



No. DG-FIN-01

Title: SALE OF GOODS AND THE PROVISION OF SERVICES TO STUDENTS

CLASSIFICATION:	FINANCE
FIRST ADOPTED:	January 1999
AMENDED:	November 2020
	June 2021
	June 2024

1. Introduction

The collection of fees from students under the terms of Article 24.5 of the Colleges Act is regulated by College By-Laws 2A and 2B.

This document complements the College By-Laws by specifying the cost of purchase or rental of goods and of services not covered by Article 24.5 of the Act. The sale of goods and services through the College Bookstore and the non-credit services provided by Center of Training and Development are not included in this document.

2. Objectives

- To identify the areas and services that have established a fee for services.
- To identify the fees that students are required to pay when deadlines are not met.
- To inform students of the entire range of costs for specific services.

3. Responsibility

Responsibility for the administration of this policy is shared between the Academic Dean and the Directors of each of the service areas: Finance, Student Services and Facilities Management.

Under the authority of the Director General, the Academic Dean or Delegate, the Directors of the service areas are authorized to sell goods and services in their respective areas as outlined in the annex of this document. The Director of Finance is responsible to ensure that College policy and practice is followed in the selling, recording of transactions and handling of money derived from the sale of goods and services and the coordination of the default policy.

4. Scope

All charges listed in the Annex are for goods and services that are optional. Only those students requesting goods or services or who are subject to a fee are affected by this policy. All charges are tax included, except, where indicated otherwise. Unless authorized by the Director General or Academic Dean, students will not be charged for goods and services other than specified in this document.

5. Default

Students who do not comply with payment deadlines may risk losing access to Omnivox as well as from using the service (s) listed in Annex I to this document.

6. Publication

Charges and penalties contained in this policy are posted on the Dawson College website: <https://www.dawsoncollege.qc.ca/governance/policies-and-bylaws/college-policies/> Click on: Finance section - Sale of goods and the provision of services to students

7. Refund Policy

Unless specified, fees are not refundable.

ANNEX 1

ACADEMIC SERVICES

Amount

1) Course Description/Course	\$ 5.00
2) Document Request (max 5 days)	\$ 5.00
3) Late Submission of Attendance Verification	\$ 25.00
4) Official Academic Transcript Request (max 5 days)	\$ 8.00
5) Replacement of AEC Diploma	\$ 10.00
6) Mailed Diploma Request, Including Registered mail fee	\$ 13.00
7) Assessment for Credit Course, per equivalency (up to a max of \$50)	\$ 10.00

FINANCIAL SERVICES

1) Returned Cheque	\$ 25.00
2) Late Payment Fee	\$ 25.00

FACILITIES MANAGEMENT

1) Network Printing:		
Black & White/page	\$	0.10
Color/page	\$	0.50
Photocopier:		
Black & White/page		
8.5 X 11	\$	0.10
8.5 X 14	\$	0.15
11 X 17	\$	0.15
Color/page		
8.5 X 11	\$	0.40
8.5 X 14	\$	0.60
11 X 17	\$	0.60
2) I.D. Card Replacement	\$	10.00
3) P.A.R.C. Locker Rental per Day	\$	2.00
4) Parking per Day	\$	10.00
5) Parking for Evening & Weekend	\$	5.00
6) Parking Atwater per year (if available)	\$	1,000.00

STUDENT SERVICES

Library Services

Amount

- | | | |
|---|----|------------|
| 1) Late fees on reserve books, laptops and AV items - to a maximum of replacement cost of the item plus \$20 overdue fee. Please note, the hourly rate fee begins when the item is more than 15 minutes late. | \$ | 0.50 /hour |
| 2) Late return fees for regular books and AV items | \$ | 0.50 /day |
| 3) Late fees for unreturned recalled book or AV item with a hold placed on it within 48 hours of being contacted | \$ | 10.00 /day |
- Lost books and AV will result in a fee equal to the replacement cost plus \$10.00 processing fee plus incurred overdue default to a maximum of \$20.00. If the book or AV item is returned within one year, the replacement cost alone is refundable.
 - Lost or damaged laptops will result in a fee equal to the replacement or repair cost.
 - Until fees are paid for lost or damaged laptops, library borrowing privileges will be on hold.
 - At the end of each term, students with unpaid fees or unreturned library materials will be placed on default.

Locker Rental

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|--------------------------|----|-------------|
| 1) Locker Administration | \$ | 10.00 /year |
| 2) Lock Replacement | \$ | 10.00 |
- Students will be billed a lock replacement fee and be put on default in the event that a lock is not returned at the end of the rental or lost and replaced throughout the semester.

Campus Life and Leadership Equipment

- Students will be requested to pay the cost of replacement or repair of any lost or damaged equipment borrowed from Campus Life and Leadership plus a \$5.00 processing fee.

STUDENT ACTIVITIES

1) Weight room, fitness & recreational activities*

Includes:	Weight room Membership	Fitness Classes
	Indoor rock climbing	Relaxation Classes
	End of semester extension fees	Martial Arts

a. All Access Pass (per semester)

Amount

Students	\$ 50.00 - 95.00
Staff	\$ 65.00 - 110.00
Alumni	\$ 85.00 - 150.00
Public	\$ 125.00 - 190.00

b. À la Carte: Day Pass

Students	\$ 2.00 - 5.00
Staff	\$ 2.00 - 6.00
Alumni	\$ 8.00
Public	\$ 10.00

Prices based on the no. of activities registered for. See complete details on the College's website: [Recreation – Dawson College](#)

2) Intercollegiate Sports Fees (not including applicable sales taxes)

Maximum fees to be charged:

Division 1 Women's Basketball	\$ 600.00
Division 1 Men's Basketball	\$ 600.00
Division 1 Women's Soccer	\$ 550.00
Division 1 Women's Hockey	\$ 2,825.00
Division 2 Golf	\$ 275.00
Division 2 Women's Basketball	\$ 475.00
Division 2 Men's Basketball	\$ 475.00
Division 2 Women's Volleyball	\$ 475.00
Division 2 Men's Volleyball	\$ 475.00
Division 2 Cross Country Running	\$ 475.00
Division 2 Mixed Badminton	\$ 425.00
Division 2 Men's Soccer	\$ 550.00
Division 3 Women's Rugby	\$ 325.00
Division 3 Men's Rugby	\$ 325.00
Division 3 Baseball	\$ 325.00
Rowing approximately (depending on # of athletes per season)	\$ 200.00 - 400.00

3) Recreational Sports

Learn to Row Clinic	\$ 50.00
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MISCELLANEOUS

1) Outdoor Education Equipment Rental

- Students will be billed the replacement cost for equipment not returned 7 days after the activity has been completed and, as well, be placed in default.

PLEASE NOTE:
Outdoor Education Equipment rental fees are suspended for the academic year 24-25.

Equipment	Amount tax incl.	Replacement cost tax incl.
70L+ Backpack	\$ 5.00	\$ 217.00
Canoe Pack	\$ 5.00	\$ 229.00
Barrel	\$ 3.00	\$ 92.00
Canoe Helmet	\$ 3.00	\$ 57.00
Cycling Helmet	\$ 2.00	\$ 31.00
Ski Helmet	\$ 5.00	\$ 104.00
Cycling Gloves	\$ 3.00	\$ 23.00
Cycling Jacket	\$ 3.00	\$ 23.00
Cycling Multi-Tools	\$ 3.00	\$ 30.00
Compass	\$ 3.00	\$ 22.00
Climbing Equipment (Helmet/Harness/Shoes)	\$ 7.00	\$ 94-H1/\$87-H2/\$104-S
Daypack (Deuter / MEC)	\$ 5.00	\$ 167.00-D/\$52.00-M
Drybag	\$ 2.00	\$ 29.00
Ensolite (Sleeping Pad)	\$ 3.00	\$ 31.00
Gaiters	\$ 3.00	\$ 56.35
Hiking Boots	\$ 5.00	\$ 263.00
Hiking Poles (per pair)	\$3-5.00	\$ 112.00
Head Lamp	\$ 3.00	\$ 44.00
Mapcase	\$ 2.00	\$ 29.00
Rain Suit	\$ 5.00	\$ 118.00
Shovel (Winter)	\$ 3.00	\$ 73.00
Spade (Summer)	\$ 2.00	\$ 29.00
Stuff Sack	\$ 1.00	\$ 6.00
Stove	\$ 5.00	\$ 144.00
Stove Fuel (return for disposal)	\$ 9.00	\$ 30.00 (MSR bottle)
Sleeping Bag	\$ 5.00	\$ 206.00 - 310.00
Sleeping Bag Liner	\$ 2.00	\$ 45.00
Snowshoes	\$ 5.00	\$ 183.00
Snow Claw	\$ 1.00	\$ 20.00
Tarp (Shelter)	\$ 5.00	\$ 110.00
Tarp (Ground)	\$ 2.00	\$ 7.00
Tent With Footprint	\$ 10.00	\$ 437.00

MISCELLANEOUS (CONT'D)

- 1) Outdoor Education Equipment Rental

PLEASE NOTE:
Outdoor Education Equipment rental fees are suspended for the academic year 24-25.

Equipment	Amount tax incl.	Replacement cost tax incl.
Throw Bag	\$ 2.00	\$ 98.00
Trowel	\$ 2.00	\$ 17.00
Winter Boots	\$ 5.00	\$ 184.00
Winter Boot Liner	\$ 3.00	\$ 52.00
Yoga Mat/Block (each)	\$ 2.00	\$ 58.00/13.00/17.00
Golf Clubs	\$ 5.00	\$ 230.00

- 2) Sale of used Equipment, as per, resale value.
- 3) Extra-Curricular Activities fees (including trips), as determined by the organizer.