A. Background and Definitions

Niagara College’s fees are established each academic year in accordance with the Ontario Ministry of Advanced Education and Skills Development (MAESD) fee guidelines.

Advanced Standing: Exemptions, Prior Learning Assessment and Recognition (PLAR), Credit Transfer Assessment fees apply. See the Registrar’s Office for details.

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. Categories of ancillary fees are approved by the Ministry and are outlined below.

Auditing Student: An individual who has declared attendance in a course or program of instruction on a non-participating basis and who is not seeking evaluation.

Compulsory Ancillary Fees: Fees that a student is required to pay in order to enroll in or successfully complete any course or program of instruction eligible for general purpose operating grant support.

Compulsory Program Ancillary Fees: Compulsory fees for students in applicable programs. The fees may include such elements as:

- Co-op fees
- Learning material and clothing retained by the student (e.g. computers, dental kits, etc.)
- Material used in the production of items that becomes the property of the student
- Material for which the College acts as a broker for a vendor providing material to students. In such brokering cases, fees paid by students to the College do not produce net revenue for the College, but instead are set and levied through an agreement with a vendor where the College is neither the manufacturer nor the supplier of the material provided
- Costs of mandatory field trips and/or mandatory field placement (students on mandatory field trips and field placements can be required to pay for their own meals)

Full-time Student: An individual who is enrolled in a program of instruction for at least 70 percent of the student contact hours or 66.6 percent of the courses required for the program of instruction in a given semester or reporting period. A student granted advanced standing or an exemption from a course is not considered to be enrolled in the course.
POLICY GROUP: NC800 – Student Records, Rights & Responsibilities

POLICY TITLE: Course/Program Fees & Refunds

**International Student:** A foreign national who meets the requirements that authorize enrolment in an educational institution in Canada established under the Immigration and Refugee Protection Act.

**Library Fines:** Fees for overdue Library resources or materials.

**Late Fees:** Students who fail to meet a fee deadline may be withdrawn from their course or program. If space is available, the student may be permitted to register, however, a non-refundable late fee will apply.

**Non-Compulsory Additional Fees:** Additional fees may apply for services that are not required in the normal course of study at the College. This includes but is not limited to Late Fees, etc.

**Non-Sufficient Funds (NSF) Fee:** A fee will be charged to a student’s account for any cheque returned to the College as NSF or insufficient funds for pre-authorized payment plans.

**Official Transcript:** The official transcript is a complete and accurate history of all academic activity at the College. The transcript is considered official when it has been verified as being issued by the Office of the Registrar and sent by direct transmission from institution to institution, either by electronic data interchange (EDI) or printed on the College’s official transcript paper, under the College seal and enclosed in a sealed envelope. It is at the discretion of the receiving institution whether or not to accept as official, a transcript that has received in a manner other than direct transmission from the sending institution. All other forms of transcript-like documents not transmitted directly from the Office of the Registrar, including documents such as photocopies, emails or faxes of transcripts as well as grade reports or diploma/degree audit reports, are considered unofficial. A fee will apply to fulfill official transcript requests.

**Part-time Student:** An individual who is enrolled in one or more courses but in less than 70 percent of the student contact hours or 66 2/3 percent of the courses required for a full-time program of instruction in a given semester or reporting period.

**Prior Learning Assessment and Recognition (PLAR):** A process that uses a variety of tools to help learners reflect on, identify, articulate, and demonstrate past learning. Prior learning can be acquired through study, work, and other life experiences that are not recognized through formal transfer of credit mechanisms.
POLICY GROUP: NC800 – Student Records, Rights & Responsibilities
POLICY TITLE: Course/Program Fees & Refunds

Program of Instruction: A group of related courses leading to a diploma, certificate, degree or other credential awarded by the College Board of Governors.

Student Card Replacement Fee: A fee will be charged to replace lost or stolen student cards.

Testing Fees: Fees will apply for most admissions-related tests including the Mature Student Test and other program-specific tests. See the Test Centre for details.

Tuition Deposit: A non-refundable amount that is paid as part of the student’s total tuition fees for the academic term to secure a student’s enrolment at the College.

Tuition Fees: Charged to students representing their contribution towards the operating and capital costs of academic program delivery and general overhead for the institution.

Universal Bus Pass Replacement Fee: A fee will be charged to replace a lost or stolen U-Pass. See the Student Administrative Council offices for details.

Withdrawal Fee: The withdrawal fee is the non-refundable portion of the tuition fee should a student withdraw prior to the tenth day of classes.

B. Purpose

The College Board of Governors approves tuition and ancillary fees for all programs of instruction and courses offered by the College. Fees for all programs are available on the College website and from the Office of the Registrar.

C. Policy Statements

1. A postsecondary program of instruction prescribes the number and types of courses, leading to a postsecondary certificate, diploma or degree. Upon payment of the prescribed tuition, compulsory ancillary fees and compulsory program ancillary fees, a duly registered fulltime student is entitled to receive instruction to the maximum number of courses as set out in the official program of instruction for each semester of the program.
2. Should a student wish to take one or more additional courses, fees will be charged for each course beyond the established number of courses/credits for the prescribed semester of the program of instruction.

3. Students who withdraw or are exempt from a course, may add a course of similar credit value from their program of instruction at no additional cost. They are not, however, entitled to a refund, nor are they entitled to take an additional course in future terms.

4. All tuition, compulsory and ancillary fees for all courses taken while a fulltime student, are payable in full at the time of registration.

5. In accordance with the Ontario MAESD guidelines, for domestic students, a refund for a postsecondary course or program will only be issued if a student applies in writing to the Office of the Registrar by the close of business on or before the tenth (10th) day of classes. Domestic students who have paid for future semesters will be eligible for a refund for that semester if they formally withdraw prior to tenth (10th) day of the term. The non-refundable tuition deposit of $500.00 plus any late fees will be retained. Programs that start later and/or are condensed will have different refund periods.

6. For International students, a refund for a course or program will only be issued, if a student applies in writing to the International Education Office by the close of business on or before the tenth (10th) day of classes.

7. International student refunds will be calculated based on the following formula:

   \[
   \text{Refund} = \frac{\text{Fees paid} - \text{International Student Tuition Fee} \times 500}{\text{Domestic Fees}}
   \]

8. Students who register, but subsequently choose not to attend, will be responsible for full payment of fees, unless they withdraw in writing prior to the last day to withdraw with a refund. The Withdrawal Form is available on the College’s website.

9. Students pending receipt of OSAP, are responsible for paying fees in full regardless of the outcome of their OSAP assessment. Students who are not eligible for OSAP or do not receive sufficient OSAP funding do not officially accept their OSAP agreement are not
automatically withdrawn and must do so in writing by submitting a Withdrawal Form (available on the College’s website) to the Office of the Registrar.

10. Non-attendance does not constitute withdrawal from a course or program.

11. Refunds will be processed within four (4) weeks. Refunds for OSAP-funded students will be returned directly to the National Student Loan Centre to pay down the student’s loan.

12. Withdrawal from Continuing Education courses, seminars, or general interest courses, a refund of fees, less an approved administration fee, will be processed within four (4) weeks of the date of withdrawal if the student:
   a) Withdraws from a seminar or general interest course seven (7) or more days before the start date of the course/seminar
   b) Withdraws from other courses prior to the fourteenth (14th) calendar day after the course start date, or a date specified for a particular course. No refunds will be issued after this date

13. A full refund of fees will be granted when a course is cancelled by the College, or a student is unable to attend a course due to changes initiated by the College

14. **Apprenticeship Program**: Tuition fees are set in accordance with the MAESD Apprenticeship Branch. This fee is refundable (less $100.00) if the student officially withdraws prior to the end of the first week of classes.

15. Sponsored Students must provide a letter or be documented on a class list from the sponsoring agency detailing the nature and level of support. The letter must be submitted to the Office of the Registrar prior to registration.

16. **Tuition Fees for Students with Permanent Disabilities**: A student with a permanent disability who requires a reduced course load as a learning accommodation and therefore takes additional semesters to complete a program is eligible to pay a reduced tuition fee of $20 per course once the student has paid the equivalent in tuition fees as a student completing the same program in the intake in which they were enrolled. Only the fees paid towards successfully completed courses will be included in the calculation.
POLICY GROUP: NC800 – Student Records, Rights & Responsibilities

POLICY TITLE: Course/Program Fees & Refunds

17. Indebtedness – Outstanding Fees: Students with outstanding fees or other indebtedness may be withdrawn from their course or program and will be ineligible to receive any grades, transcripts, certificate, diplomas or degrees until all amounts owed to the College are paid.

18. Fee and Fee Refund Appeals: The College is committed to ensuring fees are assessed and refunds granted in a fair and consistent manner. Students who withdraw from a course or program past the refund deadline, have the right to appeal the withholding of these fees.

   a) The appeal may be granted based on substantiated circumstances such as medical or personal cause. Medical cause could be where the appellant was under direct medical care that precluded the student from continuing their studies. In certain cases, the medical condition may be specifically related to a program requirement (e.g. lifting restriction applied to a Paramedic student). Substantiation may take the form of a letter from a certified medical practitioner and will include dates where the appellant was unable to attend. Personal cause could include, but is not limited to tragic or a personal event; substantiation will be based on the nature of the event.

   b) In the event the appeal is successful, tuition and ancillary fees may be refunded in full.

D. Related Documents

Policies: NC800 Grading & Transcripts

Procedures: NC800 Fee & Fee Refund Appeal
NC800 Withdrawal from Courses & Programs