

TITLE:	Policy for the Sale of Goods and the provision of Services to Students
CLASSIFICATION:	Administrative Policy
APPROVED BY:	The Director General
EFFECTIVE DATE:	January 1, 1999
LATEST REVISIONS:	June 25, 2014 August 22, 2014 May 18, 2016

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. It also specifies the penalties that students must pay when they fail to comply with College deadlines. The sale of goods and services through the College Bookstore is not included in this document.

2. Objectives

- To identify the areas and services that have established a cost for services.
- To identify the penalties that students must pay when they fail to comply with college deadlines.
- 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: Administrative Services, Students Services and Plant and Facilities.

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 Administrative Services 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 penalty are affected by this policy. 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 fail to comply with College payment deadlines will be required to pay a financial penalty listed in the annex to this document. A student will be placed on default until the penalty is paid. The consequences of being placed on default include:

- refusal of Registrar services
- withholding of academic credits
- refusal of Library services
- refusal of P.A.R.C. services

6. Publication

Charges and penalties contained in this policy are posted in the following areas:

- Administrative Services
- P.A.R.C.
- Registrar
- Student Services

7. Refund Policy

Unless specified, all charges and penalties are not refundable.

ANNEX I

ACADEMIC SERVICES

Services provided by the Registrar's Office

1) Course Description/course		\$ 5.00
2) Document Request:	Rush (2 days)	\$ 10.00
	Normal (5 days)	\$ 5.00
3) Late submission of attendance verification		\$ 25.00
4) Official Academic Transcript request:	Rush (2 days)	\$ 12.00
	Normal (5 days)	\$ 8.00
5) Duplicate Copy of Student's Transcript		\$ 3.00
6) Assessment for CEGEP and Program requirements		**
**(No charge for less than three prerequisite assessments, otherwise, \$10.00 per prerequisite.)		
7) Duplicate Schedule		\$ 3.00
8) Replacement of AEC Diploma		\$ 10.00

ADMINISTRATIVE SERVICES CHARGES

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

PLANT AND FACILITIES CHARGES

1) Full Text from CD Rom/page	\$ 0.05		
2) Laser printer use			
General			
Black & White/page	\$ 0.05		
Color/page	\$ 0.50		
Visual Arts			
Black & White/page	\$ 0.10		
Color 8 ½ X 11/page	\$ 0.50		
Color 11 x 17/page	\$ 1.00		
Other Laboratories/page			
(except students' Mac Lab)	\$ 0.05		
3) Microfilm/page	\$ 0.25		
4) I.D. Card Replacement	\$ 10.00		
5) Outdoor Education Equipment Rental/course			
Backpack	\$4.00	Headlamps	\$ 2.00
Bicycling rain jacket	\$2.00	Hiking Boots (Per day)	\$ 2.00
Bicycle multi-tool	\$2.00	Hiking Poles (For 1)	\$ 2.00
Canoe helmet	\$2.00	Hiking Poles (For 2)	\$ 3.00

Canoe pack	\$3.00	Map case	\$ 1.00
Compass	\$1.00	Rain suit	\$ 4.00
Crampons	\$2.00	Rock climbing harnesses	\$ 1.00
Cycling gloves	\$2.00	Rock climbing shoes	\$ 2.00
Cycling helmet	\$2.00	Sleeping bag & stuff sac	\$ 4.00
Day pack	\$3.00	Snow Shoes	\$ 2.00
Dry bags	\$1.00	Spare boot liners	\$ 1.00
Ensolite	\$1.00	Stove	\$ 3.00
Extra stuff sac	\$1.00	Tarp-Blue	\$ 1.00
Fuel Bottle	\$5.00-	Tarp-Guide	\$ 3.00
	\$8.00	Tent/Vestibule	\$10.00
Gaiters	\$1.00	Winter boots	\$ 3.00

Penalty:

- Students will be charged the replacement cost for equipment not returned 7 days after the activity has been completed and, as well, be placed on the college defaulter list.

6) P.A.R.C. Locker Rental per Day	\$ 2.00
7) Parking per Day	\$ 10.00
8) Parking for Evening & Saturday	\$ 5.00
9) Parking for the semester-Atwater (if available)	\$500.00
10) Photocopies/copy	\$ 0.10

STUDENT SERVICE CHARGES

- 1) Library charges for late returns.
 - Reserve books and AV items (max=replacement cost of late item) \$ 0.50/hour
 - Regular books and AV items \$ 0.50/day
 - Laptops \$10.00/hour
 - Failure to return a recalled book or AV item with a hold placed on it within 48 hours of being contacted \$10.00/day
 - Lost books and AV items will result in a charge equal to the replacement cost plus \$10 processing fee plus incurred overdue fines (maximum overdue fine of \$20). 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 charge equal to the replacement or repair cost.

Penalties:

- Until fees are paid for lost or damaged laptops, library borrowing privileges will be suspended.
- At the end of each term, students with unpaid fines or unreturned library materials will be placed on default with the college.

STUDENT SERVICE CHARGES (con't)

- 2) Locker Rental
- a) Locker Administration Fee \$6.00
 - b) Lock Replacement Fee \$10.00
- Students will be charged a lock replacement fee and immediately be put on default in the event that a lock is not returned at the end of the rental period or lost and replaced throughout the semester.
- 3) Campus Life and Leadership Equipment
- Students will be charged the cost of replacement or repair of any lost or damaged equipment borrowed from Campus Life and Leadership plus a \$5.00 processing fee
- 4) Photocopying Immunization Documents \$5.00

STUDENT ACTIVITIES CHARGES

WEIGHT ROOM, FITNESS & RECREATIONAL ACTIVITIES

- All Access Pass \$60.00 per semester
- includes:
 - weight room membership
 - fitness classes
 - relaxation classes
 - indoor rock climbing
 - martial arts
 - end of semester extension fees
- A la Carte:
- Day Pass \$ 5.00

INTERCOLLEGIATE SPORTS CHARGES

Collegial	\$200.00	Men's Hockey	\$3700.00
Division 2	\$400.00	Women's Hockey	\$1000.00
Division 1	\$500.00	Rowing	\$ 800.00

RECREATIONAL SPORTS

- Learn to Row Clinic \$25.00

MISCELLANEOUS

- Admission to Basketball games \$ 5.00
- Extra curricular activities (including trips) Self financing