-gloves \$210, safety glasses \$5, hearing protection and hood \$28. For their uniform they need safety shoes \$90, 2-pants \$120, 3- tee shirts \$33, collared shirt \$49, sweatshirt \$70 and belt \$7. This brings the total to approx. \$1279 with tax.
T965 Carpentry	\$100 Kit fee	New	Fee covers material costs for cabinet, Mirror frame the students make and can take home.
T954 Plumbing	\$475 Kit fee	Increase	Kit fee covers a complete tote with tools for the trade. A great starter-kit.
T207 HRAC	\$620.00 Kit	Same	Breakdown available upon request.
T836 Chemical Laboratory Tech	\$200.00 per Year	Same	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 1 st Yr	Same	Provide a set of Philips and cabinet tip slotted screwdrivers and terminal block screwdrivers and wire cutter/ strippers and pliers. Also require a keyed padlock

			and a small tool bag or pouch to store the tools and lock in. This can be provided at a cost of \$200, student would be responsible to store tools and would keep tools upon leaving the program.
429A Gen Machinist	\$55 A01 \$305 A02 \$175 A03	Same	Material fees cover the projects that they Machine and build which they take home at the end if so desired. Fee supplies monies for the materials to build the project that they can take home should they desire to do so.
431A Mold Maker	\$55 A01 \$276 A02 \$250 A03	Same	Material fees cover the projects that they Machine and build which they take home at the end if so desired. Fee supplies monies for the materials to build the project that they can take home should they desire to do so.
403A Carpentry	\$50	New	Kit fee would cover the material costs used to build the students project/ projects that they can take home when complete if desired to do so (i.e., small doghouse).
T971 Pre-App CNC-IMM	\$560 \$50 Mat fee	Decrease	The bulk of these tools are usually purchased through the same supplier, as there are limited people to purchase them from at a reasonable value. The basic tools for the start-up are purchased to allow the student a decent start in the working world.
T797 Pre-App CNC-PMC	\$635 Kit fee \$27 Mat fee	Increase	Tool kit purchased for the class. Breakdown available upon request.
T804 Pre-App Truck & Coach	\$850	New	Tool kit purchased for the class. Breakdown available upon request.
430A Tool & Die Maker	\$55 A01 \$130 A02 \$150 A03	Same	Material fees cover the projects that they Machine and build which they take home at the end if so desired.
332A Hairstylist	\$20 A01/A02	Same	Material fee offsets costs associated with hair colors used by students monthly.
415A Cook	\$250 A01/A02	Same	
B992 CYC	\$45.20 per Year	New	Membership is \$45.20 per year. As a condition of program accreditation, the students gain access to eBooks and the professional journal (Relational Journal of Child and Youth Care). Student membership is available to students who are registered in an accredited Child and Youth Care diploma or degree program. Student memberships are valid only while the member is enrolled in their program. Upon graduation, student members would apply to Full Professional Certified Membership. This level of Student Membership will not be entitled to vote at member meetings.

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

D E F I N I T I O N S

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 enroll 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 2022-2023' be applied for the 2022-2023 academic year. We have reviewed and accept the proposed 'Student Fees 2022-2023' 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