

# **Student Fees**

**2017/2018**

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ST. CLAIR COLLEGE  
REGISTRAR'S OFFICE  
STUDENT FEE POLICY 2017-2018

**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 Advanced Education and Skills Development (MAESD).

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 information.

The Registrar is accountable for the assessment and collection of all student fees in compliance with this policy. The Fee Schedule for 2017-2018 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 annually by the MAESD 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 the MAESD.

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

2. Full Time Post Secondary Program Fees – Additional High Demand

At the discretion of the Board of Governors at Colleges, they can introduce additional high demand 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 enrolments. (See Appendix II for a listing of High Demand Programs).

To protect students currently enrolled in programs approved for additional high demand, no tuition fee may be increased by more than 20 percent per year until such time as they could reasonably be expected to complete their program.

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, subject to a maximum increase of 20 percent per year to be levied on students currently enrolled in these programs.

4. Fees for Part Time Activity

a) Fully Funded Part Time Activity

The standard tuition fee for all part time activity which is recognized for full provincial funding is assessed on the basis of the contact hour fee as specified annually by the MAESD (standard part time tuition fee).

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 the Ministry's specified part time rates.

The Ministry policy does not define a minimum fee.

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

International student fees are defined each year by the College.

International students cannot be counted for funding purposes but are reported to the Ministry. International students are generally only accepted into undersubscribed programs.

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 on the basis of 20% of the regular tuition to a minimum of \$20.00 per course. These reductions will apply only to fully funded (Ministry) 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 the Technology Access, Student Centre, and Transcript fees. There will be no reduction of material fees. These reductions will apply only to fully funded (Ministry) 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 a one (1) year extension of this arrangement beginning in March 2017.

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.

### 9.4 International Service Fee

All full time international students will be assessed a \$500.00 international service fee. This fee covers the cost of field trips, airport pickups, cultural activities and international office student services.

Post secondary students will be assessed \$500.00 in their first semester. Non-credit programs will be assessed \$350.00 in their first semester to a maximum of \$500.00.

## **(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 O.S.A.P. Deferral Fee

Full time post secondary students, who have applied for O.S.A.P., may request to defer their fees with a payment of \$100.00 per academic year until their O.S.A.P. application has been processed at the Ministry of Training, Colleges and Universities, Student Support Branch.

#### 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. A fee of \$15.00 will be required for students requesting duplicate copies of 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 Thames Campus will be assessed a parking fee of \$105.06 per semester (to a maximum of \$210.13 per year i.e. three semester program) for a non-gated lot and \$131.33 per semester (to a maximum of \$262.66 per year i.e. three semester program) for a gated lot (South Campus only). Evening students requiring parking at the South and Thames Campus will be assessed a parking fee of \$42.03 per semester or \$15.76 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.

## 4. Summary of Compulsory Non-Tuition Related Incidental Fees

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

### 4.1 Student Activity Fee

St. Clair College believes in enriching the quality of student life by encouraging social, cultural, recreational, and athletic activities and the respective groups representing students and alumni agree to provide such activities and services. There shall be a Student Activity Fee collected by the College from each appropriate student. Funds collected will be held in trust by the Board of Governors to be released to appropriate parties to help undertake the activities mentioned above.

#### a) Student Activity Fee Distribution

The Student Activity Fees collected are distributed, after approval by appropriate College officials, among the Alumni Association, Student Representative Council (S.R.C.) (43.75%), the Student Athletic Association (S.A.A.) (43.75%), and Thames Student Government Incorporated (T.S.I.) (87.50%). The Alumni Fee will amount to 12.5% of the Student Activity Fee collected. The distribution between the S.R.C. and S.A.A. will be based upon annual negotiations among the advisors and representatives of the two organizations.

#### b) Full Time Fee Assessment

The Standard Student Activity Fee will be assessed for all full time fee paying students at a fixed ratio of 14% of the Standard Tuition Fee.

#### c) Part Time Fee Assessment

Part time students may avail themselves of appropriate College services upon payment of an activity fee of \$5.00 per course registration.

### 4.2 Student Centre Fee

A Student Centre Fee of \$50.00 per year will be assessed to all full time students registered at the Windsor Campuses.

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

The Student Centre Fee at the Windsor Campus will not be charged to students who are 15 years of age or younger, 60 years of age or over, or registered in workshops, and/or Continuing Education courses which are 12 hours in duration or less, or taking a non-credit course.

#### 4.3 Thames Student Centre Capital Fee

A Student Space 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 Thames Student Centre Operating Fee

A Student Centre Fee of \$25.00 per year will be assessed to all full time students registered at the Chatham Campus to support ongoing operations. A Student Centre Fee of \$2.50 per course per semester will be assessed to all part time students.

The Student Centre Fee at the Chatham Campus will not be charged to students who are 15 years of age or younger, 60 years of age or over, or registered in workshops, and/or Continuing Education courses which are 12 hours in duration or less, or taking a non-credit course.

#### 4.5 Graduation Fee

To cover graduation and convocation expenses a \$5.00 per semester grad fee and a \$23.00 liri pipe fee in the graduating semester will be assessed for each full time and part time student. Continuing Education graduates wishing to attend convocation will be assessed a \$25.00 graduation fee. This fee does not include the rental of the convocation gown worn at the ceremony.

#### 4.6 Student Card Fee

All full time post-secondary students will be assessed an annual \$7.00 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 certain photocopy machines. The student card enables students to receive discounts at many of their favourite merchants around the city.

#### 4.7 Health Insurance Fee

All full time domestic post-secondary students at all Campuses will be assessed a fee of \$260.89 per year (pro-rated for programs that start in Winter and Spring), pending review, to cover the cost of a student health insurance plan. This \$260.89 includes a mandatory and non refundable Accidental Death and Dismemberment fee of \$2.95 (pro-rated for programs that start in Winter and Spring). All post secondary international students are assessed a fee of \$735.00 per year (pro-rated for programs that start in Winter and Spring). All international students are assessed a pro-rated fee per semester, to a yearly maximum of \$735.00.

#### 4.8 Material/Kit Fee

All full time students in the Mechanical Technician-CAD/CAM program will be assessed a \$205.00 per year material/kit fee (i.e. two semesters) to cover the cost of student retained materials.

All full time year 1 students enrolled in HRAC will be assessed a \$600 kit fee to cover costs associated with tools.

All full time students enrolled in the Electrical Techniques and Truck and Coach programs will be assessed a one-time \$500 kit fee to cover costs associated with added tools.

All full time students in the Collaborative Nursing and Practical Nursing programs will be assessed a \$64.00 per year material fee (i.e. 2 semesters) to cover the cost of student retained materials.

All full time students in the Culinary Management program will be assessed a \$500.00 per year material fee to cover the cost of supplies.

All full time students enrolled in the Motive Power Technician program, will be charged a \$500.00 kit fee in year one. This fee will offset the cost of equipment/tools required throughout the duration of the program. The contents of the kit are retained by the student.

All full time students enrolled in the Diagnostic Medical Sonography program will be charged a \$123.00 material fee in year one. This fee will offset the cost of lab towels and a Sonography Ergonomics Kit.

All full time students in the Architectural and Civil Engineering Technology programs, as well as the Construction Engineering Technician-Civil program will be assessed a \$245.00 material fee in year one. This fee will offset costs associated with take home projects, i.e. shed, costs for Personal Protective Equipment (PPE), and Fall arrest certification training to access project job sites; which is valid for 3 years.

All full time students in the Horticulture Technician-Landscape program will be assessed a \$385.00 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 \$15 for take home plants.

All full time students in the Welding Techniques programs will be assessed a \$100.00 per year material fee to cover the cost of materials utilized in their take home projects. In addition, students will be required to pay a \$300 kit fee that will offset equipment/tools needed for the shop and future employment (i.e. welding shield, chipping hammer, etc.).

All full time students in the Woodworking Technician and Carpentry programs will be assessed a \$130.00 per year material fee to cover the cost of materials that students will retain (i.e. projects).

All full time students in the Esthetician programs will be assessed a \$132.00 per year material fee (i.e. three semesters) to cover the cost of materials that students will retain (i.e. nail polish, creams, etc.). Students will also purchase a student retained kit with required components at a cost of \$1400.00.

All full time students in the Dental Hygiene program will purchase a kit at a cost of \$2,544.54 in year one and \$1,720.38 in year two.

All full time students in the Dental Assisting program will be assessed a kit fee of \$2,330.50.

All full time students in the Respiratory Therapy program will be assessed a kit fee of \$30.00 in year one.

All full time students in the Powerline Technician program will be assessed a kit fee of \$2000.00 for climbing spurs, tools, belts, etc in year one.

All full time students enrolled in the Veterinary Technician program will be charged an \$82.00 kit fee in second semester. The kit fee offsets the costs of the student retained stethoscope, medical scissors, etc. A charge of \$67.00 will be allocated prior to the fourth semester for the HESI exam in preparation for the National Examination upon program completion.

All full time students in the Hairstylist program will be assessed a kit at a cost of \$1050.00. The increased fee includes costs associated with the new Red Seal Practical Testing that is being implemented by the Ontario College of Trades. The kit also includes the introduction of barbering

equipment. In addition, all students will be required to pay a \$90.00 material fee for product usage.

All full time students enrolled in the Mechanical Engineering Technician – Industrial program will be assessed a \$50.00 per year material fee. These fees are required as fewer materials are being donated by industry, i.e. aluminum, brass, steel, etc. for student retained projects.

All full time students enrolled in the Interior Design program will be assessed a fee of \$290.00 in year one and \$200.00 in year two and three for model supply kits and materials.

All full time students enrolled in the Chemical Laboratory Technology program will be assessed a refundable fee of \$200.00 per year for glassware utilized for experiments. Any deductions will be based upon glassware loss and breakage.

All full time students enrolled in the Electrical Engineering Technology – Industrial Automation program will be assessed kit fees of \$250.00 in year one, \$210.00 in year two, and \$30.00 in year three. The kit fees offset costs associated with tools and components utilized for projects.

All students enrolled in the Pre-Service Fire Fighter program will be assessed an \$1100.00 Material/kit fee for student retained instructional materials.

All students in the Fashion Design program will incur a one-time kit fee in the amount of \$525.00 in year one and \$275.00 in year two.

All students enrolled in the Plumbing Techniques program will incur a \$450.00 kit fee to offset costs associated with tools and safety equipment.

All students enrolled in the Power Engineering Technology program will incur a \$210.00 kit fee to offset costs associated with Personal Protective Equipment (PPE) in year one.

All students enrolled in the Electromechanical Engineering Technician – Robotics program will be assessed kit fees of \$85.00 in year one. The kit fees offset costs associated with electrical & digital components.

All students in the Community & Justice Services program will incur a material fee of \$25.00 in semester two for a uniform shirt that is required during their field placement.

All students enrolled in the Biomedical Engineering Technology program will be assessed kit fees of \$85.00 in year one, \$70.00 in year two, and \$20.00 in year three. The kit fees offset costs associated with electrical/digital & microprocessor components.

All full time students in the Occupational Therapist Assistant / Physiotherapist Assistant program will be assessed a \$30.00 kit fee in year 1 to cover a goniometer (joint measuring device), a book about GPA (Gentle Persuasive Approach) and a voucher for the associated GPA training.

#### 4.9 Compulsory Fee

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.

#### 4.10 Technology Access Fee

All full time students at all campuses will be assessed \$120.00 per year to assist with the cost of providing students with up-to-date information/instructional technologies, software, maintenance, etc.

A Technology Access Fee of \$18.00 per course per semester will be assessed to all part time students.

The Technology Access Fee at all campuses will not be charged to students who are 15 years of age or younger, 60 years of age or over, or registered in workshops, and/or Continuing Education courses which are 12 hours in duration or less, or taking a non-credit course.

#### 4.11 Transcript/Certification Letter Fee

A lifetime Transcript/Certification Letter Fee of \$8.00 per year for all full time students and \$4.00 per semester for all part time students will be assessed to cover the cost of transcript and certification letters requested by current and former students. Requests for transcripts/certification letters will be limited to ten (10) per semester (excluding post-secondary institutions). Each individual request beyond the above will incur an additional cost of \$10.00 per copy.

The Transcript/Certification Letter Fee at all campuses will not be charged to students who are 15 years of age or younger, 60 years of age or over, or registered in workshops, and/or Continuing Education courses which are 12 hours in duration or less, or non-credit.

#### 4.12 Recreation/Fitness Centre Capital Fee

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 eleven (11) years to enable the enhancement of recreation/fitness facilities available to students at the Windsor Campus.

#### 4.13 Enhanced Student Success Fee

Beginning Fall 2015, a fee of \$10.00 will be assessed to all full time students to offset costs associated with student outreach programming and online benefits.

### **(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 which the College will withhold.  
Part time Student – assessed semester fees less \$25.00 administration fee per course which 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 \$1903.48 administration fee and any applicable bank fees (i.e. wire transfer).
- 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

<b>REFUND TABLE</b>	
<b>TIMETABLE</b>	<b>AMOUNT</b>
On or after the 1st day of classes but not later than the 10 <sup>th</sup> business day of the course	100% of tuition + GST minus a \$25.00 Administration Fee (per course)
On or after the 11 <sup>th</sup> 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.

**APPENDIX I**

**FEE SCHEDULE 2017-2018**

I T E M	D O M E S T I C	
<b>STANDARD TUITION FEE (STF)</b>		
	<b>Year 1</b>	<b>Continuing</b>
Full-time P.S. Domestic-All Campuses	\$2937.02 Yr.	\$2776.46 Yr.
Animation – 2D/3D ***	\$3649.74 Yr.	\$3614.90 Yr.
Entertainment Technology ***	\$3649.74 Yr.	\$3614.90 Yr.
Graphic Design ***	\$3649.74 Yr.	\$3614.90 Yr.
Dental Assisting	\$3921.13 Yr.	N/A
Medical Laboratory Technician	\$3136.91 Yr.	N/A
Pharmacy Technician	\$3136.91 Yr.	\$3136.91 Yr.
Paramedic H840/K940	3241.97 Yr.	3241.97 Yr.
Veterinary Technician H258	3241.97 Yr.	3241.97 Yr.
Part-time-All Campuses	6.60 Hr.	6.60 Hr.
<b>HIGH DEMAND PROGRAMS:</b>		
Collaborative Nursing H850/K950	6442.63	6442.63
Cardiovascular Technology H794	3772.85	3772.85
Diagnostic Medical Sonography H796	5811.97	5811.97
Respiratory Therapy H795	3772.87	3772.87 (Yr.2) 3633.13 (Yr.3)
Dental Hygiene H800	11580.61	11580.61
Practical Nurse H863/K963	4496.85	5621.07
Medical Laboratory Science H837	3241.97	3241.97(Yr.2) 3782.31(Yr.3)
<b>PLA. – All Campuses</b>	152.21 Per Course	152.21 Per Course
<b>PLUS STUDENT ACTIVITY FEE (SAF)</b>		
Full-time P.S.-All Campuses	388.70	388.70
Full-time P.S.-All Campuses (Max)	412.02	412.02
Part-time – All Campuses (Optional)	5.00 Per Course	5.00 Per Course
<b>PLUS STUDENT CENTRE FEE</b>		
Full-time P.S.-All Campuses	50.00 (W) Year / 25.00 (T)Year	50.00 (W) Year / 25.00 (T)Year
Part-time -All Campuses	2.50 Per Course	2.50 Per Course
<b>PLUS GRADUATION FEE</b>		
Full-time P.S.-All Campuses	5.00 Semester	5.00 Semester
Full-time P.S.-Liripipe Deposit	23.00 Grad. Sem.	23.00 Grad. Sem.
Part-time P.S.-All Campuses	5.00 Semester	5.00 Semester
P.T.C.E.-All Campuses (Convocation only)	25.00 Program	25.00 Program
<b>PLUS STUDENT CARD FEE</b>	7.00 Year	7.00 Year
<b>PLUS HEALTH INSURANCE FEE</b>		
Full-time P.S.- All Campuses		
Sept. 2016-Aug. 2016	260.89 (2.95 non refundable)	
Jan. 2017- Aug. 2017	201.52 (1.97 non refundable)	
May 2017- Aug. 2017	142.17 ( .98 non refundable)	
<b>PLUS TECHNOLOGY ACCESS FEE</b>		
Full-time P.S.-All Campuses	\$120.00 Year	
Part-time -All Campuses	18.00 Per Course	
<b>PLUS THAMES STUDENT CENTRE CAPITAL FEE</b>		
Full-time P.S.- Chatham Campus	150.00 Year	
<b>PLUS ENHANCED STUDENT SUCCESS FEE</b>		
Full-time P.S.-All Campuses	10.00 Year	

I T E M	D O M E S T I C
<b>PLUS RECREATION/FITNESS CENTRE CAPITAL FEE</b>	
Full-time P.S.-All Campuses	150.00 Year
Part-time -All Campuses	7.50 Per Course
<b>PLUS LIFETIME TRANSCRIPT/CERTIFICATION FEE</b>	
Full-time P.S.-All Campuses	8.00 Year
Part-time -All Campuses	4.00 Per Semester
<b>PLUS MATERIAL &amp; KIT FEES</b>	
Mechanical Tech – CAD/CAM	205.00
Collaborative Nursing & Practical Nursing	64.00 Year
HRAC	600.00 Yr.1
Electrical Techniques	500.00 Yr. 1
Motive Power	500.00 Yr. 1
Diagnostic Medical Sonography	100.00 Yr. 1
Dental Hygiene	2544.54 Yr.1 & 1720.38 Yr.2
Dental Assisting	2330.50
Respiratory Therapy	30.00 Yr. 1
Culinary Management	500.00 Year
Architectural Technology (AAL 1)	245.00 Yr.1
Civil Eng. Technology (AAL 1)	245.00 Yr.1
Construction Eng. Technician-Civil (AAL 1)	245.00 Yr.1
Horticulture Technician-Landscape	385.00 Yr.1 & \$15 Yearly
Welding Techniques	400.00 Year
Woodworking Technician/Carpentry Tech.	130.00 Year
Esthetician	1532.00 Year
Powerline Technician	2000.00 Yr. 1
Mechanical Eng. Tech. - Industrial	50.00 Year
Interior Design	290.00 Yr. 1 / 200.00 Yr. 2 & 3
Chemical Laboratory Technology	200.00 Year
Veterinary Technician	82.00 Yr. 1 & 67.00 Yr. 2
Hairstylist	1140.00 Year
Electrical Eng. Techn-Ind. Automation	250.00 Yr. 1/210.00 Yr. 2 & 30.00 Yr. 3
Pre-Service Fire Fighter	1100.00
Fashion Design	525.00 Yr. 1 & 275.00 Yr. 2
Plumbing Techniques	450.00
Power Engineering Technology	210.00 Yr. 1
Electro. Eng. Technician-Robotics	85.00 Yr. 1
Community & Justice Services (A02)	25.00 Yr. 1
Occupational Therapist Assistant/Physiotherapist Ass.	30.00 Yr.1
<b>NON-REFUNDABLE ADMINISTRATION FEE</b>	
Full-time P.S.-All Campuses	100.00 Semester
Part-time P.S. & C.E.-All Campuses	25.00 Course

**PLEASE NOTE: The College reserves the right to change, amend or alter fees as necessary without notice or prejudice.**

**International and U.S.A. students are generally only accepted into undersubscribed programs.**

**\* See Page 23 for breakdown of Student Activity Fee.**

<b>I T E M</b>	<b>INTERNATIONAL AND U.S.A.</b>
<b>STANDARD TUITION FEE (STF)</b>	
Full-time P.S. International – All Campuses	\$11,180.65 Yr. (excl. oversubscribed progs)
Full-time P.S. U.S.A. – All Campuses	7,391.28 Yr. (excl. oversubscribed progs)
Part-time P.S. U.S.A. – All Campuses	25.00 Hr.
<b>PLA – All Campuses</b>	152.21
<b>PLUS STUDENT ACTIVITY FEE (SAF)</b>	
Full-time P.S.-All Campuses	388.70 Year *
Full-time P.S.-All Campuses (Max)	412.02 Year
Part-time – All Campuses (Optional)	5.00 Per Course
<b>PLUS STUDENT CENTRE FEE</b>	
Full-time P.S.-All Campuses	50.00 Year (W) / 25.00 Year (T)
Part-time -All Campus	2.50 Per Course
<b>PLUS GRADUATION FEE</b>	
Full-time P.S.-All Campuses	5.00 Semester
Full-time P.S.-Liripipe Deposit	23.00 Grad. Semester
Part-time P.S.-All Campuses	5.00 Semester
P.T.C.E.-All Campuses (Convocation only)	25.00 Program
<b>PLUS STUDENT CARD FEE</b>	7.00 Year
<b>PLUS HEALTH INSURANCE FEE</b>	
Full-time P.S.-All Campuses	
Sept. 2016-Aug. 2017	735.00
Jan. 2017-Aug. 2017	525.00
May 2017-Aug. 2017	325.00

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

**\*See Page 23 for breakdown of Student Activity Fee.**

<b>I T E M</b>	<b>INTERNATIONAL &amp; USA</b>
<b>PLUS TECHNOLOGY ACCESS FEE</b>	
Full-time P.S.-All Campuses	\$120.00 Year
Part-time-All Campuses	18.00 Per Course
<b>PLUS STUDENT CENTRE CAPITAL FEE</b>	
Full-time P.S.-Chatham Campus	\$150.00 Year
<b>PLUS ENHANCED STUDENT SUCCESS FEE</b>	
Full-time P.S.-All Campuses	\$10.00 Year
<b>PLUS RECREATION/FITNESS CENTRE CAPITAL FEE</b>	
Full-time P.S.-All Campuses	150.00 Year
Part-time-All Campuses	7.50 Per Course
<b>PLUS LIFETIME TRANSCRIPT/CERTIFICATION FEE</b>	
Full-time P.S.-All Campuses	8.00 Year
Part-time P.S.-All Campuses	4.00 Per Semester
<b>PLUS MATERIAL &amp; KIT FEES</b>	
Mechanical Tech – CAD/CAM	205.00
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HRAC	600.00 Yr.1
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Plumbing Techniques	450.00
Power Engineering Technology	210.00 Yr. 1
Electro. Eng. Technician-Robotics	85.00 Yr. 1
Community & Justice Services (A02)	25.00 Yr. 1
Occupational Therapist Assistant/Physiotherapist Ass.	30.00 Yr.1
International Service Fee P.S.	500.00 Per Reg.
International Service Fee T.S.	Max 500.00 Year
<b>NON-REFUNDABLE ADMINISTRATION FEE</b>	
Full-time P.S.-All Campuses	1903.48 Semester
Part-time P.S. & C.E.-All Campuses	25.00 Course

**PLEASE NOTE: The College reserves the right to change, amend or alter fees as necessary without notice or prejudice.**

**EXAMPLE OF ANNUAL STANDARD TUITION FEES FOR A FIRST-YEAR STUDENT IN THE GRADUATING SEMESTER**

FEES	WINDSOR GRAD	THAMES GRAD	INTERNATIONAL GRAD		USA	
			WINDSOR	THAMES	WINDSOR	THAMES
Standard Tuition	\$2937.02	\$2937.02	\$11,180.65	\$11,180.65	\$7,391.28	\$7,391.28
Student Activity	388.70	388.70	388.70	388.70	388.70	388.70
Student Centre	50.00	25.00	50.00	25.00	50.00	25.00
Thames Student Centre Capital Fee	N/A	150.00	N/A	150.00	N/A	150.00
Graduation	33.00	33.00	33.00	33.00	33.00	33.00
Health Insurance	260.89	260.89	735.00	735.00	735.00	735.00
Technology Access	120.00	120.00	120.00	120.00	120.00	120.00
Lifetime Transcript/Certification	8.00	8.00	8.00	8.00	8.00	8.00
Recreation/Fitness Centre Capital	150.00	150.00	150.00	150.00	150.00	150.00
Student Card	7.00	7.00	7.00	7.00	7.00	7.00
Student Services	10.00	10.00	10.00	10.00	10.00	10.00
<b>TOTAL FEES</b>	<b>\$3,964.61</b>	<b>\$4,089.61</b>	<b>\$12,682.35</b>	<b>\$12,807.35</b>	<b>\$8,892.98</b>	<b>\$9,017.98</b>

Student Activity Fee (S.A.F.)

- Full-time Post-Secondary Standard Rate is 14% of STF (2017-2018 \$388.70)
- Maximum S.A.F. is 106% of S.A.F. (2017-2018 \$412.02)
- Alumni fee is included in the S.A.F. at a rate of 12.5% (2017-2018 \$47.18)  
\$51.50 Max.
- S.R.C. fee is included in the S.A.F. at a rate of 43.75% (2017-2018 \$170.06)  
\$180.26 Max.
- S.A.A. fee is included in the S.A.F. at a rate of 43.75% (2017-2018 \$170.06)  
\$180.26 Max.
- T.S.I. fee is included in the S.A.F. at a rate of 87.5% (2017-2018 \$340.12)  
\$360.52 Max.

Calculation of Fees for Part-time Courses

- Part time fees are assessed on a contact hour basis
- Contract Training courses are not assessed the incidental fees

**PLEASE NOTE: The College reserves the right to change, amend or alter fees as necessary without notice or prejudice.**

**APPENDIX II**

**HIGH DEMAND PROGRAMS 2017-2018**



## **HIGH DEMAND PROGRAMS 2017-2018**

<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**

### **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. Categories of ancillary fees are approved by the Ministry.

### Auditing Students

Students who are registered in a course or program, but do not receive credit towards a diploma or certificate. Such students normally 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 which 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 Ancillary Fees

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

### 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 which 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]. [See M.E.T. memorandum 89-A-3, Section A, 7a].

### 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 of St. Clair College to achieve two equal semesters per regular academic year, with minor variations as required to adjust to the civic calendar. The minor variations will not normally be cause for increasing or decreasing fees.

### 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 IV**

**STUDENT FEE APPROVALS**

In consultation with the Compulsory Ancillary Student Fee Protocol Committee, we are recommending the proposed 'Student Fees 2017-2018' be applied for the 2017-2018 academic year. We have reviewed and accept the proposed 'Student Fees 2017-2018' as presented.

Signatures:

\_\_\_\_\_  
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

Date: \_\_\_\_\_