



College Policy

Revised: August 24, 2016
Last Revision/Review: April 3, 2009
Approved: March 30, 2005

Executive Responsibility: Academic & Learner Services

POLICY GROUP: NC800 – Student Records, Rights & Responsibilities

POLICY TITLE: Course/Program Fees & Refunds

A. Background and Definitions

Niagara College's fees are established each academic year in accordance with the Ontario Ministry of Advanced Education and Skills Development (MAESD) fee guidelines.

Advanced Standing: Exemptions, Prior Learning Assessment and Recognition (PLAR), Credit Transfer Assessment fees apply. See the Registrar's Office for details.

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 and are outlined below.

Auditing Student: An individual who has declared attendance in a course or program of instruction on a non-participating basis and who is not seeking evaluation.

Compulsory Ancillary Fees: Fees that a student is required to pay in order to enroll in or



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International Student: A foreign national who meets the requirements that authorize enrolment in an educational institution in Canada established under the Immigration and Refugee Protection Act.

Library Fines: Fees for overdue Library resources or materials.

Late Fees: Students who fail to meet a fee deadline may be withdrawn from their course or program. If space is available, the student may be permitted to register, however, a non-refundable late fee will apply.

Non-Compulsory Additional Fees: Additional fees may apply for services that are not required in the normal course of study at the College. This includes but is not limited to Late Fees, etc.

Non-Sufficient Funds (NSF) Fee: A fee will be charged to a student's account for any cheque returned to the College as NSF or insufficient funds for pre-authorized payment plans.

Official Transcript: The official transcript is a complete and accurate history of all academic activity at the College. The transcript is considered official when it has been verified as being issued by the Office of the Registrar and sent by direct transmission from institution to institution, either by electronic data interchange (EDI) or printed on the College's official



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Program of Instruction: A group of related courses leading to a diploma, certificate, degree or other credential awarded by the College Board of Governors.

Student Card Replacement Fee: A fee will be charged to replace lost or stolen student cards.

Testing Fees: Fees will apply for most admissions-related tests including the Mature Student Test and other program-specific tests. See the Test Centre for details.

Tuition Deposit: A non-refundable amount that is paid as part of the student's total tuition fees for the academic term to secure a student's enrolment at the College.

Tuition Fees:



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automatically withdrawn and must do so in writing by submitting a Withdrawal Form (available on the College's website) to the Office of the Registrar.

10. Non-attendance does not constitute withdrawal from a course or program.
11. Refunds will be processed within four (4) weeks. Refunds for OSAP-funded students will be returned directly to the National Student Loan Centre to pay down the student's loan.
12. Withdrawal from Continuing Education courses, seminars, or general interest courses, a refund of fees, less an approved administration fee, will be processed within four (4) weeks of the date of withdrawal if the student:
 - a) Withdraws from a seminar or general interest course seven (7) or more days before the start date of the course/seminar
 - b) Withdraws from other courses prior to the fourteenth (14th) calendar day after the course start date, or a date specified for a particular course. No refunds will be issued after this date
13. A full refund of fees will be granted when a course is cancelled by the College, or a student is unable to attend a course due to changes initiated by the College
14. **Apprenticeship Program:** Tuition fees are set in accordance with the MAESD Apprenticeship Branch. This fee is refundable (less \$100.00) if the student officially withdraws prior to the end of the first week of classes.
15. Sponsored Students must provide a letter or be documented on a class list from the sponsoring agency



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17. **Indebtedness – Outstanding Fees:** Students with outstanding fees or other indebtedness may be withdrawn from their course or program and will be ineligible to receive any grades, transcripts, certificate, diplomas or degrees until all amounts owed to the College are paid.

18. **Fee and Fee Refund Appeals:** The College is committed to ensuring fees are assessed and refunds granted in a fair and consistent manner. Students who withdraw from a course or program past the refund deadline, have the right to appeal the withholding of these fees.
 - a) The appeal may be granted based on s