

# **Student Fees**

**2011/2012**

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ST. CLAIR COLLEGE  
REGISTRAR'S OFFICE  
STUDENT FEE POLICY 2011-2012

**INTRODUCTION AND ACCOUNTABILITY**

This document is a statement of College Policy relating to the assessment of student fees. The annual St. Clair College fee schedule is developed by applying our internal policy guidelines to the annual policy statement issued by the Ministry of Training, Colleges and Universities (M.T.C.U.).

Recommendations for changes to this policy are forwarded to the Senior Operations Group for approval. The fee schedules resulting from the application of these policies will be forwarded annually to the Board of Governors for information.

The Registrar is accountable for the assessment and collection of all student fees in compliance with this policy. The Fee Schedule for 2011-2012 is shown in Appendix I.

**(A) TUITION FEES**

1. Full Time Post Secondary Program Fees – Regulated Programs

The tuition fee charged to a full time post-secondary student for a period of in-school activity (usually a term or semester) is defined annually by the M.T.C.U. and calculated as follows:

$$\text{S.T. F.} \times \text{T.F.F.} \times \frac{\text{Wks. per term}}{\text{Total program wks.}}$$

where S.T.F. = Standard Tuition Fee; defined annually by the M.T.C.U.

T.F.F. = Tuition Fee Factor for the specific program, as assigned by the M.T.C.U.

2. Full Time Post Secondary Program Fees – Additional High Demand

At the discretion of the Board of Governors at Colleges, they can introduce additional high demand for programs where the Board identifies that there is demand for spaces, strong employment prospects and the expectation of high income for graduates, to a maximum of 15 per cent of College enrolments. (See Appendix II for a listing of High Demand Programs).

To protect students currently enrolled in programs approved for additional high demand, no tuition fee may be increased by more than 20 percent per year until such time as they could reasonably be expected to complete their program.

3. Full Time Ontario College Graduate Certificate Fees

At the discretion of the Board of Governors, additional high demand may be introduced for students in full time Ontario College Graduate Certificate programs, subject to a maximum increase of 20 percent per year to be levied on students currently enrolled in these programs.

4. Full Time Tuition Short Program Fees

The tuition fee for full time tuition short program students is calculated on a semester basis by multiplying the number of weeks in the payment period by the weekly standard tuition fee as defined annually by the Ministry.

5. Fees for Part Time Activity

a) Fully Funded Part Time Activity

The standard tuition fee for all part time activity which is recognized for full provincial funding is assessed on the basis of the contact hour fee as specified annually by the M.T.C.U. (standard part time tuition fee).

b) Other Part Time Activity

Colleges may charge fees as they deem appropriate for courses that are not recognized for full provincial funding.

**NOTE:** To determine full time or part time status, the student's total course registrations less non-funded courses will be considered in the program registration.

6. Fees for Prior Learning Assessment (PLA) Activity

Tuition fees for portfolio development courses are to be determined in the same manner as for part time courses (see 5a above).

In no case can the PLA fee exceed the regular course tuition fee, based on the Ministry's specified part time rates.

The Ministry policy does not define a minimum fee.

7. Fees for Auditing Students

Colleges may charge fees as they deem appropriate for auditing students. Auditing students are not to be included in the enrolment report for funding purposes.

8. Fees for International Students

International student fees are defined each year by the College. The tuition short standard tuition fee is determined by the College and assessed on a semester basis.

International students cannot be counted for funding purposes but are reported to the Ministry. International students are generally only accepted into undersubscribed programs.

9. U.S.A. Fees

The College has a fee policy that is applicable only to students from the United States of America. These reduced fees do not apply to oversubscribed programs, as U.S.A. students are generally only accepted into undersubscribed programs. High demand fees are excluded from the U.S.A. Fees.

10. Special Fees

10.1 Special Reduced Fees

St. Clair College recognizes the need to accommodate the special needs of certain members of its constituency and as a result may reduce fees for some of these populations.

a) Students on Social Assistance

Eligible part time students, day or evening (see below) will have tuition fees assessed on the basis of 20% of the regular tuition to a minimum of \$20.00 per course. These reductions will apply only to fully funded (Ministry) courses. The College reserves the right to exclude specifically designed courses. These reductions will be subject to available space in individual course sections. There will be no reduction of applicable service fees, registration, material fees, etc.

b) College Employees and Retirees

Any full time employee, part time employee (who is working at least 24 hours/week during the semester in which the course is offered), or a full time College employee who has officially retired may take a College

course upon payment of a non-refundable tuition fee of \$10.00. The College reserves the right to exclude specifically designated courses. These reductions will be subject to available space in individual course sections. There will be no reduction of material fees, etc. Prior Learning Assessments (PLA) are excluded from the \$10.00 reduced fees.

c) Employee Tuition Payroll Deduction

Payroll deduction is available for full time employees, for dependents enrolled in full time programs. Please see College Policy for specific details.

d) Senior Discount

Seniors (age 60 and over) who register for part time evening courses, will be given a 10% discount. Seniors will be exempt from the Technology Access, Student Centre, and Transcript fees. There will be no reduction of material fees. These reductions will apply only to fully funded (Ministry) courses. The College reserves the right to exclude specifically designated courses.

e) City of Windsor Employees

For a period of ten (10) years beginning March 2007, employees of the City of Windsor shall be permitted to enrol in any part-time credit course offered by the College at a discounted rate of thirty (30%) percent of the regular tuition charged to students for each course. The reduction is subject to space availability and provided that priority of enrolment in each course shall be given to students paying full tuition.

## 10.2 Work Experience Fees

There are three forms of work experience that impact upon a student's fee assessment – clinical training, field placement and co-operative education (see Appendix III for definitions). Where the work experience is included within a full time program schedule, the full time fees include the assessment of Work Experience. Clinical training is included in a student's full time assessment. Clinical training, taken on a part time basis, is assessed on the current hourly standard tuition fee.

Field placement is included in a student's full time assessment. Fees for field placement courses taken by part time students will be established by program and program requirements (i.e., cost of supervision, field placement location, specialized skills for supervisors, etc.).

Co-operative education fees will be established by program and program requirements (i.e., cost of supervision, field placement location, specialized skills for supervisors, etc.).

**NOTE:** Where a student is enrolled in an additional course(s) while in a Field Placement/Co-Op semester, the regular fee assessments will apply for those courses in addition to the Field Placement/Co-Op fees.

### 10.3 Course Overload Fee

A student whose course load (hours of contact) exceed that normally taken by students in that academic achievement level (AAL) of the program, will be assessed fees for the overload at the previously described part time rates.

### 10.4 International Service Fee

All full time international students will be assessed a \$500.00 international service fee. This fee covers the cost of field trips, airport pickups, cultural activities and international office student services.

Post secondary students will be assessed \$500.00 in their first semester. Tuition short and non-credit programs will be assessed \$350.00 in their first semester to a maximum of \$500.00.

## **(B) INCIDENTAL FEES**

### 1. Tuition-Related Incidental Fees

Tuition-related incidental fees are included in the standard tuition fee. That is, having paid the required standard tuition fee, a student **cannot** be required to bear additional charges for any tuition-related fees.

Tuition-related fees include:

- Lab and shop costs
- Costs of consumable supplies and equipment and instruments not retained by the students
- Costs of mandatory field trips and mandatory field placement
- Costs of mandatory travel

### 2. Non-Tuition-Related Incidental Fees

The College may assess non-tuition related incidental fees as described below:

- The cost of fees charged for Co-op program work semesters.

- To encourage the completion of some action by a specified deadline date (to permit College planning and resource allocation).
- To recover all, or part of the cost, of some activity requested by the student.
- To recover the cost of learning materials, equipment and/or clothing retained by the student.
- The cost of appeals, additional examinations and transcripts, graduation, parking charges and student identification cards.

A compulsory non-tuition related incidental fee is defined as a fee imposed or administered by the College in addition to standard tuition fees, which a student is required to pay in order to enrol in, or successfully complete, any course or program eligible for provincial funding. All compulsory non-tuition related incidental fees must be approved by the College's Student Fee Protocol Committee and the Board of Governors.

### 3. Summary of Non-Compulsory Non-Tuition Related Incidental Fees

#### 3.1 O.S.A.P. Deferral Fee

Full time post secondary students, who have applied for O.S.A.P., may request to defer their fees with a payment of \$100.00 per semester until their O.S.A.P. application has been processed at the Ministry of Training, Colleges and Universities, Student Support Branch.

#### 3.2 Split Fee Payment

Full time post-secondary students who choose to pay their fees by the semester rather than by the year, will be assessed a \$40.00 Split Fee Payment in the first semester.

#### 3.3 Grade Review Fee

Students requesting a review of a final grade will be assessed a fee of \$25.00 per course reviewed. This fee is refunded if the review is upheld.

#### 3.4 Income Tax Receipt

All eligible students are provided with a copy of their Income Tax Receipt free of charge. Students requesting duplicate copies of this receipt will be assessed a fee of \$15.00. This fee is required for any request corresponding to tax years prior to 2003.

#### 3.5 Locker Fee

Students at the South Campus and the St. Clair Centre for the Arts may lease a locker for a fee of \$25.00 annually.

### 3.6 Parking Fee

Day students requiring parking at both the South and Thames Campus will be assessed a parking fee of \$62.50 per semester, to a maximum of \$125.00 per year.

Evening students requiring parking at the South and Thames Campus will be assessed a parking fee of \$25.00 per semester.

### 3.7 Course Description Fee

A charge of \$1.00 per course description to a maximum of \$25.00 will be charged. Additional copies will be \$5.00 per set and faxed copies will be \$5.00 per course.

## 4. Summary of Compulsory Non-Tuition Related Incidental Fees

These fees do not apply to contract training courses/programs.

### 4.1 Student Activity Fee

St. Clair College believes in enriching the quality of student life by encouraging social, cultural, recreational, and athletic activities and the respective groups representing students and alumni agree to provide such activities and services.

There shall be a Student Activity Fee collected by the College from each appropriate student. Funds collected will be held in trust by the Board of Governors to be released to appropriate parties to help undertake the activities mentioned above.

#### a) Student Activity Fee Distribution

The Student Activity Fees collected are distributed, after approval by appropriate College officials, among the Alumni Association, Student Representative Council (S.R.C.) (43.75%), the Student Athletic Association (S.A.A.) (43.75%), and Thames Student Government Incorporated (T.S.I.) (43.75%). The Alumni Fee will amount to 12.5% of the Student Activity Fee collected. The distribution between the S.R.C. and S.A.A. will be based upon annual negotiations among the advisors and representatives of the two organizations.

b) Full Time Fee Assessment

The Standard Student Activity Fee will be assessed for all full time fee paying students at a fixed ratio of 14% of the Standard Tuition Fee.

c) Part Time Fee Assessment

Part time students may avail themselves of appropriate College services upon payment of an activity fee of \$5.00 per course registration.

4.2 Student Centre Fee

A Student Centre Fee of \$50.00 per year will be assessed to all full time students registered at the Windsor Campus. Tuition Short students will be assessed on a pro-rated, semester basis. Students at the Thames Campus are no longer assessed this fee at the recommendation of T.S.I., effective Fall 2008.

A Student Centre Fee of \$2.50 per course per semester will be assessed to all part time students.

The Student Centre Fee at the Windsor Campus will not be charged to students who are 15 years of age or younger, 60 years of age or over, or registered in workshops, and/or Continuing Education courses which are 12 hours in duration or less, or taking a non-credit course.

4.3 Graduation Fee

To cover graduation and convocation expenses a \$5.00 per semester grad fee and a \$23.00 iripipe deposit in the graduating semester (excluding English as a Second Language), will be assessed for each full time and part time student. Continuing Education graduates wishing to attend convocation will be assessed a \$25.00 graduation fee.

4.4 Student Card Fee

All full time post secondary and tuition short students will be assessed an annual \$7.00 student card fee. Student cards provide students with the ability to prove their student status immediately. The student card is required to access the library, computer labs, and certain photocopy machines. The student card enables students to receive discounts at many of their favourite merchants around the city.

#### 4.5 Health Insurance Fee

All full time domestic post-secondary students at all Campuses will be assessed a fee of \$130.89 per year (pro-rated for programs that start in Winter and Spring), pending review, to cover the cost of a student health insurance plan. This \$130.89 includes a mandatory and non refundable Accidental Death and Dismemberment fee of \$2.95 (pro-rated for programs that start in Winter and Spring). All post secondary international students are assessed a fee of \$600.00 per year (pro-rated for programs that start in Winter and Spring). All tuition short international students are assessed a pro-rated fee per semester, to a yearly maximum of \$600.00.

#### 4.6 Material Fee

All full time students in the Mechanical Technician-CAD/CAM program will be assessed a \$105.00 per year Material Fee (i.e. two semesters) to cover the cost of student retained materials.

All full time students in the Collaborative Nursing programs will be assessed a \$100.00 per year Material Fee (i.e. two semesters) to cover the cost of student retained materials.

All full time students in the Practical Nursing program will be assessed a \$54.00 per year Material Fee to cover the cost of materials.

All full time students in the revised Culinary Management program will be assessed a \$750.00 per year Material Fee to cover the cost of supplies.

All full time students in the Architectural and Civil Engineering Technology programs, as well as the Construction Engineering Technician-Civil program will be assessed a \$100.00 Material Fee in year one. This fee will offset costs associated with take home projects, i.e. shed.

All full time students in the Horticulture Technician-Landscape program will be assessed a \$125.00 per year Material Fee to cover the cost of items such as a drafting kit and projects that students will retain.

All full time students in the Welding Techniques programs will be assessed a \$150.00 per year Material Fee to cover the cost of materials utilized in their take home projects. In addition, students will be required to supply their own equipment (i.e. welding shield, chipping hammer, etc.).

All full time students in the Woodworking Technician program will be assessed a \$125.00 per year Material Fee to cover the cost of materials that students will retain (i.e. projects).

All full time students in the Esthetician programs will be assessed a \$126.00 per year Material Fee (i.e. three semesters) to cover the cost of materials that students will retain (i.e. nail polish, creams, etc.). Students will also purchase a student retained kit with required components at a cost of \$1225.00.

All full time students in the Dental Hygiene program will purchase a kit at a cost of \$3000.00 in year one and \$1000.00 in year two.

All full time students in the Dental Assisting program will be assessed a kit fee of \$3600.00 for this program.

All full time students enrolled in the Veterinary Technician, year two will be charged an \$80.00 kit fee. The new kit fee will apply to year two only and offsets the costs of the student retained stethoscope, medical scissors, etc.

All full time students enrolled in the Journalism program will be assessed a \$10.00 Material Fee to cover the cost of producing media identification cards. These cards will provide students with access to events for news coverage and interviews.

All full time students in the Hairstylist program will be assessed a \$60.00 Material Fee to offset costs associated with product consumed and personally applied during labs and clinics. Students will also be required to purchase a kit at a cost of \$630.00.

All full time students enrolled in the Mechanical Engineering Technician – Industrial program will be assess a \$35.00 and \$40.00 Material Fee in year one and two respectively. These fees are now required as fewer materials are being donated by industry, i.e. aluminum, brass, steel, etc. for student retained projects.

All full time students enrolled in the Chemical Laboratory Technology program will be assessed a refundable fee of \$200.00 per year for glassware utilized for experiments. Any deductions will be based upon glassware loss and breakage.

All full time students enrolled in the Electrical Engineering Technology – Industrial Automation program will be assessed kit fees of \$80.00 in year one, \$210.00 in year two, and \$20.00 in year three. The kit fees offset costs associated with meters and components utilized for projects.

All full time students in the Paramedic and Personal Support Worker programs will be assessed a \$20.00 Material Fee for student retained instructional materials.

#### 4.7 Compulsory Fee

All full time students in the Music Theatre – Performance program will be assessed mandatory fees of \$1,800.00 in addition to the standard tuition fee of \$2,320.00. This fee will be utilized specifically to offset costs associated with vocal sessions (\$1,000.00) and productions costs for all performance shows (\$800.00).

#### 4.8 Technology Access Fee

All full time students at all campuses will be assessed a \$70.00 per year fee to assist with the cost of providing students with up-to-date information/instructional technologies, software, maintenance, etc. Full-time tuition short students will be assessed on at \$2.00 per week, per semester, to a maximum of \$70.00 per year. A Technology Access Fee of \$5.00 per course per semester will be assessed to all part time students.

The Technology Access Fee at all campuses will not be charged to students who are 15 years of age or younger, 60 years of age or over, or registered in workshops, and/or Continuing Education courses which are 12 hours in duration or less, or taking a non-credit course.

#### 4.9 Transcript/Certification Letter Fee

A lifetime Transcript/Certification Letter Fee of \$8.00 per year for all full time students and \$.50 per semester for all part time students will be assessed to cover the cost of transcript and certification letters requested by current and former students. Tuition short students will be assessed on a pro-rated, semester basis, to a yearly maximum of \$8.00.

Requests for transcripts/certification letters will be limited to ten (10) per semester (excluding post-secondary institutions). Each individual request beyond the above will incur an additional cost of \$10.00 per copy.

The Transcript/Certification Letter Fee at all campuses will not be charged to students who are 15 years of age or younger, 60 years of age or over, or registered in workshops, and/or Continuing Education courses which are 12 hours in duration or less, or non-credit.

#### 4.10 Recreation/Fitness Centre Capital Fee

Beginning Fall 2008, a Recreation Centre Fee of \$150.00 will be assessed to all full time students registered at the Windsor Campus and Thames Campus for a period of ten (10) years to offset capital construction costs. Tuition Short students will be assessed on a pro-rated, semester basis.

## **(C) TUITION FEE REFUNDS**

### **1. Tuition Fee Refunds for Post Secondary & Tuition Short Programs**

#### **a) Canadian Citizens and Landed Immigrants**

Students who officially withdraw prior to the tenth (10) day of class of the beginning of a semester will receive a refund calculated as follows:

- i) Full time Student – assessed semester fees less \$100.00 administration fee which the College will withhold.  
Part time Student – assessed semester fees less \$25.00 administration fee per course which the College will withhold.
- ii) Fees paid in advance for a second and subsequent semesters will be refunded in full. Students who officially withdraw after the tuition refund date (i.e., ten [10] class days for a 15 week semester), will receive full refund of any fees paid in advance for subsequent semesters.
- iii) For students who do not register on a semester basis (i.e., continuous intake), the principles implicit in the above policy will apply.

#### **b) International and U.S.A. Students**

International and U.S.A. students are provided with a student visa with the understanding that the student will register, and remain, as a full time student. For this reason, International and U.S.A. students, once registered as full time students, will not receive a refund when changing from full time to part time status.

- i) International and U.S.A. students who officially withdraw prior to the tenth (10) day of class of the beginning of a semester will receive a refund of full tuition paid, less the \$432.00 administration fee.
- ii) For International and U.S.A. students who do not register on a semester basis (i.e., continuous intake), the principles implicit in the above policy will apply.

#### **c) Co-operative Education**

Co-operative Education students in their last work term who are unable to secure a placement will receive a refund of \$200.00 (i.e. \$75.00 Administration Fee will be withheld from the \$275.00 co-op tuition fee).

2. Part Time – Continuing Education

REFUND TABLE	
TIMETABLE	AMOUNT
On or after the 1st day of classes but not later than the 10 <sup>th</sup> business day of the course	100% of tuition + GST minus a \$25.00 Administration Fee (per course)
On or after the 11 <sup>th</sup> business day of the course	NO REFUND

3. Continuing Education Refund Policy

Where a course or workshop is 20 hours or less in duration, an official withdrawal must be received on, or before, the business day prior to the date of the first class.

For courses, or workshops, more than 20 hours in duration:

- An official withdrawal prior to the date on which the first class occurs will result in a full refund.
- An official withdrawal on, or after, the first day of class but not later than the tenth business day of the course will result in a full refund **LESS** a \$25.00 Administration Fee per course.
- No refund will apply to an official withdrawal on, or after, the eleventh business day of the course.

**A P P E N D I X I**

**FEE SCHEDULE 2011-2012**

I T E M	DOMESTIC	
<b>STANDARD TUITION FEE (STF)</b>		
	<b>Year 1</b>	<b>Continuing</b>
Full-time P.S. Domestic-All Campuses	\$2424.40 Yr.	\$2302.88 Yr.
Animation – Tradigital ***	\$3012.73 Yr.	\$2998.32 Yr.
Entertainment Technology ***	\$3012.73 Yr.	\$2998.32 Yr.
Graphic Design ***	\$3012.73 Yr.	\$2998.32 Yr.
Full-time Tuition Short – Domestic	See page 22 for breakdown of fees	
Part-time-All Campuses	5.49 Hr.	5.49 Hr.
<b>HIGH DEMAND PROGRAMS:</b>		
Collaborative Nursing H850/K950	5318.16	5292.72
Dental Hygiene H847	11561.97	11133.75
Practical Nurse H863/K963	3591.69	4323.33
Dental Assisting H915	3236.76	n/a
Medical Laboratory Science H837	3020.98	2493.50/2686.70
Medical Laboratory Technician H299	2589.41	n/a
Paramedic H840/K940	2589.41	2493.50
Pharmacy Technician H812	2589.41	2493.50
Veterinary Technician H258	2589.41	2493.50
<b>PLA. – All Campuses</b>	126.27 Per Course	126.27 Per Course
<b>PLUS STUDENT ACTIVITY FEE (SAF)</b>		
Full-time P.S.-All Campuses	322.40	322.40
Full-time P.S.-All Campuses (Max)	341.74	341.74
Part-time – All Campuses (Optional)	5.00 Per Course	5.00 Per Course
<b>PLUS STUDENT CENTRE FEE</b>		
Full-time P.S.-Windsor Campus	50.00 Year	50.00 Year
Part-time -Windsor Campus	2.50 Per Course	2.50 Per Course
<b>PLUS GRADUATION FEE</b>		
Full-time P.S.-All Campuses	5.00 Semester	5.00 Semester
Full-time P.S.-Liripepe Deposit	23.00 Grad. Sem.	23.00 Grad. Sem.
Part-time P.S.-All Campuses	5.00 Semester	5.00 Semester
P.T.C.E.-All Campuses (Convocation only)	25.00 Program	25.00 Program
<b>PLUS STUDENT CARD FEE</b>	7.00 Year	7.00 Year
<b>PLUS HEALTH INSURANCE FEE</b>		
Full-time P.S.- All Campuses		
Sept. 2011-Aug. 2012	130.89 (2.95 non refundable)**	
Jan. 2012- Aug. 2012	87.26 (1.97 non refundable)**	
May 2012- Aug. 2012	43.63 ( .98 non refundable)**	

<b>I T E M</b>	<b>DOMESTIC</b>
<b>PLUS TECHNOLOGY ACCESS FEE</b>	
Full-time P.S.-All Campuses	\$70.00 Year
Part-time -All Campuses	5.00 Per Course
<b>PLUS RECREATION/FITNESS CENTRE CAPITAL FEE</b>	
Full-time P.S.-All Campuses	\$150.00 Year
Part-time -All Campuses	7.50 Per Course
<b>PLUS LIFETIME TRANSCRIPT/CERTIFICATION FEE</b>	
Full-time P.S.-All Campuses	8.00 Year
Part-time -All Campuses	0.50 Per Semester
<b>PLUS MATERIAL FEE</b>	
Mechanical Tech – CAD/CAM	105.00 Year
Collaborative Nursing	100.00 Year
Practical Nursing	54.00 Year
Culinary Management	750.00 Year
Architectural Technology (AAL 1)	100.00 Year
Civil Eng. Technology (AAL 1)	100.00 Year
Construction Eng. Technician-Civil (AAL 1)	100.00 Year
Horticulture Technician-Landscape	125.00 Year
Welding Techniques	\$150 Year
Woodworking Technician	125.00 Year
Esthetician	126.00 Year
Journalism	10.00 Year
Hairstylist	60.00 Year
Mechanical Eng. Tech. - Industrial	35.00/40.00 Year
Paramedic & PSW	20.00 Year
<b>NON-REFUNDABLE ADMINISTRATION FEE</b>	
Full-time P.S.-All Campuses	100.00 Semester
Part-time P.S.-All Campuses	25.00 Course
Part-time C.E.-All Campuses	25.00 Course

**PLEASE NOTE:** The College reserves the right to change, amend or alter fees as necessary without notice or prejudice.

For all Tuition Short programs, there is a non refundable Administration Fee of \$100.00 on the official withdrawal from the College.

\* See Page 24 for breakdown of Student Activity Fee.

\*\* The \$2.95, \$1.97 and \$.98 are the non refundable amounts, respectively.

\*\*\* The College has removed these programs from the High Demand designation. As a result, tuition fees have been reduced to the maximum standard tuition fee allowable.

<b>ITEM</b>	<b>INTERNATIONAL AND U.S.A.</b>
<b>STANDARD TUITION FEE (STF)</b>	
Full-time P.S. International – All Campuses	\$ 9,588.00 Yr. (excludes oversubscribed programs)
Full-time P. S. (USA)- All Campuses	6,050.00 Yr.
Part-time-All Campuses	25.00 Hr.
<b>HIGH DEMAND PROGRAMS:</b>	
Collaborative Nursing H850/K950 (First Year Students)	16,320.00
Collaborative Nursing H850/K950 (Continuing Students)	15,710.00
Dental Hygiene H847	15,054.00
Practical Nursing H863/K963 (First Year Students)	11,068.00
Practical Nursing H863/K963 (Continuing Students)	16,602.00
Dental Assisting H915	11,985.00
Medical Laboratory Science H837 (Year 1)	12,784.00
Medical Laboratory Science H837 (Year 2)	9,588.00
Medical Laboratory Science H837 (Year 3)	11,186.00
Medical Laboratory Technician H299	9,588.00
Paramedic H840/K940	9,588.00
Pharmacy Technician H812	9,588.00
Veterinary Technician H258	9,588.00
Full-time P.S. U.S.A. – All Campuses	\$6,050.00 Yr. for all programs (excludes oversubscribed programs)
Part-time P.S. U.S.A. – All Campuses	25.00 Hr.
<b>PLA – All Campuses</b>	126.27 Per Course
<b>PLUS STUDENT ACTIVITY FEE (SAF)</b>	
Full-time P.S.-All Campuses	322.40 Year *
Full-time P.S.-All Campuses (Max)	341.74 Year
Part-time – All Campuses (Optional)	5.00 Per Course
<b>PLUS STUDENT CENTRE FEE</b>	
Full-time P.S.-Windsor Campus	50.00 Year
Part-time -Windsor Campus	2.50 Per Course
<b>PLUS GRADUATION FEE</b>	
Full-time P.S.-All Campuses	5.00 Semester
Full-time P.S.-Liripipe Deposit	23.00 Grad. Semester
Part-time P.S.-All Campuses	5.00 Semester
P.T.C.E.-All Campuses (Convocation only)	25.00 Program
<b>PLUS STUDENT CARD FEE</b>	
	7.00 Year
<b>PLUS HEALTH INSURANCE FEE</b>	
Full-time P.S.-All Campuses	
Sept. 2011-Aug. 2012	600.00
Jan. 2012-Aug. 2012	425.00
May 2012-Aug. 2012	225.00

**Please Note: The College reserves the right to change, amend or alter fees as necessary without notice or prejudice.**

**International and U.S.A. students are generally only accepted into undersubscribed programs.**

**\*See Page 24 for breakdown of Student Activity Fee.**

<b>I T E M</b>	<b>INTERNATIONAL</b>	<b>USA</b>
<b>PLUS TECHNOLOGY ACCESS FEE</b>		
Full-time P.S.-All Campuses	\$70.00 Year	\$70.00 Year
Part-time-All Campuses	5.00 Per Course	5.00 Per Course
<b>PLUS RECREATION/FITNESS CENTRE CAPITAL FEE</b>		
Full-time P.S.-All Campuses	150.00 Year	150.00 Year
Part-time-All Campuses	7.50 Per Course	7.50 Per Course
<b>PLUS LIFETIME TRANSCRIPT/CERTIFICATION FEE</b>		
Full-time P.S.-All Campuses	8.00 Year	8.00 Year
Part-time P.S.-All Campuses	0.50 Per Semester	0.50 Per Semester
<b>PLUS MATERIAL FEE</b>		
Collaborative Nursing	100.00 Year	100.00 Year
Mechanical Technician – CAD/CAM	105.00 Year	105.00 Year
Practical Nursing	54.00 Year	54.00 Year
Culinary Management	750.00 Year	750.00 Year
Welding Techniques	150.00 Year	150.00 Year
Architectural & Civil Eng. Technology (AAL 1)	100.00 Year	100.00 Year
Construction Engineering Technician-Civil (AAL 1)	100.00 Year	100.00 Year
Horticulture Technician-Landscape	125.00 Year	125.00 Year
Woodworking Technician	125.00 Year	125.00 Year
Esthetician	126.00 Year	126.00 Year
Hairstylist	60.00 Year	60.00 Year
Journalism	10.00 Year	10.00 Year
Mechanical Eng. Technician – Industrial	35.00/40.00 Year	35.00/40.00 Year
Paramedic	20.00 Year	20.00 Year
Personal Support Worker	20.00 Year	20.00 Year
International Service Fee P.S.	500.00 Per Reg.	
International Service Fee T.S.	Max 500.00 Year	
<b>NON-REFUNDABLE ADMINISTRATION FEE</b>		
Full-time P.S.-All Campuses	432.00 Semester	432.00 Semester
Part-time P.S.-All Campuses	25.00 Course	25.00 Course
Part-time C.E.-All Campuses	25.00 Course	25.00 Course

**PLEASE NOTE: The College reserves the right to change, amend or alter fees as necessary without notice or prejudice.**

**TUITION SHORT PROGRAMS**

<b><u>DOMESTIC</u></b>				
<b>Hairstylist - 42 wk</b>	Semester 1 15 wk	Semester 2 15 wk	Semester 3 12 wk	<b>Total</b>
Full-time Tuition	\$909.15	\$909.15	\$727.32	\$2545.62
Part-time Tuition				5.49 Hr.
Activity Fee	122.05	122.05	97.64	341.74
Grad Fee	5.00	5.00	5.00	15.00
Liripipe Fee			23.00	23.00
Student Card Fee	7.00			7.00
Health Fee	130.89			130.89
Technology Fee	32.00	32.00	6.00	70.00
Student Centre Fee	16.00	16.00	16.00	48.00
Recreation/Fitness Centre Capital Fee	48.00	48.00	48.00	144.00
Transcript Fee	2.56	2.56	2.56	7.68
<b>Total Assessment</b>	<b>\$1272.65</b>	<b>\$1134.76</b>	<b>\$925.52</b>	<b>\$3332.93</b>
<b>English As A Second Language – 15 wk</b>				
	Semester 1 15 wk			Total
Tuition	\$909.15			\$909.15
Activity Fee	122.05			122.05
Grad Fee	5.00			5.00
Liripipe Fee	n/a			n/a
Student Card Fee	7.00			7.00
Health Fee	n/a			n/a
Technology Fee	32.00			32.00
Student Centre Fee	16.00			16.00
Recreation/Fitness Centre Capital Fee	48.00			48.00
Transcript Fee	2.56			2.56
<b>Total Assessment</b>	<b>\$1141.76</b>			<b>\$1141.76</b>

**PLEASE NOTE: For all Domestic students in Tuition Short programs, there is a non refundable Administration Fee of \$100.00 on the official withdrawal from the College.**

**TUITION SHORT PROGRAMS**

<b><u>INTERNATIONAL &amp; U.S.A.</u></b>				
<b>Hairstylist - 42 wk</b>	Semester 1 15 wk	Semester 2 15 wk	Semester 3 12 wk	<b>Total</b>
Full-time Tuition Fee	\$3750.00	\$3750.00	\$3000.00	\$10,500.00
Part-time Tuition Fee				25.00 Hr.
Activity Fee	122.05	122.05	97.64	341.74
Grad Fee	5.00	5.00	5.00	15.00
Liripipe Fee			23.00	23.00
Student Card Fee	7.00			7.00
Health Fee	600.00			600.00
Technology Fee	32.00	32.00	6.00	70.00
Student Centre Fee	16.00	16.00	16.00	48.00
Recreation/Fitness Centre Capital Fee	48.00	48.00	48.00	144.00
Transcript Fee	2.56	2.56	2.56	7.68
<b>Total Assessment</b>	<b>\$4,582.61</b>	<b>\$3,975.61</b>	<b>\$3,198.20</b>	<b>\$11,756.42</b>
<b>English As A Second Language - 15 wk</b>				
	Semester 1 15 wk			<b>Total</b>
Tuition Fee	\$3750.00			\$3750.00
Activity Fee	122.05			122.05
Grad Fee	5.00			5.00
Liripipe Fee	n/a			n/a
Student Card Fee	7.00			7.00
Health Fee	225.00			225.00
Technology Fee	32.00			32.00
Student Centre Fee	16.00			16.00
Recreation/Fitness Centre Capital Fee	48.00			48.00
Transcript Fee	2.56			2.56
<b>Total Assessment</b>	<b>\$4,207.61</b>			<b>\$4,207.61</b>

**PLEASE NOTE: For all International and U.S.A. students in Tuition Short programs, there is a non refundable Administration Fee of \$432.00 on the official withdrawal from the College.**

**EXAMPLE OF ANNUAL STANDARD TUITION FEES FOR A FIRST-YEAR STUDENT IN THE GRADUATING SEMESTER**

FEES	WINDSOR GRAD	THAMES GRAD	INTERNATIONAL GRAD		USA	
			WINDSOR	THAMES	WINDSOR	THAMES
Standard Tuition	\$2424.40	\$2424.40	\$ 9,588.00	\$ 9,588.00	\$ 6,050.00	\$ 6,050.00
Student Activity	322.40	322.40	322.40	322.40	322.40	322.40
Student Centre	50.00	N/A	50.00	N/A	50.00	N/A
Graduation	33.00	33.00	33.00	33.00	33.00	33.00
Health Insurance	130.89	130.89	600.00	600.00	600.00	600.00
Technology Access	70.00	70.00	70.00	70.00	70.00	70.00
Lifetime Transcript/ Certification	8.00	8.00	8.00	8.00	8.00	8.00
Recreation/Fitness Centre Capital	150.00	150.00	150.00	150.00	150.00	150.00
Student Card	7.00	7.00	7.00	7.00	7.00	7.00
<b>TOTAL FEES</b>	<b>\$3,195.69</b>	<b>\$3,145.69</b>	<b>\$10,828.40</b>	<b>\$10,778.40</b>	<b>\$ 7,290.40</b>	<b>\$7,240.40</b>

Student Activity Fee (S.A.F.)

- Full-time Post-Secondary Standard Rate is 14% of STF (2011-2012 \$322.40)
- Maximum S.A.F. is 106% of S.A.F. (2011-2012 \$341.74)
- Full-time Tuition Short programs are pro-rated over 50 weeks to maximum
- Alumni fee is included in the S.A.F. at a rate of 12.5% (2011-2012 \$40.30)  
\$42.72 Max.
- S.R.C. fee is included in the S.A.F. at a rate of 43.75% (2011-2012 \$141.05)  
\$149.51 Max.
- S.A.A. fee is included in the S.A.F. at a rate of 43.75% (2011-2012 \$141.05)  
\$149.51 Max.
- T.S.I. fee is included in the S.A.F. at a rate of 87.5% (2011-2012 \$282.10)  
\$299.02 Max.

Student Centre Fee

- Windsor \$50.00 per year

Calculation of Fees for Tuition Short Programs and Part-time Courses

- Tuition short program fees are pro-rated on an hourly or semester basis
- Part time fees are assessed on a contact hour basis
- Contract Training courses are not assessed the incidental fees

**PLEASE NOTE: The College reserves the right to change, amend or alter fees as necessary without notice or prejudice.**

**A P P E N D I X   I I**

**H I G H   D E M A N D   P R O G R A M S   2 0 1 1 - 2 0 1 2**

## HIGH DEMAND PROGRAMS 2011-2012

<u>Program Code</u>	<u>Program Name</u>
H850/K950	Collaborative Nursing
H847	Dental Hygiene
H863/K963	Practical Nurse
H915	Dental Assisting Level I&II
H837	Medical Laboratory Science
H299	Medical Laboratory Technician
H840/K940	Paramedic
H812	Pharmacy Technician
H258	Veterinary Technician

## **APPENDIX III**

### **DEFINITIONS**

### 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.

### Auditing Students

Students who are registered in a course or program, but do not receive credit towards a diploma or certificate. Such students normally do not take examinations or receive grades. When a student audits a Ministry funded course, no Ministry funding is received.

### Clinical Training

Clinical training is non-paid work experience which is supervised and monitored by, or on behalf of, St. Clair College personnel. Clinical experiences are scheduled as a part of regular program offerings.

### Compulsory Ancillary Fees

Are ancillary fees that a student is required to pay in order to enrol in or successfully complete any course or program of instruction eligible for general purpose operating grant support.

### Co-operative Education

Co-operative education, or co-op, combines in-college study with alternating paid related work experience.

### Field Placement

A field placement is the work experience component of a program. While there is no hour-for-hour supervision by St. Clair College personnel, there are periodic visits to the work setting. A report may be a part of the course requirement.

### Full Time Student

A full time student is one who is registered for 66 2/3% of the courses or 70% of the hours in the suggested student program as outlined in the College Calendar. A student granted advance standing or an exemption from a course is not considered to be enrolled in the course.

### High Demand Program of Instruction

A program of instruction eligible for general purpose operating grant funding for which colleges have the discretion to charge fees above the maximum permitted for regular fee programs. This discretion is allowed for applied degree, post-basic or Baccalaureate of Nursing programs and/or for basic programs which have been determined to meet each of the following three criteria:

1. there is high demand for instructional space;
2. graduates have above-average prospects for employment; and
3. graduates have the potential to earn an above-average income

### International Student

An International Student for fee purposes is defined as a student who is not a Canadian or a U.S.A. citizen; not a permanent resident; not a dependent or a representative of a Foreign Government [Section 7(l) of Immigration Act]; or not a dependent of persons in Canada for the temporary exercise of their profession, trade or occupation [Section 7(l)h of Immigration Act]. [See M.E.T. memorandum 89-A-3, Section A, 7a].

### Ontario Student Assistance Program (OSAP)

Supplementary financial assistance based on demonstrated financial need, operated by the province to help students from lower-income families meet the costs of post-secondary education.

### Part Time Student

A part time student is a student who is registered for less than 66 2/3% of the courses or 70% of the hours in the suggested student program, as outlined in the College Calendar. This includes students taking Continuing Education courses.

### Post Basic Program

A program designed to provide additional or advanced skills that will enhance an existing knowledge base for which a certificate, diploma or degree has been awarded.

### Post Secondary Program

A program designed for individuals who have an Ontario Secondary School Diploma or equivalent.

### Semester

In the case of most full time post-secondary programs, it is the objective of St. Clair

College to achieve two equal semesters per regular academic year, with minor variations as required to adjust to the civic calendar. The minor variations will not normally be cause for increasing or decreasing fees.

#### Student Contact Hour

A unit representing one student enrolled in one required hour of instruction.

#### Term

A term will normally be a semester or a quarter as determined by the student's program.

#### Tuition Short Program

A vocationally-specific program that is normally 52 weeks or less in duration, which usually requires less than an Ontario Secondary School Diploma and for which a tuition fee is paid.

#### Weekly Fees

The weekly fee is the tuition established for a period equivalent to five trainee days. Colleges are to pro-rate the fees established for programs with delivery schedules other than five hours per day and five days per week.

**APPENDIX IV**

**STUDENT FEE APPROVALS**

In consultation with Thames Student Incorporated and the Student Representative Council Incorporated, we are recommending the proposed 'Student Fees 2011/2012' be applied for the 2011/2012 academic year. We have reviewed and accept the proposed 'Student Fees 2011/2012' as presented.

Signatures:

\_\_\_\_\_  
President, SRC

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, TSI

\_\_\_\_\_  
Date

\_\_\_\_\_  
Senior Vice President, College Operations  
St. Clair College

\_\_\_\_\_  
Date

\_\_\_\_\_  
President, St. Clair College

\_\_\_\_\_  
Date