



**TO: BOARD OF GOVERNORS**

**FROM: PATRICIA FRANCE, PRESIDENT**

**DATE: MARCH 26, 2024**

**RE: 2024-2025 FINANCIAL PLAN REPORT**

**SECTOR: FINANCE**  
**MARC JONES, VICE PRESIDENT AND CHIEF FINANCIAL OFFICER**

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**AIM:**

To obtain Board approval for the 2024-2025 Financial Plan Report.

**BACKGROUND:**

The proposed 2024-2025 Financial Plan Report incorporates the following financial information:

1. Statement of Operations Budget.
2. Statement of Financial Position Projection.
3. Non-Committed Cash Projection.
4. Financial Sustainability Metrics.
5. Student Fees: 2024-2025 Academic Year.

**RECOMMENDATION:**

IT IS RECOMMENDED THAT the Board of Governors approve the 2024-2025 Financial Plan Report.

## **STATEMENT OF OPERATIONS BUDGET**

### **EXECUTIVE SUMMARY (Schedule I)**

The purpose of the Financial Plan Report is to highlight the operating plan for the next fiscal year to the Board of Governors. The Financial Plan Report is consistent with the operational requirements and capital expenditures framework of the current Strategic Directions.

The Mid-Year Review 2023-24 budget approved by the Board on November 28, 2023 provided for a surplus position of \$52,113,848. The Statement of Operations Budget for 2024-25 is projecting a surplus of \$13,093,586, representing a decrease of \$39,020,262 or 75% over the Mid-Year Review 2023-24 budget.

The projection for total operating and ancillary revenue for 2024-25 is \$304,206,765, representing a decrease of \$32,568,161 or 10% over the Mid-Year Review 2023-24 budget of \$336,774,926.

The projection for total operating and ancillary expenditures for 2024-25 is \$291,113,179 representing an increase of \$6,452,101 or 2% over the Mid-Year Review 2023-24 budget of \$284,661,078.

### **CHANGES TO REVENUE (Schedule II)**

The following highlights the major changes in revenue compared to the Mid-Year Review 2023-24 budget:

- Total MCU Operating Grants increased by \$1,395,228 or 3% of the Mid-Year Review 2023-24 budget primarily due to the following:
  - Decrease in the International Student Recovery program due to planned lower international student enrolment.
  - Appropriate planning to reflect 2024-25 being the fifth year of SMA3 performance based funding where the second year of activation is scheduled.
- Total Contract Income decreased by \$631,692 or 6% of the Mid-Year Review 2023-24 budget primarily due to no wrap-up funding related to the Ontario government's accelerated Personal Support Worker program.
- Total Tuition revenue decreased by \$22,871,419 or 12% of the Mid-Year Review 2023-24 budget due to the following:
  - Increase in Domestic post-secondary tuition revenue of \$770,147 or 3%, based on an enrolment projection of 7,225 domestic students. This is a planned increase of 4% or 259 students from the Day 10 Fall 2023 enrolment of 6,966 and does not reflect a tuition increase.

- Decrease in International post-secondary tuition revenue of \$24,728,024 or 27% based on an enrolment projection of 3,677 international students. This is a planned decrease of 30% or 1,592 students from the Day 10 Fall 2023 enrolment of 5,269 and does not reflect a tuition increase.
- Increase in Public College Private Partnership (PCPP) revenue of \$1,163,256 or 1% based on an enrolment projection of 4,119 international students. This is a planned increase of 5% or 216 students from the Day 10 Fall 2023 enrolment of 3,903 and does not include a tuition increase.
- Total “Other” income decreased by \$10,619,203 or 14% of the Mid-Year Review 2023-24 budget due to decreases in Interest Income, Administration Fees and Insurance Fees related to the decrease in international student enrolment and forecasted lower interest rates.

### **CHANGES TO EXPENDITURES (Schedule III)**

The following highlights the major changes in expenditures compared to the Mid-Year Review 2023-24 budget:

- Total Salaries & Benefits increased by \$1,608,775 or 2% of the Mid-Year Review 2023-24 budget due to the following:
  - Administrative Full-Time salaries: \$918,545 increase.
  - Administrative Part-Time salaries: \$1,166,955 decrease.
  - Faculty Full-Time salaries: \$1,262,149 increase.
  - Faculty Part-Time salaries: \$1,164,301 increase.
  - Support Full-Time salaries: \$725,568 increase.
  - Support Part-Time salaries: \$1,723,990 decrease.
  - Fringe Benefits of \$429,157 due to the above salary increases and rising benefit costs.

The \$1,608,775 increase is due to full-time positions across several constituent groups not filled during the 2022-23 year and hiring was delayed, compensation and re-organization adjustments. In addition, part-time support staffing resources have been adjusted to those levels required to address projected enrolment levels.

- Total Non-Salary Expenditures increased by \$4,174,156 or 2% of the Mid-Year Review 2023-24 budget is primarily due to the following:
  - Decrease in Contracted Services Other: \$4,572,295.

- Increase in Instructional Supplies: \$615,979.
- Increase in Premise Rental: \$467,360.
- Increase in Stipends & Allowances & Scholarships: \$4,248,233.
- Increase in Other Expenses: \$959,799.
- Increase in Amortization: \$1,728,032.

#### **CHANGES IN ANCILLARY OPERATIONS (Schedules IV - A & B)**

The total Ancillary Operations surplus of \$427,585 is a decrease of \$510,245 from the Mid-Year Review 2023-24 surplus of \$937,830. The decrease in the surplus projection is due to the following:

- Sports Park due to a redesign of lighting pole system drivers on all fields.
- Varsity Sports due to increased part-time staffing, scholarships and travel costs.

**SCHEDULE I**

<b>St. Clair College of Applied Arts and Technology Statement of Operations Summary: 2024-25</b>				
	<b>A</b>	<b>B</b>	<b>B - A</b>	
	<b>23-24 Mid-Year Review</b>	<b>24-25 Original Budget</b>	<b>Variance</b>	
	<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b><u>REVENUE</u></b>				
MCU Operating Grants	40,808,256	<b>42,203,484</b>	1,395,228	
Contract Income	9,924,989	<b>9,293,297</b>	(631,692)	
Tuition	195,591,571	<b>172,720,152</b>	(22,871,419)	
Other	77,341,457	<b>66,722,254</b>	(10,619,203)	
Total Operating Revenue	323,666,273	<b>290,939,187</b>	(32,727,086)	
Total Ancillary Revenue	13,108,653	<b>13,267,578</b>	158,925	
<b>TOTAL REVENUE</b>	336,774,926	<b>304,206,765</b>	(32,568,161)	-10%
<b><u>EXPENDITURES</u></b>				
Salaries & Benefits	101,451,633	<b>103,060,408</b>	1,608,775	
Non-Salary	171,038,622	<b>175,212,778</b>	4,174,156	
Total Operating Expenditures	272,490,255	<b>278,273,186</b>	5,782,931	
Total Ancillary Expenditures	12,170,823	<b>12,839,993</b>	669,170	
<b>TOTAL EXPENDITURES</b>	284,661,078	<b>291,113,179</b>	6,452,101	2%
<b>TOTAL SURPLUS / (DEFICIT)</b>	52,113,848	<b>13,093,586</b>	(39,020,262)	-75%

**SCHEDULE II**

<b>St. Clair College of Applied Arts and Technology</b>				
<b>Statement of Revenue: 2024-25</b>				
	<b>A</b>	<b>B</b>	<b>B - A</b>	
	<b>23-24 Mid-Year Review</b>	<b>24-25 Original Budget</b>	<b>Variance</b>	
<b>REVENUE</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	
Enrolment Based Envelope: see note 1	14,608,346	<b>12,471,033</b>	<b>(2,137,313)</b>	
Differentiation Envelope: see note 2	30,122,995	<b>32,260,308</b>	2,137,313	
Special Purpose / Other Grants: see note 3	<b>(3,923,085)</b>	<b>(2,527,857)</b>	1,395,228	
<b>Total MCU Operating Grants</b>	40,808,256	<b>42,203,484</b>	1,395,228	3%
Apprenticeship	5,143,137	<b>5,122,502</b>	<b>(20,635)</b>	
Literacy & Basic Skills	1,380,172	<b>1,380,172</b>	-	
School College Work Initiative	2,060,033	<b>2,060,033</b>	-	
Second Career	122,795	<b>98,835</b>	<b>(23,960)</b>	
Other: see note 4	1,218,852	<b>631,755</b>	<b>(587,097)</b>	
<b>Total Contract Income</b>	9,924,989	<b>9,293,297</b>	<b>(631,692)</b>	-6%
Post Secondary - Domestic	24,130,761	<b>24,900,908</b>	770,147	
Post Secondary - International	92,220,623	<b>67,492,599</b>	<b>(24,728,024)</b>	
Post Secondary - PCPP	77,459,889	<b>78,623,145</b>	1,163,256	
Continuing Education	1,780,298	<b>1,703,500</b>	<b>(76,798)</b>	
<b>Total Tuition</b>	195,591,571	<b>172,720,152</b>	<b>(22,871,419)</b>	-12%
Interest Income	18,442,059	<b>15,500,000</b>	<b>(2,942,059)</b>	
Contract Training	493,783	<b>490,000</b>	<b>(3,783)</b>	
International Projects	305,544	<b>130,000</b>	<b>(175,544)</b>	
PCPP Fee-for-Service	27,087,322	<b>26,217,812</b>	<b>(869,510)</b>	
Other: see note 5	3,362,039	<b>1,276,838</b>	<b>(2,085,201)</b>	
Divisional Income	21,463,466	<b>17,701,500</b>	<b>(3,761,966)</b>	
Amortization of DCC	6,187,244	<b>5,406,104</b>	<b>(781,140)</b>	
<b>Total Other</b>	77,341,457	<b>66,722,254</b>	<b>(10,619,203)</b>	-14%
<b>Total Revenue Before Ancillary</b>	323,666,273	<b>290,939,187</b>	<b>(32,727,086)</b>	
<b>Ancillary Revenue</b>	13,108,653	<b>13,267,578</b>	158,925	1%
<b>TOTAL REVENUE</b>	336,774,926	<b>304,206,765</b>	<b>(32,568,161)</b>	-10%

### SCHEDULE III

St. Clair College of Applied Arts and Technology Statement of Expenditures: 2024-25				
	A 23-24 Mid-Year Review	B 24-25 Original Budget	B - A Variance	
<b>EXPENDITURES</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>	
Administrative: Full-Time	8,724,413	9,642,958	918,545	
Administrative: Part-Time	2,976,273	1,809,318	(1,166,955)	
Faculty: Full-Time	35,901,287	37,163,436	1,262,149	
Faculty: Part-Time	14,214,779	15,379,080	1,164,301	
Support: Full-Time	15,352,472	16,078,040	725,568	
Support: Part-Time	6,336,820	4,612,830	(1,723,990)	
Fringe Benefits	17,945,589	18,374,746	429,157	
<b>Total Salaries &amp; Benefits</b>	101,451,633	103,060,408	1,608,775	2%
Advertising	3,157,828	2,660,531	(497,297)	
Contracted Cleaning Service	3,780,490	3,850,730	70,240	
Contracted Educational Services	82,314,267	81,999,316	(314,951)	
Contracted Services Other	22,489,603	17,917,308	(4,572,295)	
Equipment Maintenance & Repairs	4,298,771	4,662,531	363,760	
Equipment Rentals	3,013,093	3,360,108	347,015	
Instructional Supplies	6,641,896	7,257,875	615,979	
Insurance	7,594,449	7,315,882	(278,567)	
Janitorial & Maintenance Supplies	721,328	749,930	28,602	
Memberships & Dues	837,394	830,072	(7,322)	
Municipal Taxes	733,629	733,629	-	
Office Supplies	957,008	1,133,204	176,196	
Premise Rental	2,692,667	3,160,027	467,360	
Professional Development	599,415	713,372	113,957	
Security Services	2,830,200	2,937,500	107,300	
Stipends & Allowances & Scholarships	1,029,217	5,277,450	4,248,233	
Student Assistance: 30% Tuition	1,550,000	1,750,000	200,000	
Travel	935,224	1,324,953	389,729	
Utilities	4,671,614	4,700,000	28,386	
Other: see note 6	6,519,861	7,479,660	959,799	
Amortization	13,670,668	15,398,700	1,728,032	
<b>Total Non-Salary Expenditures</b>	171,038,622	175,212,778	4,174,156	2%
<b>Total Operating Expenditures</b>	272,490,255	278,273,186	5,782,931	2%
<b>Ancillary Expenditures</b>	12,170,823	12,839,993	669,170	5%
<b>TOTAL EXPENDITURES</b>	284,661,078	291,113,179	6,452,101	2%

**SCHEDULE IV A**

<b>St. Clair College of Applied Arts and Technology Statement of Ancillary Operations: 2024-25</b>				
	<b>A</b>	<b>B</b>	<b>B - A</b>	
	<b>23-24 Mid-Year Review</b>	<b>24-25 Original Budget</b>	<b>Variance</b>	
	<b>\$</b>	<b>\$</b>	<b>\$</b>	
<b><u>Ancillary: Revenue</u></b>				
Beverage Supplier	62,000	<b>79,000</b>	17,000	
Bookstore - Windsor & Chatham	190,000	<b>135,000</b>	<b>(55,000)</b>	
IRCDSS Special Events & Projects	144,000	<b>179,000</b>	35,000	
Lockers Administration	41,000	<b>42,000</b>	1,000	
Parking Lots	2,086,000	<b>2,300,000</b>	214,000	
Residence - Windsor	3,543,250	<b>3,705,778</b>	162,528	
St. Clair College Centre for the Arts	4,722,403	<b>4,451,800</b>	<b>(270,603)</b>	
Varsity Sports	1,645,000	<b>1,700,000</b>	55,000	
Sports Park	200,000	<b>200,000</b>	-	
Woodland Hills Golf Course	475,000	<b>475,000</b>	-	
<b>Total Revenue</b>	13,108,653	<b>13,267,578</b>	158,925	1%
<b><u>Ancillary: Expense</u></b>				
IRCDSS Special Events & Projects	125,000	<b>130,000</b>	5,000	
Parking Lots	1,863,834	<b>1,884,260</b>	20,426	
Residence - Windsor	2,409,361	<b>2,424,712</b>	15,351	
Residence - Chatham	152,695	<b>141,695</b>	<b>(11,000)</b>	
Residence - GEM	63,500	<b>48,740</b>	<b>(14,760)</b>	
St. Clair College Centre for the Arts	4,424,954	<b>4,210,922</b>	<b>(214,032)</b>	
Varsity Sports	2,483,479	<b>2,887,464</b>	403,985	
Sports Park	285,000	<b>735,000</b>	450,000	
Woodland Hills Golf Course	363,000	<b>377,200</b>	14,200	
<b>Total Expenditures</b>	12,170,823	<b>12,839,993</b>	669,170	5%

**SCHEDULE IV B**

<b>St. Clair College of Applied Arts and Technology</b>			
<b>Statement of Ancillary Operations Surplus/(Deficit): 2024-25</b>			
	<b>A</b>	<b>B</b>	<b>B - A</b>
	<b>23-24 Mid-Year</b>	<b>24-25 Original</b>	<b>Variance</b>
	<b>Review</b>	<b>Budget</b>	
	<b>\$</b>	<b>\$</b>	<b>\$</b>
Beverage Supplier: Revenue	62,000	79,000	17,000
Bookstore - Windsor & Chatham: Revenue	190,000	135,000	(55,000)
Lockers Administration: Revenue	41,000	42,000	1,000
IRCDSS Special Events & Projects: Revenue	144,000	179,000	35,000
IRCDSS Special Events & Projects: Expenditures	125,000	130,000	5,000
	19,000	49,000	30,000
Parking Lots: Revenue	2,086,000	2,300,000	214,000
Parking Lots: Expenditures	1,863,834	1,884,260	20,426
	222,166	415,740	193,574
Residence - Windsor: Revenue	3,543,250	3,705,778	162,528
Residence - Windsor: Expenditures	2,409,361	2,424,712	15,351
	1,133,889	1,281,066	147,177
Residence - Chatham: Expenditures	152,695	141,695	(11,000)
Residence - GEM: Expenditures	63,500	48,740	(14,760)
St. Clair College Centre for the Arts: Revenue	4,722,403	4,451,800	(270,603)
St. Clair College Centre for the Arts: Expenditures	4,424,954	4,210,922	(214,032)
	297,449	240,878	(56,571)
Varsity Sports: Revenue	1,645,000	1,700,000	55,000
Varsity Sports: Expenditures	2,483,479	2,887,464	403,985
	(838,479)	(1,187,464)	(348,985)
Sports Park: Revenue	200,000	200,000	-
Sports Park: Expenditures	285,000	735,000	450,000
	(85,000)	(535,000)	(450,000)
Woodland Hills Golf Course: Revenue	475,000	475,000	-
Woodland Hills Golf Course: Expenditures	363,000	377,200	14,200
	112,000	97,800	(14,200)
Total Revenue	13,108,653	13,267,578	158,925
Total Expenditures	12,170,823	12,839,993	669,170
Surplus/(Deficit)	937,830	427,585	(510,245)

**Notes: Statement of Revenue & Expenditures**

**Note 1 REVENUE: Enrolment Based Envelope**

Core Operating Grant

**Note 2 REVENUE: Differentiation Envelope**

Performance Funding

**Note 3 REVENUE: Special Purpose / Other Grants**

Accessibility Funding  
Clinical Education / Nursing Expansion  
Collaborative Nursing  
International Student Recovery  
Mental Health Worker and Services  
Municipal Taxes

**Note 4 REVENUE: Other**

Access and Inclusion  
Campus Safety  
Indigenous Student Success Fund  
Personal Support Worker - Accelerated  
Summer Experience  
WSIB

**Note 5 REVENUE: Other**

Administration Fees  
Apprenticeship Classroom Fees  
Credit Transfer Fees  
CT In-Service Teacher Training  
Gain/Loss on Sale of Assets  
Graduation Fees  
Miscellaneous Income  
Unrestricted Donations

**Note 6 EXPENDITURES: Other**

Audit Fees  
Bad Debt  
Bank Charges  
Building Repairs & Maintenance  
Capital Non-Depreciable  
College Employer Council  
Field Studies  
Food Service  
Grounds Maintenance  
Learning Resource Material  
Long-Term Debt Interest  
Postage  
Professional Fees  
Staff Employment  
Telephone  
Vehicle

## **STATEMENT OF FINANCIAL POSITION PROJECTION**

The intent of this report is to provide the Board with a forecast of our 2024-25 financial position at the end of the College's fiscal year in regards to Assets, Liabilities and Net Assets, based on information known when the budget was developed.

**St. Clair College of Applied Arts and Technology**  
**Statement of Financial Position Projection**  
(\$ in 000's)

	11/28/2023	3/26/2024
	Mid-Year Review	Original Budget
	2023-24	2024-25
<b>1 Assets</b>	<b>594,881</b>	<b>543,799</b>
<b>11 Cash and Cash Equivalents</b>	<b>84,484</b>	<b>10,052</b>
<b>12 Accounts Receivable</b>	<b>10,156</b>	<b>9,175</b>
<b>14 Other Current Assets</b>	<b>227,333</b>	<b>230,374</b>
<b>15 CIP</b>	<b>12,695</b>	<b>138</b>
<b>16 Tangible Capital Assets</b>	<b>447,191</b>	<b>495,696</b>
161 Land	6,075	6,075
162 Site Improvements	30,914	32,336
163 Building	295,530	335,568
164 Furniture and Equipment	109,006	116,050
169 Other TCA	5,667	5,667
<b>17 Tangible Capital Asset Accumulated Amortization</b>	<b>(210,361)</b>	<b>(225,759)</b>
172 AA Site Improvements	(13,733)	(16,256)
173 AA Building	(100,235)	(107,586)
174 AA Furniture and Equipment	(91,061)	(96,417)
179 AA Other TCA	(5,332)	(5,500)
<b>18 Long-Term Receivable</b>	<b>-</b>	<b>-</b>
<b>19 Investments and Other Long-Term Assets</b>	<b>23,382</b>	<b>24,125</b>
<b>2 Liabilities</b>	<b>325,034</b>	<b>265,791</b>
<b>21 Bank Indebtedness</b>	<b>-</b>	<b>-</b>
<b>22 Accounts Payable and Accrued Liabilities</b>	<b>41,448</b>	<b>40,958</b>
221 Accounts Payable and Accrued Liabilities	39,300	38,893
222 Accrued Interest	-	-
223 Current Portion of Long-Term Liabilities	2,148	2,065
<b>23 Deferred Revenue</b>	<b>113,741</b>	<b>61,660</b>
231 Deferred Revenue	7,204	5,849
232 Deferred Tuition Revenue	106,537	55,811
<b>24 Restricted Contribution</b>	<b>17,881</b>	<b>14,454</b>
<b>25 Deferred Capital Contributions</b>	<b>128,152</b>	<b>126,972</b>
<b>26 Capital Lease</b>	<b>-</b>	<b>-</b>
<b>27 Debt</b>	<b>19,236</b>	<b>17,171</b>
<b>29 Other Long Term Liabilities</b>	<b>4,576</b>	<b>4,576</b>
<b>3 Net Assets</b>	<b>269,847</b>	<b>278,008</b>
<b>31 Unrestricted Net Assets</b>	<b>8,191</b>	<b>9,755</b>
<b>32 Internally Restricted Net Assets</b>	<b>138,439</b>	<b>121,012</b>
<b>33 Investment in Capital Assets</b>	<b>100,630</b>	<b>124,508</b>
<b>36 Restricted Contributions</b>	<b>-</b>	<b>-</b>
<b>37 Endowments</b>	<b>22,587</b>	<b>22,733</b>
<b>38 Accumulated Re-measurement Gain &amp; Losses</b>	<b>-</b>	<b>-</b>
<b>Assets - Liabilities - Net Assets</b>	<b>-</b>	<b>-</b>

## **NON-COMMITTED CASH PROJECTION**

The intent of this report is to provide the Board with an indication of our 2024-25 non-committed cash surplus position at the end of the College's fiscal year. The report also identifies the capital projects that are funded from unrestricted reserves and estimated funds being allocated towards internally restricted internal reserves.

**St. Clair College of Applied Arts and Technology**  
**Non-Committed Cash Projection**  
(\$ in 000's)

23-24 Mid-Year Review	24-25 Original Budget	Variance
\$	\$	\$

<b>Unrestricted Net Assets, Prior Year <sup>(1)</sup></b>	32,410	8,191	(24,219)
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<b>Operating</b>			
Budget Surplus	52,114	13,094	(39,020)
Amortization (net)	7,483	9,993	2,509
<b>Adjusted Budget Surplus</b>	<b>59,597</b>	<b>23,086</b>	<b>(36,511)</b>

<b>Capital</b>			
Grant Revenues	4,760	4,106	(654)
Grant Expenditures	(4,760)	(4,106)	654
Funded by Unrestricted Reserves	(9,900)	(5,445)	4,455
Asset Retirement Obligation Adjustment	-	-	-
<b>Net Outlay for Capital</b>	<b>(9,900)</b>	<b>(5,445)</b>	<b>4,455</b>

<b>Debt</b>			
Repayment of Long-Term Debt	(2,148)	(2,148)	-
Proceeds from Long-Term Debt	-	-	-
<b>Net Change in Long-Term Debt</b>	<b>(2,148)</b>	<b>(2,148)</b>	<b>0</b>

<b>iii. Other:</b>			
Internally Restricted Reserves (net)	(48,768)	(13,929)	34,839
Contribution to Foundation	(23,000)	-	23,000
<b>Net Change in Other</b>	<b>(71,768)</b>	<b>(13,929)</b>	<b>57,839</b>

<b>Unrestricted Net Assets, End of Year</b>	<b>8,191</b>	<b>9,755</b>	<b>1,564</b>
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<b>Unrestricted Net Assets Adjustment<sup>(1)</sup></b>	<b>(3,198)</b>	<b>(5,442)</b>	<b>(2,244)</b>
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<b>Non-Committed Cash Projection</b>	<b>4,993</b>	<b>4,313</b>	<b>(680)</b>
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<sup>(1)</sup> The College uses its unrestricted net assets balance from the prior fiscal year-end (after post-employment and vacation pay adjustments), as a planning benchmark for projecting non-committed cash. Adjustments by management are made to the projected unrestricted net assets balance to account for other estimates and assumptions for reported asset and liability amounts (i.e. collectability of student receivables).

## **FINANCIAL SUSTAINABILITY METRICS**

The intent of this report is to provide the Board with an estimate of the 2024-25 Ministry of Colleges and Universities Financial Health Indicators, based on information known when the budget was developed.

**St. Clair College of Applied Arts and Technology  
Financial Sustainability Metrics**

		<b>Actual</b>	11/28/2023 <b>MYR</b>	3/26/2024 <b>Orig. Budget</b>
		<u><b>3/31/2023</b></u>	<u><b>3/31/2024</b></u>	<u><b>3/31/2025</b></u>
Annual Surplus / Deficit	greater than \$0	\$ 37,618,486	\$ 52,113,848	\$ 13,093,586
Accumulated Surplus / Deficit	greater than \$0	\$ 224,036,791	\$ 247,260,402	\$ 255,274,997
Quick Ratio	greater than 1	8.19	7.77	6.09
Debt to Asset Ratio	less than 35%	12.01%	11.40%	12.03%
Debt Servicing Ratio	less than 3%	0.78%	0.64%	0.68%
Net Assets to Expense Ratio	greater than 60%	138.18%	131.88%	131.31%
Net Income to Revenue Ratio	greater than 1.5%	12.84%	15.47%	4.30%
<b>Number of Flags</b>		<b>0</b>	<b>0</b>	<b>0</b>

## **STUDENT FEES**

This annual document was prepared from the Student Fee Protocol meeting held on March 8, 2024. The Compulsory Ancillary Fee Protocol Committee is comprised of Administration, Student Representative Council Inc., Thames Student Incorporated, and the Student Athletic Association. The intent of the Committee is to approve tuition and ancillary fees, within the Ministry of Colleges and Universities regulations for the upcoming academic year. The Student Fees have continued to be prepared in accordance with the Ministry of Colleges and Universities Tuition Fee Framework and Ancillary Guidelines.

# Student Fees 2024-2025



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ST. CLAIR COLLEGE  
REGISTRAR'S OFFICE  
STUDENT FEE POLICY 2024-2025

**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 Colleges and Universities (MCU).

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 approval.

The Registrar is accountable for the assessment and collection of all student fees in compliance with this policy. The Fee Schedule for 2024-2025 is shown in Appendix I.

*NOTE: As per February 26, 2024, MCU released the Tuition Fee Framework. As a result, tuition fees for the 2024-2025 academic year will be frozen.*

**(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 by MCU 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 MCU.

T.F.F. = Tuition Fee Factor for the specific program, as assigned by MCU.

2. Full-time Post-secondary Program Fees – Additional High Demand

At the discretion of the Board of Governors, the College can introduce additional high demand fees 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 enrolment. (See Appendix II for a listing of High Demand Programs).

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. This enrolment is excluded from the 15% overall enrolment calculation.

4. Fees for Part-time Activity

a) Fully Funded Part-time Activity

The standard tuition fee for all part-time activity that is recognized for full provincial funding is assessed based on the contact hour fee as specified annually by MCU (standard part-time tuition fee = \$6.11 per hour).

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.

5. Fees for Prior Learning Assessment (PLA) Activity

Tuition fees for portfolio development courses are to be assessed as a flat rate.

The established PLA fee = \$141.09.

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

6. 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.

7. Fees for International Students

The College defines international student fees each year. International students cannot be counted for funding purposes but are reported to MCU. International students are generally accepted into undersubscribed programs. High demand fees are excluded from the International Student Fees.

8. 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 accepted into undersubscribed programs. High demand fees are excluded from the U.S.A. Fees.

9. Special Fees

9.1 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, will have tuition fees assessed based on 20% of the regular tuition to a minimum of \$20.00 per course. These reductions will apply only to fully funded (MCU) 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 funded College course upon payment of a non-refundable tuition fee of \$20.00. 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 \$20.00 reduced fees.

c) Employee Tuition Payroll Deduction

Payroll deduction is available for full-time employees, for dependents enrolled in full-time programs. Please check with the Human Resources Department for details and available updates.

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 ancillary fees. There will be no reduction of material fees. These reductions will apply

only to fully funded (MCU) 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 enroll 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 priority of enrolment in each course shall be given to students paying full tuition. The College has approved an extension of this arrangement for the 2024-2025 academic year.

9.2 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. 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.

9.3 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.

## (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 to enroll 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 Compulsory Ancillary Student Fee Protocol Committee and the Board of Governors.

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

#### 3.1 OSAP Deferral Fee

Full-time post-secondary students, who have applied for OSAP, may request to defer their fees with a payment of \$100.00 per academic year until their OSAP application has been processed. A payment of this fee is applied towards tuition fees.

#### 3.2 Grade Appeal 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.

3.3 Academic Integrity Appeal Fee

Students requesting an appeal of their Academic Integrity penalty will be assessed a fee of \$25.00. 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 through the SIS. A fee of \$15.00 will be required for students requesting receipts (if applicable) for tax years prior to 2004.

3.5 Locker Fee

Students at all campuses may lease a locker for a fee of \$15.00 per semester.

3.6 Parking Fee

Day students requiring parking at the South, Downtown and Chatham Campuses will be assessed a parking fee of \$141.00 per semester (\$282.00 per year i.e., Fall & Winter semesters) for a general non-gated lot and \$190.50 per semester (\$381.00 per year i.e., Fall & Winter semesters) for a gated lot at South and Chatham Campuses only. In the event shorter term parking is required, a weekly permit may be purchased for \$25.00 per week or \$47.00 per month. Hourly parking in the pay and display lots is \$2.00 per hour, with a daily maximum of \$12.00 per day.

3.7 Course Description Fee

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

3.8 Transfer Credit Assessment Fee

A charge of \$25.00 per course evaluation, up to a \$100.00 maximum per submission is applicable.

4. Summary of Essential Non-Tuition Related Incidental Fees

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

4.1 Student Buildings Operating Fee – Windsor and Ace Acumen

A Student Buildings Operating Fee of \$190.00 per year will be assessed to all full-time students registered at the Windsor and Ace Acumen Campuses. This fee will provide funds to support projects that will improve student life and learning on the campuses. This fee will be split

with \$170 towards Operating expenditures & \$20 towards Capital expenditures.

A Student Buildings Operating Fee of \$2.75 per course per semester will be assessed to all part-time students.

#### 4.2 Student Buildings Operating Fee - Chatham

A Student Buildings Operating Fee of \$130.00 per year will be assessed to all full-time students registered at the Chatham Campus. This fee will provide funds to support projects that will improve student life and learning on the campus.

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

#### 4.3 Student Centre Capital Fee - Chatham

A Student Centre Capital Fee of \$150.00 per year will be assessed to all full-time students registered at the Chatham Campus for a period of ten (10 years). This fee was approved by a TSI referendum in Fall 2015 and has been extended to November, 2031.

#### 4.4 Student Achievement and Records - Graduation/Transcripts

A Student Achievement and Records Fee of \$55.00 will be assessed annually to all full-time students registered at all campuses. The fee offsets the costs associated with the ongoing management and production of student records. In addition, this amount incorporates a \$35 fee related to Convocation. The total fee also includes the \$20 annual cost of producing two (2) official transcripts annually. Each individual request beyond the above will incur an additional cost of \$10.00 per copy.

All part-time students will be assessed a \$9.00 per semester fee.

#### 4.5 Athletics and Recreation Operating Fee

An Athletics & Recreation Operating Fee of \$220.00 per year will be assessed to all full-time students registered at the Windsor Campus, where \$20.00 of this fee is used towards Sports Park operations. The remaining \$200.00 of the fee will be split amongst the College (\$140.) and SSAA (\$60) in Windsor. This fee offsets the costs to support athletic intramurals, recreation, & varsity sports.

An Athletics & Recreation Operating Fee of \$200.00 per year will be assessed to all full-time students registered at the Chatham & ACE Acumen Campuses. TSI & ACE Acumen will receive 100% to support their intramurals and recreation activities in Chatham and the ACE Acumen Campuses.

An Athletics & Recreation Operating Fee of \$2.75 per course per

semester will be assessed to all part-time students in a program of study.

#### 4.6 Student Card Fee

All full-time post-secondary students will be assessed a \$15.00 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 photocopy machines. A student card fee of \$15.00 will be allocated annually for renewal and maintenance purposes.

#### 4.7 Health Insurance Fee

All full-time domestic post-secondary students at all Campuses will be assessed a fee of \$335.00 per year (pro-rated for programs that start in Winter \$256.00 and Spring \$176.00) to cover the cost of a student health insurance plan. This \$335.00 includes a mandatory and non-refundable Accidental Death and Dismemberment fee of \$2.95. Full-time students are able to opt-out of their health insurance plan during the beginning of each academic year. See <https://wespeakstudent.com/> for details.

All international students are assessed a fee of \$700.00 per year (pro-rated for programs that start in Winter \$466.64 and Spring \$233.32). The fees associated with health insurance are mandatory as a result of the coverage and benefits afforded to international students. There are no opt-out opportunities provided to international students as it relates to health insurance. All international students are assessed a pro-rated fee per semester, to a yearly maximum of \$700.00.

#### 4.8 Academic Support Fee

A total Academic Support Fee of \$95.00 will be assessed to all students at all campuses to provide academic support that encourages and strengthens student success. Services includes amenities such as peer tutoring, group tutoring, faculty support and walk-in services for Math and English, open/general computer labs, workshops, support programing, THRIVES (Toolbox for Help and Resources to Increase Value and Empower Students) and other numerous on-line resources, Orientation, etc. This fee is split between St. Clair College (14%) and Thames Student Incorporated/Student Representative Council (86%) based on the service lead.

Included in this fee assessment are the following printing capabilities: All students will receive 250 B&W free impressions (single-sided page) each semester for academic purposes. The 250 impressions do not carry over from semester to semester. Once the 250 limit is reached each semester, the following charges will apply:

Printing fees regardless of paper size:

- Single: 15¢
- Two-sided: 20¢
- Colour Single: 30¢
- Colour Two-sided: 50¢

The Academic Support Fee of \$18.00 per course per semester will be assessed to all part-time students.

#### 4.9 Campus Safety Fee -- Windsor

A Campus Safety Fee of \$15.00 will be assessed to all full-time students at Windsor campuses to promote on-campus safety and wellness. Such programs and services may include a walk safe program, on campus programming, information, and awareness.

The Campus Safety fee of \$1.00 per course per semester will be assessed to all part-time students at Windsor campuses.

#### Campus Safety Fee -- Chatham

A Campus Safety Fee of \$5.00 will be assessed to all full-time students at the Chatham campus to promote on-campus safety and wellness. Such programs and services may include a walk safe program, on campus programming, information, and awareness.

The Campus Safety fee of \$1.00 per course per semester will be assessed to all part-time students at the Chatham campus.

#### 4.10 Health and Counselling Fee

A Health & Counselling Fee of \$25.00 will be assessed to all full-time students at all campuses to support on-campus access to health professionals/social workers for basic medical care, mental health care and online resources to support a culture of wellness on campus. Examples include wellness programming such as exam preparation support, mental health awareness and support activities, nutrition workshops and events. Online resources such as “Real Campus” and “Student Health 101” are also included.

The Health and Counselling Fee of \$1.00 per course per semester will be assessed to all part-time students.

4.11 Student Legal Support Fee

Students will be assessed a Legal Support Fee of \$30.00 per year at all Campuses. This fee would support students with legal issues they may experience, such as, landlord support, employment disputes, etc.

Students who feel they are not in need or do not require legal supports are eligible to opt out of this fee via the St. Clair Student Representative Council (SRC). Opting out will entitle you to obtain a refund of the fee that will be reimbursed by a process outlined by the SRC.

4.12 Athletics and Recreation - Recreation/Fitness Centre Capital Fee - Windsor

Beginning Fall 2008, a Recreation Centre Fee of \$150.00 will be assessed to all full-time students for a period of ten (10) years to offset capital construction costs. Part-time students will be assessed \$7.50 per course. The Student Representative Council Inc. has approved an extension of the capital construction fee for an additional fifteen (15) years (inclusive of Fall 2033) to enable the enhancement of recreation/fitness facilities available to students at the Windsor Campuses.

4.13 Career Services

A fee of \$10.00 per year will be assessed to all full-time students, at all campuses to support career related services made available to the broader student body, including career days, employer visits, workshops, resume clinics, information sessions, job fairs, job boards, job placement services, etc.

A Career Services Fee of \$1.00 per course per semester will be assessed to all part-time students enrolled in a program of study.

4.14 Student Buildings - Academic Tower/Student Centre Expansion Fee - Windsor

Beginning Fall 2018, an expansion/construction fee of \$100.00 per year will be assessed to all full-time Windsor students only for a period of 10 years (inclusive of Fall 2027). This fee will assist with the capital cost to build additional floors on top of the original Student Centre. This expansion coincides with the vision of the Student Representative Council Inc. Added amenities such as a pharmacy, banking facilities, etc. are being considered. In addition, the Zekelman School of Business and Information Technology will be relocated to the new tower.

4.15 Student Buildings - Healthplex Equipment Renewal Fee - Chatham

Beginning in Fall 2018, a Healthplex Equipment Renewal Fee of \$75.00 per year will be assessed to all full-time Chatham students only. This fee will be utilized to ensure the Healthplex continues to provide updated equipment, equipment maintenance and ongoing enhancements for students to enjoy, where up to \$10 per year of the fee may be utilized towards the procurement efforts to source the equipment, maintenance, and enhancements.

4.16 Program Material Fees

Please refer to Appendix III for a list of applicable material fees for the 2024-2025 academic year.

4.17 Apprenticeship Ancillary Fees

All registered apprentices will pay ancillary fees like those assessed in Continuing Education. Program material fees and kit fees are applicable as deemed necessary by the School of Skilled Trades and approved by the Compulsory Ancillary Student Fee Protocol Committee for 2024-2025.

4.18 Transit Windsor Bus Pass

Beginning in Fall 2022, for a period of 3 academic years, all full-time Windsor Campus students enrolling for the 2024-2025 academic year will be assessed a student fee of \$299.79 each Fall Semester. The payment of that fee will entitle them to a Transit Windsor bus pass for one full year (September 1, 2024, to August 31, 2025).

For January-start students (enrolling at the beginning of the Winter semester), an eight-month-long pass will be provided (until the end of August) for \$199.86. For May-start students (enrolling at the beginning of the Spring semester), a four-month-long pass will be provided (until the end of August) for \$99.93.

These are "universal" passes. They do not restrict ridership to transportation to and from school. They can be used on any day, at any time, to ride on any route, to go to anywhere serviced by Transit Windsor.

Students who reside in a community not serviced by Transit Windsor will have grounds to "opt-out" for this fee. Through a declaration that you live

in a community other than Windsor or LaSalle (serviced by Transit Windsor) will entitle you to obtain a refund of the bus pass fee that will be reimbursed by a process outlined by the Student Representative Council (SRC).

If you are a full-time student and live in a Transit Windsor serviced area, but must drive a car to campus, you may also “opt-out” for this fee. To qualify, the student must drive their own vehicle to campus, and have purchased a college parking lot permit.

It is important to note that up to 40 percent of a semester's enrolment may “opt-out” of the new fee, based solely on the two grounds cited above. In all cases, opt-outs will be processed on a "first-come/first-served" basis, by a deadline of either September 30 or when the 40 percent cap is reached. (There will be similar deadlines for January- and May-intake enrolment.) Once that date-deadline or 40 percent limit is reached, no further opt-outs will be allowed for any reason.

Any inquiries related to the Transit Windsor Bus Pass shall be directed to the Student Representative Council (SRC).

## 5 Summary of Essential Membership Fees

The following list includes essential membership fees at St. Clair College.

### 5.1 Student Representative Council Membership Fee

A membership fee of \$70.00 is applicable for students registered at the Windsor and Ace Acumen Campuses. Please see the Student Representative Council for a list of benefits and services. This is an annual fee regardless of date of membership.

### 5.2 Thames Students Incorporated Inc. Membership Fee

A membership fee of \$70.00 is applicable for students registered at the Chatham Campus. Please see Thames Students Incorporated Inc. for a list of benefits and services. This is an annual fee regardless of date of membership.

*The Student Representative Council (SRC) and Thames Students Incorporated (TSI) membership fees are used to actively engage and represent all students outside of the classroom and enrich their overall college experience through orientation; educational and engaging campus events; and health and wellness focused events and*

*workshops for personal growth both on and off campus. SRC/TSI provides access to study spaces, food services, employment and volunteer opportunities, graduation photos and other meaningful student related services.*

*Both student associations provide meaningful support for students throughout the academic year, including student representation to senior administration of the College. SRC/TSI consistently work and advocate for the student population to add valuable new supports.*

*St. Clair College encourages students to connect with their student associations through their offices or social media.*

### 5.3 Alumni Association Membership Fee

A membership of \$50.00 is applicable for students registered at all Campuses. Please see the Alumni Office for a list of benefits and services. This is an annual fee regardless of date of membership.

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

### 1. Tuition Fee Refunds for Post-Secondary 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 that the College will withhold.  
Part-time Student – assessed semester fees less \$25.00 administration fee per course that 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 a full refund of any fees paid in advance for subsequent semesters (but will not receive a refund for the current semester they are withdrawing from).
- 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. The College will require proof of registration at another institution in order to process a withdrawal and refund prior to the tenth (10) day of class for the current semester. Additional bank fees (i.e. wire transfer) may be applied upon processing a refund.

- 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 \$2649.95 administration fee and any applicable bank fees (i.e. wire transfer) the institution will incur.
  
- 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.

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 2024-2025**

<b>EXAMPLE OF ANNUAL STANDARD TUITION FEES FOR A FIRST-YEAR STUDENT</b>							
<b>FEES</b>	<b>WINDSOR</b>	<b>CHATHAM</b>	<b>INTL WINDSOR</b>	<b>INTL CHATHAM</b>	<b>USA WINDSOR</b>	<b>USA CHATHAM</b>	<b>ACE ACUMEN</b>
Standard Tuition	2722.62	2722.62	13,640.76	13,640.76	7,841.38	7,841.38	13,640.76
Student Buildings - Windsor Building Operating	190.00	N/A	190.00	N/A	190.00	N/A	190.00
Student Buildings - Windsor - Academic Tower/Student Centre Expansion	100.00	N/A	100.00	N/A	100.00	N/A	N/A
Student Buildings - Chatham Building Operating	N/A	130.00	N/A	130.00	N/A	130.00	N/A
Student Buildings - Chatham Student Centre Capital	N/A	150.00	N/A	150.00	N/A	150.00	N/A
Student Buildings - Chatham - Healthplex Capital Equipment Renewal	N/A	75.00	N/A	75.00	N/A	75.00	N/A
Student Achievement and Records - Graduation	35.00	35.00	35.00	35.00	35.00	35.00	35.00
Student Achievement and Records - Transcripts	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Health Insurance	335.00	335.00	700.00	700.00	700.00	700.00	700.00
Athletics & Recreation - Windsor Capital	150.00	N/A	150.00	N/A	150.00	N/A	N/A
Athletics & Recreation - Windsor Operating	220.00	N/A	220.00	N/A	220.00	N/A	200.00
Athletics & Recreation - Chatham Operating	N/A	200.00	N/A	200.00	N/A	200.00	N/A
Academic Support - Student Representative Council	81.70	N/A	81.70	N/A	81.70	N/A	81.70
Academic Support - Thames Student Incorporated	N/A	81.70	N/A	81.70	N/A	81.70	N/A
Academic Support - St. Clair College	13.30	13.30	13.30	13.30	13.30	13.30	13.30
Campus Safety - Windsor Campus	15.00	N/A	15.00	N/A	15.00	N/A	15.00
Campus Safety - Chatham Campus	N/A	5.00	N/A	5.00	N/A	5.00	N/A
Career Services	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Student ID Cards	15.00	15.00	15.00	15.00	15.00	15.00	15.00
Health & Counselling	25.00	25.00	25.00	25.00	25.00	25.00	25.00
Student Legal Support Fee	30.00	30.00	30.00	30.00	30.00	30.00	30.00
Transit Windsor Bus Pass	299.79	N/A	299.76	N/A	299.76	N/A	N/A
SRC Membership Fee	70.00	N/A	70.00	N/A	70.00	N/A	70.00
TSI Membership Fee	N/A	70.00	N/A	70.00	N/A	70.00	N/A
Alumni Membership Fee	50.00	50.00	50.00	50.00	50.00	50.00	50.00
<b>Total Tuition Fees</b>	<b>\$4,412.41</b>	<b>\$3,997.62</b>	<b>\$15,695.52</b>	<b>\$15,280.76</b>	<b>\$9,896.14</b>	<b>\$9,481.38</b>	<b>\$15,125.76</b>

***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 2 4 - 2 0 2 5**

## **HIGH DEMAND PROGRAMS 2023-2024**

<u>Program Code</u>	<u>Program Name</u>
H850/K950	Collaborative Nursing
H800	Dental Hygiene
H863/K963	Practical Nurse
H837	Medical Laboratory Science
H840/K940	Paramedic
H854/K954	Registered Practical Nurse Pathway to BSCN
H794	Cardiovascular Technology
H795	Respiratory Therapy
H796	Diagnostic Medical Sonography
H797	Diagnostic Cardiac Sonography

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

**MATERIAL FEES**

## 2024/2025 MATERIAL/KIT FEES

Program	Amount Requesting	New/Revised/ Same Fee	Details/ Rationale
B009 A04 Bus. Adm Marketing	\$76.00	Same	<p>Simple Survey is a Canadian company that provides an online marketing research web application that allows users to build and administer surveys, as well as create reports and analyze data. The price includes:</p> <ul style="list-style-type: none"> <li>• 1 Soho plan with Simple Survey per student for 1 year</li> <li>• 1 Enterprise plan with Simple Survey for the Instructor of MRK427 for 1 year</li> </ul> <p>The subscription to a web-based marketing research platform is essential for MRK427. This subscription ensures that we are teaching students current marketing research methodologies in the classroom. Through Simple Survey, students are able to create and administer surveys, enter data and create reports to analyze the data and turn it into actionable marketing insights.</p>
B009 A06/A04 Bus. Adm Marketing	\$129.00 USD	Same	<p>The price includes a bundled package from Student:</p> <ul style="list-style-type: none"> <li>• Digital Marketing Essentials textbook (Students have access to the textbook for life and the textbook is updated 2x per year by the Student publishers)</li> <li>• Digital Marketing simulation – Mimic Pro</li> <li>• Digital Marketing certification</li> </ul> <p>The Digital Marketing simulation is essential to this course. The simulation mimics the back end of ad serving and analytics platforms, such as Google. It allows the students to build, execute and analyze a digital media campaign as their final project for this course.</p> <p>The digital textbook is beneficial to this course because it is updated 2x per year by the Student publishing team. Digital marketing is a topic that is changing every day, it is important for our course to reflect those changes.</p> <p>Student sells the simulation and textbook as a bundled package for \$119 USD per student</p> <p>Student also provides the students who have completed the course with a Digital Marketing Certification that recognizes that the student is fully capable and skilled in applying digital marketing techniques.</p>
B012 A04 Bus. Marketing	\$76.00	Same	<p>Simple Survey is a Canadian company that provides an online marketing research web application that allows users to build and administer surveys, as well as create reports and analyze data. The price includes:</p> <ul style="list-style-type: none"> <li>• 1 Soho plan with Simple Survey per student for 1 year</li> <li>• 1 Enterprise plan with Simple Survey for the Instructor of MRK427 for 1 year</li> </ul> <p>The subscription to a web-based marketing research platform is essential for MRK427. This subscription ensures that we are teaching students current marketing research methodologies in the classroom. Through Simple Survey, students are able to create and administer surveys, enter data and create reports to analyze the data and turn it into actionable marketing insights.</p>
B012 A04 Bus. Marketing	\$129.00 USD	Same	<p>The price includes a bundled package from Student:</p> <ul style="list-style-type: none"> <li>• Social Media marketing textbook (Students have access to the textbook for life and the textbook is updated 2x per year by the Student publishers)</li> <li>• Social Media simulation – Mimic Social</li> </ul> <p>The social media simulation is essential to this course. The simulation mimics the back end of today's social media platforms. It allows the students to build, execute and analyze a social media campaign as their final project for this course.</p> <p>The digital textbook is beneficial to this course because it is updated 2x per year by the Student publishing team. Social media marketing is a topic that is changing every day, it is important for our course to reflect those changes.</p> <p>Student sells the simulation and textbook as a bundled package for \$119 USD per student</p>

B395 A01 Culinary	\$850 Kit \$646.90 Mat fee	Same	\$850 for kit and uniform. \$573.45 for food products needed in lab. Adding FST Basics Certification \$38.50 and Smart Service Certification \$34.95
B603	\$40.00 A01 \$20.00 A03	New	The purpose of the common fitness uniform t-shirt is to provide a shirt that adheres to clothing expectations of law enforcement agencies. Also, this aligns with what is done in the field in the basic training process, giving students a more realistic expectation of department regulations. First year students will be given two uniform shirts for fitness classes. Second year students will be given one uniform shirt for fitness classes. Having more than one shirt allows for weeks that have multiple fitness labs. These shirts will have multiple uses for students in Community and Justice Services, Border Services, Police Foundations and Protection, Security and Investigation as they will be used in the following classes: JUS101, JUS201, PFP308, PFP418, BRS306 and CJS403.
B803 B803/B819/K919	\$40 A01 \$20 A03	New	Dependent on vendor selected. Approx cost. \$35-40 per student for 2 shirts. The purpose of the common fitness uniform t-shirt is to provide a shirt that adheres to clothing expectations of law enforcement agencies. Also, this aligns with what is done in the field in the basic training process, giving students a more realistic expectation of department regulations. First year students will be given two uniform shirts for fitness classes. Second year students will be given one uniform shirt for fitness classes. Having more than one shirt allows for weeks that have multiple fitness labs. These shirts will have multiple uses for students in Community and Justice Services, Border Services, Police Foundations and Protection, Security and Investigation as they will be used in the following classes: JUS101, JUS201, PFP308, PFP418, BRS306 and CJS403.
B826 A01 Tourism	\$50.85	New	We will be adding a required Service Excellence certification to a current course TOR 115 - Tourism Service Excellence. This will be at a cost of \$45 + HST = \$50.85 per student for the certification with the Ontario Tourism Education Corporation (OTEC).
B877 A01 Fashion Design	\$722.00	Same	The Fashion Kit is given to all 1st year students on the 1st day of the semester. It includes essential specialized tools needed for the industry to complete pattern drafting and sewing construction samples and projects. List of items in the Fashion Kit available upon request. This is an existing kit and we have distributed this kit since the program began but the prices have increased. The fee is also combined with the Fabric Science Swatch Kit which has not changed in price. J.J. Pizzuto's Fabric Science Swatch Kit - Edition: 11th ISBN: 9781628926576 - current price in SCC bookstore is \$134.50 + tax. Students need these essential specialized tools that are not available locally. Students must use quality, industry standard tools to complete the samples and projects to meet their learning outcomes. We are able to purchase the tools and supplies wholesale in bulk and pass on those savings to the students. 1st year students need a Fabric Science Swatch Kit for the FAS108 Fabric Science course as part of the Fashion Design program. This essential swatch kit is needed to complete many assessments throughout the course, including swatch kit assignments and a final swatch kit project. Students keep their Swatch Kits after the course.

B877 A03 Fashion Design	\$375.00	Same	<p>2nd year students need these specialized supplies to complete their assignments and projects in semester 3.</p> <p>Photo Shoot Kit Fee: As part of the assessments in FAS411 Fashion Marketing and Presentation, the student is required to complete a photo shoot with fashion photographer, models, hair and make up stylists. Students receive copies of the photos taken in a digital format to use for their portfolios, branding-social media and websites, media kits, line sheets, look books and marketing materials.</p> <p>Included in our \$200.00 photo shoots, students work with a professional fashion photographer on location at the photographer's studio. Students collaborate with the hair and make up teams that are headed by industry professionals that work with students and graduates from the SCC Hairstyling and Esthetician programs.</p> <p>The fashion design program is able to offer the photo shoots at the very reasonable cost of \$200. per student due to the amount of shoots that are booked through the program for this project. If a student was to individually pay for a similar set up with a photographer, hair and make up stylists, the cost would be approximately \$500.00 minimum and up</p>										
B912 Esthetician	\$2587.50 Kit \$150.00 Mat	Kit Increase of \$857.50 Mat Same	<p>The Esthetician student kit is a complete kit to support the esthetician student with at home assignments and provides the opportunity for the student to practice their skills for labs and provides the student with a starter kit to work in the esthetics industry while in training.</p> <p>Nail Tech \$850, Make up \$550, Skin Care \$180, Hair Removal \$100, Infection Control \$50</p> <p>Bundle pkg. E-books/ Cima access card (LMS). The E-books are incorporated in this access card. Cost \$857.50</p> <p>The Full Specialty Cima pkg. is a platform that students require. This pkg. includes e-books and a learning platform of review for the material taught, videos, and activities offered for each course, which covers all student learning styles.</p> <p>In the last couple of years, we have experienced students not wanting to spend the money on purchasing books and or access cards, which impacts on their learning, increases number of unsuccessful students.</p> <p>Incorporating this fee as part of their material/kit Fee will be very helpful to students and will avoid issues and challenges.</p>										
B940 Hospitality	\$444.59	Decrease of \$146.90	<table border="0"> <tr> <td>1. FST Basics Certification</td> <td>\$43.50</td> </tr> <tr> <td>2. Service Excellence Certification</td> <td>\$56.50 (tax inc)</td> </tr> <tr> <td>3. Smart Serve Certification</td> <td>\$50.79 (tax inc)</td> </tr> <tr> <td>4. Uniforms service</td> <td>\$192.10 (tax inc.)</td> </tr> <tr> <td>5. Bartending Tool Kit</td> <td>\$101.70 (tax inc)</td> </tr> </table> <p>Items 1-3 are Industry standard certifications; students should have them before participating in any practical labs and work placements.</p> <p>Items 4/5. Students require professional industry uniforms, and equipment to participate in labs and work placements.</p>	1. FST Basics Certification	\$43.50	2. Service Excellence Certification	\$56.50 (tax inc)	3. Smart Serve Certification	\$50.79 (tax inc)	4. Uniforms service	\$192.10 (tax inc.)	5. Bartending Tool Kit	\$101.70 (tax inc)
1. FST Basics Certification	\$43.50												
2. Service Excellence Certification	\$56.50 (tax inc)												
3. Smart Serve Certification	\$50.79 (tax inc)												
4. Uniforms service	\$192.10 (tax inc.)												
5. Bartending Tool Kit	\$101.70 (tax inc)												
B961/K967 Border Services	\$40 A01 \$20 A03	New	<p>The purpose of the common fitness uniform t-shirt is to provide a shirt that adheres to clothing expectations of law enforcement agencies. Also, this aligns with what is done in the field in the basic training process, giving students a more realistic expectation of department regulations.</p> <p>First year students will be given two uniform shirts for fitness classes. Second year students will be given one uniform shirt for fitness classes. Having more than one shirt allows for weeks that have multiple fitness labs. These shirts will have multiple uses for students in Community and Justice Services, Border Services, Police Foundations and Protection, Security and Investigation as they will be used in the following classes: JUS101, JUS201, PFP308, PFP418, BRS306 and CJS403.</p>										
B992 per Year CYC	\$45.20	Same	<p>Membership is \$45.20 per year. Beyond it being a Condition of Accreditation, it will also give students access to e books and the professional journal (Relational Journal of Child and Youth Care). We currently pay a subscription fee through the library for this journal. I expect that at least one of the e books</p>										

			<p>will be used as a text in a future course.</p> <p>We will provide the OACYC with student names and student St Clair emails in Fall 2022 so that they can enroll everyone. They in turn will send us an invoice.</p> <p>Student membership is available to students who are registered in an accredited Child and Youth Care diploma or degree program. Student memberships are valid only while the member is enrolled in their program. Upon graduation, student members would apply to Full Professional Certified Membership. This level of Student Membership will not be entitled to vote at member meetings.</p>
B999/M999 IBM A01	\$500.00	Same	All FT students in this program are assessed a \$500 exam fee. This exam fee is required by the Forum for International Trade Training (FITT) for designation as a Certified International Trade Professional (CIPT). This is prepaying the exam fee for the students. The students still must write the exam with FITT.
H258 Vet Tech	\$12.25 A01 \$137.77 A02 \$75 A04	Kit Same Mat Increase of \$55	1st semester – Goggles – \$2.26, Name tags - \$10.17 2nd semester – Stethoscope – \$91.28, Bandage scissors- \$1.70 4th semester – Hesi exam - \$64.41 \$55 CompTracker – This is a secure website, CompTracker enables students, instructors, and administrators to replace the old paper ways of tracking students. To evaluate competencies as per accreditation for students while in placement
H795 Respiratory	Yr. 1 \$39.00	Decrease	All items have been searched for best price on a routine basis. Kit is necessary for students to enhance hands-on learning with basic respiratory therapy devices and to allow for their use by the student to whom the kit belongs. Equipment that would normally be disposed after one use can be used repeatedly (in lab and at home for practice) because only one person is using it. This reduces cost and maintains infection prevention and control
H796 Sonography	\$80 Kit	Kit Fee Decrease of \$5	Ergonomics arm band is used for scanning in every lab and intended to reduce the rate of injury. The towel kit – students are responsible for bringing towels to every lab to use on themselves for scanning.
H797 Cardiac Sonography	\$105 Kit	Same	<p>Cable Brace to prevent musculoskeletal injuries, provides support for student scanning.</p> <p>Patient gown to protect student patient modesty as students are undressed from the waist up for the procedure.</p> <p>Bath towels to protect student patient modesty as students are undressed from the waist up for the procedure, and for students to use to clean off ultrasound gel.</p> <p>\$150 Comp Keeper – This is a secure website, Comp Keeper enables students, instructors, and administrators to replace the old paper ways of tracking students. To evaluate competencies as per accreditation for students while in placement</p> <p>CompTracker Service</p> <p>Web based software for recording of clinical competencies. Required for Semesters 5 and 6.</p> <p>These reports are available to students post graduation.</p> <ol style="list-style-type: none"> <li>1. For clinical competencies, efficient recording, reviewing and assessing completed competencies</li> <li>2. Web based software accessible to the student, preceptors and faculty at any time</li> <li>3. Reporting for Accreditation is made easier with many more comprehensive reports.</li> <li>4. No paper is required and makes for efficient reporting from preceptors.</li> <li>5. No accessing Blackboard or problems with logging in or password expiring.</li> <li>6. Much more secure for student records.</li> <li>7. Students can access their results at any time in the future and download completed competencies for future reference.</li> <li>8. Can monitor students with real time updates and reporting.</li> <li>9. Apple or Android devices compatible</li> <li>10. Support provided 24 hours per day</li> </ol>
H800 Yr. 1 Dental Hygiene	\$3,039.10	Increase of \$210.84	Breakdown available upon request. The document identifies all the kit equipment and lab materials that are essential to complete clinical and lab requirements as per the course outlines. Prices were confirmed and compared for the lowest

			prices available at this date. The outlines are based on MAESD Program Standards, NDHCB Exam, CDHO Practice Standards, CDHO Entry to Practice Guidelines and CDAC Commission on Dental Accreditation of Ontario.
H800 Yr. 2 Dental Hygiene	\$4,169.41	Decrease of \$380.05	Breakdown available upon request. The document identifies all the kit equipment and lab materials that are essential to complete clinical and lab requirements as per the course outlines. Prices were confirmed and compared for the lowest prices available at this date. The outlines are based on MAESD Program Standards, NDHCB Exam, CDHO Practice Standards, CDHO Entry to Practice Guidelines and CDAC Commission on Dental Accreditation of Ontario.
H932/K933 PSW	\$22.54	Increase of \$5.65	The purpose for this kit is to provide students with the supplies needed to practice skills in lab to prepare them for their clinical experience. These supplies are current and are what they will be using to in their clinical settings. - 1 pair of googles - 2 face/wash clothes - 2 large towels - Simple calculator same as before - Toothbrush - Razor - Measuring tape - Nail file - Cuticle stick - 1 pair of googles - Needed in clinical for outbreaks and working with bodily fluids – it is replacing the Attends product. - 2 face/wash clothes- so students can have a supply as during lab time many other programs are using the college supplies. - 2 large towels so students can have a supply as during lab time many other programs are using the college supplies-
H850/K950/H854/K954 Collab Nrs	Yr 1 \$45 Yr 2 \$110	Yr 2 Increase of \$38	The cost of the kits are approximately \$110 per student per year. The difference in cost is due to an increase in supplier costs related to inflation as well as the cost of simulated medications that are added to each student kit. Change in thought skill sequence presents the need for additional supplies to be added to the student lab kit.
H863/K963 A01 RPN	\$721 Elsevier Kit Fee \$75.00	Same	The Elsevier Clinical Learning Suite (CLS) and 4 e-texts come to a cost of \$511.90 added to the student fees for the first term. The cost of the kits are approximately \$75 per student per year. \$721 Elsevier is related to addition of exit exams to prepare students for licensing exam REX-PN The difference in cost is due to an increase in supplier costs related to inflation as well as the cost of simulated medications that are added to each student kit.
H912 Med Esthetics	\$1,450.00	Same	The H912 student kit is a complete kit to support the Medical esthetician student with at home assignments and provides the opportunity for the student to practice their skills for labs and provides the student with a starter kit to work in the medical esthetics industry while in training. Dermaplaning kit and training certificate-\$236.00 Oncology kit and training certificate-\$161.08 Dermed Peel kit-\$253.72 Jane Iredale mineral make up kit-\$140.87 Body Treatment kit-\$198.18 Micro needling kit-\$100.00 ZO Medical grade skin care kit-\$183.50 Vivier Labs Skin care kit-\$176.65
H915 Dental Assisting	\$2,737.65	Decrease of \$69.77	Breakdown available upon request
K766	\$2,762.35	Increase of \$104.35	This is for the powerline student climbing kit used over the two-year program. It includes the climbing belt, safety harness, secondary safety rope attachment, climbing spurs, several assorted powerline tools and carrying bag. Each student tool kits cost \$2800.00 which is a slight increase due to supplier cost increase. The students need this equipment to climb powerline poles safely over the 2 years they are in the program. They will use this equipment and tools while on the job after they graduate. Students complete a variety of overhead and under

			ground work as part of the program.
K788 Yr 1 EET	\$240.00	Increase of \$40	Provide a set of Philips and cabinet tip slotted screwdrivers and terminal block screwdrivers and wire cutter/ strippers and pliers. Also require a keyed padlock and a small tool bag or pouch to store the tools and lock in. This can be provided at a cost of \$240, student would be responsible to store tools and would keep tools upon leaving the program. Student tool fee. The students are required to use hand tools such as screwdrivers and wire strippers and pliers to perform lab activities in the K788 program. They also require a keyed padlock to perform lockout/tagout. Providing them with a standard set of tools will ensure they have the proper industrial grade tools to perform tasks. Providing a padlock will also ensure that the student has a lock that meets industry standards. Providing a scientific calculator standardizes what is used during class and testing.
K893 A01 OTA PTA	\$90.50	Increase of \$45.50	Gentle Persuasive Approach ( GPA) course fee and certificate Goniometer for joint measurement.  Education on handling of clients with dementia  Joint ROM measurement. **Market Rate Adjustment**
T020/T026/T154 Arch/Civil/Construction	\$150.00	Decrease of \$150	Current fee covers, Hard Hat, safety glasses, Safety vest, Materials for a project, notebook for Surveying 1 and the Fall arrest Training ***Reduction in Kit Fee due to removal of Working From Heights. (Valued \$150.00)
T046 Construction Mgmt	\$300.00	Same	Looking to add \$125 to be able to cover the Working at Heights training by 3rd party. Current fee covers, Hard Hat, safety glasses, Safety vest , and working at Heights training/ certificate for their placements.
T167 A01 Motive Power	\$535.00	Same	Kits provided allow a good start to tooling required in the field to get started within the job requirements
T207 HRAC	\$639.80	Increase of \$19.80	Kits provided allows a good start to tooling required in the field to get started within the job requirements
T755 Bio Med Tech	\$87.50 Yr.1 \$278 Yr. 2	Yr.1 Same Yr. 2 Increase of \$28	\$87.5 – Year 1 – All existing kits: Electrical components. The price has increase by \$2.50 to reflect inflation of the cost. \$278 – Year 2 – This Year 2 kit allows students to have their own tools, gain a knowledge of basic tools and prepare them for life in the field. The price has increase by \$8 to reflect inflation of the cost. \$0 – Year 3 - Costs moved to Year 2 as the course was reorganized in the program chart into year 2. Year 1 – These electrical components are required for lab completion. Year 2 - This Enhanced Year 2 kit allows students to have their own tools, complete required lab work, gain a knowledge of basic tools and prepare them for life in the field.
T805 per year Woodworking	\$200.00	Same	\$200.00 per year material fee to cover the cost of materials that students will retain (i.e. projects).
T826 A01 Auto Prod Design	\$35.00	Same	This will pay for the material that they use to create and build their Cannon project to take home.
T836 A01 Chem Lab	\$200.00	Same	The money will be held until the end of semester in case any lab glassware is broken or goes missing. The balance will be refunded at the end of semester. Refundable fee of \$200 per year for glassware utilized for experiments, less deductions based upon glassware loss and breakage.
T855 Yr. 1 MET Ind Mech	\$135.00	same	Current fee covers, Project materials that they can take home when completed and a helmet, gloves and cotton jacket for welding lab that the students to have as their own to keep.

T866 A01 Horticulture	\$610.20	Increase of \$101.90	Students need to purchase items related to their study in horticulture. Kit Fee will allow them to acquire hand tools used in our industry as part of their job requirements. Material fee allows students to take home specific plants they grew, while in the program. This fee also allows the student to have on hand one program shirt and hoodie, helping provide a program / team support system.
T867 CAD/CAM	\$75 Mat/yr \$675 Kit/A01	Same	Current material fee covers the material that they make their project from and take home.  The tool box is filled with tools of the trade, Square, Caliper, file, scribe, punch, adjustable wrench, slip pliers, hammer, debur tool, 123 blocks, parallel set, indicator, drill point gauge, Stone, Micrometer set, steel rule, brush, c' sink, edge finder ,wiggler.
T876 Pre Serv Firefighter	\$1,279.00	Same	Kit covers most safety gear and accessories for the safe practice within the training. See items in kit; Certified fire helmet, Boots, 2-Gloves, safety glasses, hearing protection and
			hood, uniforms, safety shoes, 2 pair of pants, 3 t-shirts, collared shirt, sweatshirt, belt, and half-way through usually another pair of gloves
T914 Hairstyling	\$90.00 Mat Fee \$1415.00 Kit Fee	Mat Same Kit Same	Our student kit was \$1265 last year and with the increasing cost of products and tools I feel we need to increase our request. The student kit comes with all the equipment the student will need to complete the program and get started in industry. It comes with 4 manikin heads that are used to teach the students many haircuts, colors, and chemical services prior to live models. All kit items are used weekly in our lab. (breakdown attached) Material fee-\$90.00 students can have their hair coloured in the lab monthly at no cost
T941/T942/T940 Power Eng	\$175.00	Same	The fee currently is not covering all that is being put in the kit, Safety Shoes, Safety glasses, Hard Hat , Ear protection on the hard hat, 2 pair of gloves, ear pieces for the 2- way radios
T947/K731 Electrical Techn	\$600.00	Increase of \$25	This fee is for basic hand tools and meters that a student would be required to have when starting on the job with an Electrical Employer. These tools are also used in the lab throughout the semester. All of the tools are of very high quality and therefore when the student first arrives on the job site they can be confident that they have the proper tools to get started in the trade.
T949 Welding	\$365 A01 kit \$100 mat fee	Same	Kits provided allows a good start to tooling required in the field to get started within the job requirements, material allows the students to build a project and take it home upon completion.
T954 Plumbing	\$500.00	Increase of \$25	Kits provided allows a good start to tooling required in the field to get started within the job requirements
T965 Carpentry	\$100.00	Same	Fee covers material costs for cabinet, Mirror frame the students make and can take home.
T974 A01 Robotics	\$50.00	Same	This fee covers the materials purchased for the students to build their projects and take home when completed.
T976 A01 Robotics 3yr	\$50.00	Same	This fee covers the materials purchased for the students to build their projects and take home when completed.
APPRENTICESHIP			
332A A01/A02 Hair	\$20.00	Same	Material Fee is for personal hair colour students are able to have done monthly and materials retained.
403A Carpenter	\$75.00	Same	Lumber costs are increased. Kit fee would cover the material costs used to build the students project/ projects that they can take home when complete if desired to do So (Small Dog House) Fee supplies monies for the materials to build the project that they can take home should they desire to do so.
429A Gen Machinist	\$55 A01 \$305 A02 \$175 A03	Same	Material fees cover the projects that they Machine and build which they take home at the end if so desired. Fee supplies monies for the materials to build the project that they can take home should they desire to do so.
430A Tool & Die	\$55 A01 \$130 A02 \$150 A03	Same	Material fees cover the projects that they Machine and build which they take home at the end if so desired. Fee supplies monies for the materials to build the project that they can take home should they desire to do so.

431A Mould Maker	\$55 A01 \$276 A02 \$250 A03	Same	Material fees cover the projects that they Machine and build which they take home at the end if so desired. Fee supplies monies for the materials to build the project that they can take home should they desire to do so.
415A Cook	\$874 kit fee \$573.45 Material fee	Same	No change in fees is being requested, The material fee covers food prepared and taken home each class

***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 V**

### **DEFINITIONS**

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### **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. The Ministry approves categories of ancillary fees.

### **Auditing Students**

Students who are registered in a course or program, but do not receive credit towards a diploma or certificate. Such students 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 that 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/Essential Ancillary Fees**

Ancillary fees that a student is required to pay in order to enroll in any course or program of instruction.

### **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 that 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(I) of Immigration Act]; or not a dependent of persons in Canada for the temporary exercise of their profession, trade or occupation [Section 7(I)h of Immigration Act].

### 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 to achieve two equal semesters per regular academic year, with minor variations as required.

### 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.

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

**S T U D E N T F E E A P P R O V A L S**

In consultation with the Compulsory Ancillary Student Fee Protocol Committee, we are recommending the proposed 'Student Fees 2024-2025' be applied for the 2024-2025 academic year. We have reviewed and accept the proposed 'Student Fees 2024-2025' as presented.

Signatures:

*Nawz Takeek*  
Student Representative  
Compulsory Ancillary Student Fee Protocol Committee

Date: March 8, 2024

*Milkya Weldon*  
Student Representative  
Compulsory Ancillary Student Fee Protocol Committee

Date: March 8/2024

*Paul Gyp*  
Chair  
Compulsory Ancillary Student Fee Protocol Committee

Date: Mar 8/24

*Patricia France*  
President, St. Clair College

Date: March 15, 2024