

# Bylaw Number 2B

**CONCERNING**

**SUPPLEMENTAL STUDENT FEES**

**(Administrative Version)**

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**BYLAW NUMBER 2B**  
**CONCERNING**  
**SUPPLEMENTAL STUDENT FEES**

*Relevant sections of the Colleges' Act appear in boxes and have been inserted for information purposes only. The number appearing in the box corresponds to the article number of the Act.*

**Article 1 GENERAL PROVISIONS**

1.01 Definitions

The definitions set forth in clause 1.01 of Bylaw Number 1 apply to Bylaw Number 2B. In this bylaw, the following expressions mean:

- a) "SESSION": semester of study, specifically: Fall, Winter or Summer.
- b) "FULL-TIME STUDENT": a student considered full-time by the Ministry.
- c) "PART-TIME STUDENT": a student who is not full-time as defined above.

1.02 Designation

The title of this bylaw is "Bylaw concerning Supplemental Student Fees" and is designated Bylaw Number 2B.

24.5 No college may, except by bylaw, prescribe the payment of any type of fee.
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1.03 Scope

This bylaw, which establishes the fees chargeable to students in conformity with Article 24.5 of the Act, applies to full-time and part-time students registered in credit courses. Unless otherwise noted in the text, these fees are also chargeable to students registered at Kiuna Institution

Notwithstanding the previous paragraph, students in programs funded by Emploi-Québec are exempt from paying fees.

1.04 Revenues

The College is responsible for the administration of the sums collected by virtue of this bylaw.

1.05 Publication

The schedule of fees payable by virtue of this bylaw including deadlines for payment, as well as the College refund policy, shall be published on the College's website and shall be included in the session timetables available to students prior to registration.

1.06 Fee Assessment

Fees provided for in this bylaw are payable at the time of registration.

**Article 2 STUDENT SERVICES FEE**

2.01 Student Services Fee

All students shall be assessed a student services fee to partially offset the costs of the following services:

- a) Athletics
- b) Socio-cultural activities
- c) Para-academic activities
- d) General orientation
- e) Health services
- f) Book loans
- g) Psychological counselling
- h) Recreational sports
- i) Financial aid services
- j) Job placement

These fees are assessed as follows:

**Dawson students: \$25 / course / semester to a maximum of \$100 / semester.**

**Students registered at the Kiuna Institution: \$30 / course / semester to a maximum of \$75 / semester**

2.02 Refunds

Fees outlined in this article are refundable when a student officially withdraws from a course or courses before the first day of classes as stipulated in the Academic Calendar otherwise, such fees are non-refundable. The refund must be requested in writing by the student.

### **Article 3 CONVOCATION FEE**

#### 3.01 General Provisions

All potential graduates will be assessed a convocation fee of \$10.00 once per diploma or attestation to help offset the cost of convocation ceremonies.

#### 3.02 Timing of the Assessment

Students in pre-university programs shall be assessed the first time they register for the fourth semester of their program of studies. Students in technical programs shall be assessed the first time they register for the sixth semester of their program of studies. AEC students shall be assessed the first time they register for the last semester of their program of studies.

#### 3.03 Refunds

The convocation fee is refundable in full to the student who officially withdraws from the College not later than the course drop deadline date as determined by the Minister, otherwise, the convocation fee is non-refundable.

### **Article 4 EFFECTIVE DATE**

#### 4.01 Effective Date

This bylaw and any amendments thereto are effective for the session immediately following the date of adoption into effect by the Board. This bylaw and any amendments thereto shall have no retroactive effect.