



Title:	SALE OF GOODS AND THE PROVISION OF SERVICES TO STUDENTS
CLASSIFICATION:	FINANCE
FIRST ADOPTED:	January 1999
AMENDED:	November 2020 June 2021

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 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 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: 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 penalty are affected by this policy. These charges are taxes included, where goods or services are subject to QST and GST. 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:

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

7. Refund Policy

Unless specified, not all charges and penalties are refundable.

ANNEX I

ACADEMIC SERVICES CHARGES

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
9) Diploma Request Fee by Registered Mail		\$	13.00

FINANCIAL SERVICES CHARGES

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

FACILITIES MANAGEMENT CHARGES

1) Digital Storage Device		\$	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) P.A.R.C. Locker Rental per Day		\$	2.00
6) Parking per Day		\$	10.00
7) Parking for Evening & Weekend		\$	5.00
8) Parking Atwater per year (if available)		\$	1,000.00
9) Photocopies/copy		\$	0.10

STUDENT SERVICE CHARGES

1) Library charges for late returns

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

2) Locker Rental

- a) Locker Administration Fee \$ 10.00/year
- 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

1) Weight room, fitness & recreational activities

All Access Pass \$ 60.00/semester

- Includes:
 - Weight room membership
 - Fitness classes
 - Relaxation classes
 - Indoor rock climbing
 - Martial arts
 - End of semester extension fees

À la Carte: Day Pass \$ 3.00

2) Intercollegiate sports charges (plus applicable taxes)

Maximum fees to be charged.

Division 1 Women's Basketball	\$	500
Division 1 Men's Basketball	\$	500
Division 1 Men's Soccer	\$	500
Division 1 Soccer Men's Soccer Practice	\$	200
Division 1 Women's Hockey	\$	1,600
	\$	400
Division 2 Women's Basketball	\$	400
Division 2 Men's Volleyball	\$	400
Division 2 Golf	\$	200
Division 2 Women's Soccer	\$	500
Division 2 Women's Volleyball	\$	400
Division 2 Men's Volleyball	\$	400
Division 2 Cross Country Running	\$	200
Division 3 Baseball	\$	275
Division 3 Lacrosse	\$	200
Division 3 Men's Rugby	\$	200
Division 3 Women's Rugby	\$	200
Rowing approximately (depending on number of athletes per season)	\$	200-\$400
3) Recreational sports		
Learn to Row Clinic	\$	50

MISCELLANEOUS

1) Outdoor Education Equipment Rental

Fee (TAX INCL)	Equipment	REPLACEMENT COST (TAX INCL)
\$5.00	70L+ BACKPACK	\$217.00
\$5.00	CANOE PACK	\$229.00
\$3.00	BARREL	\$92.00
\$3.00	CANOE HELMET	\$57.00
\$2.00	CYCLING HELMET	\$31.00
\$5.00	SKI HELMET	\$104.00
\$3.00	CYCLING GLOVES	\$23.00
\$3.00	CYCLING JACKET	\$23.00
\$3.00	CYCLING MULTI-TOOL	\$30.00
\$3.00	COMPASS	\$22.00
\$7.00	CLIMBING EQUIPMENT (HELMET/HARNESS/SHOES)	He-\$94 / Ha-\$87 / S-\$104
\$5.00	DAYPACK (Deuter / MEC)	D-\$167.00 / M-\$52.00
\$2.00	DRYBAG	\$29.00
\$3.00	ENSOLITE (SLEEPING PAD)	\$31.00
\$3.00	GAITERS	\$56.35
\$5.00	HIKING BOOTS	\$263.00
\$3.00/per \$5.00/pair	HIKING POLES	\$112.00
\$3.00	HEAD LAMP	\$44.00
\$2.00	MAPCASE	\$29.00
\$5.00	RAIN SUIT	\$118.00
\$3.00	SHOVEL (WINTER)	\$73.00
\$2.00	SPADE (SUMMER)	\$29.00
\$1.00	STUFF SACK	\$6.00
\$5.00	STOVE	\$144.00
\$9.00/per	STOVE FUEL (<i>return for disposal</i>)	\$30.00 (MSR bottle)
\$5.00	SLEEPING BAG	\$206.00 - \$310.00
\$2.00	SLEEPING BAG LINER	\$45.00
\$5.00	SNOW SHOES	\$183.00
\$1.00	SNOW CLAW	\$20.00
\$5.00	TARP (SHELTER)	\$110.00
\$2.00	TARP (GROUND)	\$7.00
\$10.00	TENT WITH FOOTPRINT	\$437.00
\$2.00	THROW BAG	\$98.00
\$2.00	TROWEL	\$17.00
\$5.00	WINTER BOOTS	\$184.00
\$3.00	WINTER BOOT LINER	\$52.00
\$2.00/mat or block each	YOGA MAT/BLOCK	\$58.00 / \$13.00/ \$17.00
\$5.00	GOLF CLUBS	\$230.00

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.

2) Sale of used equipment: as per reselling value.

3) Others

Extra-curricular activities (including trips)

self-financing