

Student Fees

2019/2020

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ST. CLAIR COLLEGE
REGISTRAR'S OFFICE
STUDENT FEE POLICY 2019-2020

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 Training, Colleges, and Universities (MTCU).

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 2019-2020 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 MTCU 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 MTCU.

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

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 MTCU (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 MTCU's specified part-time rates.

MTCU 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 MTCU. 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 (see below) 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 (MTCU) 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 (MTCU) 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 that 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 2019/2020 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 MTCU, 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 both the South and Chatham Campus will be assessed a parking fee of \$120.00 per semester (\$240.00 per year) for a general non-gated lot and \$150.00 per semester (\$300.00 per year) for a gated lot. Evening students requiring parking at the Windsor and Chatham Campuses will be assessed a parking fee of \$45.00 per semester or \$20.00 per month.

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.

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. All post secondary 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). 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 2019/2020 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 and the Business Administration-International programs 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 similar to 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 2019/2020. All registered part-time apprentices will pay the associated part-time fee rates similar to Continuing Education.

5. Summary of Non-Essential Incidental Fees

The following list includes “Non-Essential” fees at St. Clair College. Students will be given the opportunity to opt-out of paying these non-essential fees online prior to Day 10 of the Fall semester (or semester of program intake). This date corresponds with the last date to withdrawal with a refund.

5.1 Student Representative Council Membership Fee

A membership fee of \$50.00 is optional 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 optional 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 optional 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 2019-2020

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	13,243.46	13,243.46	7,613.00	7,613.00	13,243.46
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	\$14,868.46	\$14,818.46	\$9,238.00	\$9,188.00	\$14,618.46

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 1 9 - 2 0 2 0

HIGH DEMAND PROGRAMS 2019-2020

<u>Program Code</u>	<u>Program Name</u>
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

APPENDIX III

MATERIAL FEES

PROGRAM MATERIAL AND KIT FEES 2019-2020

Program	Amount	Budget Details
B877 Fashion Design	\$475 Year 2	<p>There are two kits that are needed for 2nd year students to complete their assignments and projects in semester 3. In addition, there is a photo shoot. Details are as follows:</p> <ul style="list-style-type: none"> • Tailoring Kit • Corset Kit • Photo Shoot <p>The 'Tailoring Kit' is required for students to complete a tailored jacket project in FAS306. It includes essential specialized supplies needed for the industry to construct a jacket and meet the learning outcomes.</p> <p>The 'Corset Kit' is required for students to complete a traditional corset as part of FAS308 & FAS306. It includes essential specialized supplies needed for the industry to construct a corset and meet the learning outcomes.</p> <p>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>
B877 Fashion Design	\$659.50 Year 1	The Fashion Kit is provided to all 1st year students. It includes essential specialized tools needed for the industry to complete pattern drafting and sewing construction samples and projects.
T020/T036/T154 Arch/Civil/Const	\$265 1st Semester Only	<p>Hard Hat/Safety Glasses \$20</p> <p>Fall Arrest Training (3 Year Certification) \$125</p> <p>CVL 105 Surveying 1 Notes Package \$20</p> <p>Materials for projects \$100</p>
K766 Powerline Tech	\$2600 1st Semester Only	All tools and PPE required.
H800 Dental Hygiene Year 1/2	\$2118.91 1st Year \$2165.00 2nd Year	Based on MTCU Program Standards, NDHCB Exam, CDHO practice standards, CDHO entry to practice guidelines and CDAC Commission on Dental Accreditation of Canada.
T855 Mechanical Eng. Tech-Industrial	\$75/Yr	Project Materials retained by student.
T867 Mechanical Tech CAD/CAM	\$75/Yr	Costs of student materials for project assessments retained by the student.
T867 Mechanical Tech CAD/CAM	\$612 1 st Semester Only	Students are issued a machinist toolbox during Semester 1. Additionally, students are issued a cantilever-style millwright toolbox.
T929 Electronics Eng Tech-Industrial Automation	\$250 Year 1 \$210 Year 2 \$30 Year 3	Tools and components utilized for projects and retained by the student.
T940/T941/T942 Power Engineering	\$213 Year 1	Personal Protective Equipment (PPE) that are retained by the student.
T974 Electro. Eng. Techn-Robotics	\$93 Year 1	Electrical & digital components and PPE (locks for lock-out / tag out).
T755 Biomedical Engineering Tech	\$85 Year 1 \$70 Year 2 \$20 Year 3	Electrical/digital & microprocessor components retained by the student.

H795 Respiratory Therapy	\$39.00 1 st Semester Ony	Student Kit Fee
H796 Diagnostic Med Sonography	\$129 Year 1	Ergonomics Kit & Towels The kit includes all of the following items: <ul style="list-style-type: none"> • Exercise Poster • Exercise Tubing • Pocket Exercise Cards • Hand Strengthening Putty • Cable Brace • Towels
K893 OTA/PTA	\$35 1 st Semester Only	Goniometer (joint measuring device), a book about GPA (Gentle Persuasive Approach) and a voucher for the associated GPA training.
H258 Vet Tech	\$179/Yr	Stethoscopes Name tags Bandage scissors Safety glasses Hesi Exam (offered to students as a means of evaluating competencies before completing the Veterinary Technician National Examination)
H915 Dental Assisting	\$1817 Year 1	Kit fee containing materials and instruments. This is a reduction from 18/19.
T914 Hair Styling	\$1375 Kit \$90 Mat Fee	Kit fee containing tools and other items needed to complete the program.
T167 Motive Power	\$497 1 st Semester Only	Tools needed to participate in the program and during future employment.
T947 Electrical Techniques	\$575 1 st Semester Only	Tool kit that contains a new meter that is required for testing.
T949 Welding Techniques	\$315 1 st Semester	Tool kit.
H863/K963 Practical Nursing	\$89/Year	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 4 th 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 Chatham	\$64/Year	The cost of the kits are approximately \$64 per student per year. This fee is to buy material kits for students to use in the lab to practice their skills. There is a kit purchased for the fall and winter semesters. This is the approximate cost of the kits per student. 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.
B831 Culinary Management	\$500 Material \$900 Kit	\$500 material fee for food products needed in lab whereby students are able to take home. \$900 for kit and uniform.
T866 Horticulture	\$385 Kit fee Year 1 Only \$20 Mat Fee/Year	The kit fee in year 1 to cover the cost of a hardhat, safety vests and glasses, pruning shears, CSA rubber boots with steel soles and projects that students will retain. In addition, all students will be required to pay a yearly material fee of \$20.00 for take home items.
T805 Woodworking	\$200 Mat fee	\$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	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	PPE
T954 Plumbing	\$450.00 Kit fee	All students enrolled in the Plumbing Techniques program will incur a \$450. See attached for breakdown.
B603 Community Justice Service	\$25 1 st Semester Only	Cost of program uniform golf shirt for field placement.
T207 HRAC	\$620.00 Kit Fee	The kit fee offsets costs associated with tools and safety equipment.
T836 Chemical Laboratory Tech	\$200.00/Year	This fee is refunded to the student less deductions based upon glassware loss and breakage.
429A Gen Machinist	\$55- A01 \$305-A02 \$175-A03	Take Home Projects.
431A Mold Maker	\$55- A01 \$276-A02 \$250-A03	Take Home Projects.
T971 Pre App CNC-IMM	\$644 Kit fee \$50 Mat fee	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	\$565 Kit fee \$27 Mat fee	To keep supplying a set of decent usable tools for the students to start out in industry.
430A Tool & Die Maker	\$55- A01 \$130-A02 \$150-A03	Take Home Projects.
332A Hairstylist	\$20 A01/A02	Product retained by the student.
415A Cook	\$250-A01/A02	Material fees similar to the Culinary Management students.

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 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(I) of Immigration Act]; or not a dependent of persons in Canada for the temporary exercise of their profession, trade or occupation [Section 7(I)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 2019-2020' be applied for the 2019-2020 academic year. We have reviewed and accept the proposed 'Student Fees 2019-2020' 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