



Cégep de la Gaspésie et des Îles

BY-LAW # 11

SUPPLEMENTAL FEES, CONTRIBUTIONS AND FEE-SUPPORTED EXPENSES

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Awaiting approval by the Ministère

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SUPPLEMENTAL FEES, CONTRIBUTIONS AND FEE-SUPPORTED EXPENSES

ARTICLE 1: PURPOSE

- 1.01 The purpose of this by-law is to determine certain fees charged to students enrolled at the Cégep de la Gaspésie et des Îles; these include supplemental fees, contributions and some fees charged for expenses not dealt with by the *Regulation respecting admission fees, registration fees and fees for college teaching services*. It also sets out the conditions governing their collection and refund.

ARTICLE 2: SCOPE

- 2.01 This by-law applies to all full-time and part-time students enrolled in a college study program leading to a diploma of vocational studies (DVS) a diploma of college studies (DCS) or an attestation of college studies (ACS) offered by the College. The fees apply to current and former students, depending on the services they use.

ARTICLE 3: SUPPLEMENTAL FEES

- 3.01 At the time this by-law is adopted, all students admitted to the College (including auditors) in a subsidised program must pay an \$89 fee to cover the cost of the following activities and services:
- Recreational sociocultural and sport activities;
 - Community life;
 - Labour market integration;
 - Health and social services;
 - Tele-transactions;
 - Printing;
 - Measures to provide students with support to help them succeed; and
 - Other service(s) specific to individual campuses and categories of students.

The amount charged for supplementary fees will be indexed in tandem with the previous year's consumer price index.

- 3.02 All students admitted to the College in an unsubsidised program of study leading to an attestation of college studies (ACS) must pay a \$1000 fee to cover the cost of the following activities and services:
- Recreational sociocultural and sport activities;
 - Community life;
 - Labour market integration;
 - Health and social services;
 - Tele-transactions;
 - Printing, books and licences;
 - Measures to welcome students and provide them with support to help them succeed; and
 - Other service(s) specific to individual campuses and categories of students.

The amount charged for supplementary fees will be indexed in tandem with the previous year's consumer price index.

- 3.03 International students not covered by the Québec medical and hospitalisation plan (*Régime d'assurance maladie et hospitalisation du Québec – RAMQ*) must pay the premium charged for the group medical insurance plan provided by the College.
- 3.04 Students enrolled in the Adventure Studies stream must pay the fees associated with this optional extracurricular stream.
- 3.05 Students who take guidance tests will be charged the related fees (\$50 or more).
- 3.06 Registered international students must pay a fee of \$10 per term for the production of official documents required for permit applications, confirmation of study status in Canada, confirmation of attendance at school to a third-party organisation, etc.

ARTICLE 4: COLLECTION AND REFUND OF SUPPLEMENTAL FEES

- 4.01 The fees are payable in full at the time established by the College, on registration day at the latest.
- 4.02 The fees are refundable if the student does not register.
- 4.03 Students enrolled in a regular program of study confirm their registration the first time they consult their schedule via Omnivox.
- 4.04 For students enrolled in a program leading to an attestation of college studies at Groupe Collegia or at the Montreal campus, registration is confirmed 15 days before the start of classes, on the date set by the College. This date is published at the beginning of the admission process (students must be notified of any changes in this regard).

Students who have paid their fees and provided a complete file, unless they have notified the College in writing of their withdrawal by the registration date set by the College, are considered registered. Students who have not confirmed their registration by paying their fees in full and by providing the required documents are automatically deregistered and their fees refunded.

- 4.05 The Adventure Studies stream-related fee will be refunded for students who have not participated in any program activities. However, the College reserves the right to not refund the entire amount paid when some of that amount is earmarked for activity planning and execution.

ARTICLE 5: STUDENT ASSOCIATION CONTRIBUTION

- 5.01 Contributions collected by the College for and on the behalf of an association are managed in accordance with said association's own conditions; said association must however comply with the following conditions:
 - a) The association must be recognised by the College at the time students register;

- b) At the time students register, the association must also be legally incorporated or wish to become legally incorporated;
- c) Before March 1, the association must forward to the College board of governors a resolution asking to have its fee collected by the College, indicating the amount of the membership fee to be collected; and
- d) This request on the part of an association must be accompanied by its annual financial statements for the previous year, verified by an accounting firm or by a qualified person recognised by the College.

5.02 The student membership fee is payable in full at the time of registration.

5.03 The student membership fee collected pursuant to Article 5.01 is refundable in accordance with the conditions established by the students' association involved.

5.04 For any other request to have the College charge fees to the students, student associations must comply with the conditions set out in Article 5.01.

ARTICLE 6: CORNELIUS BROTHERTON FOUNDATION CONTRIBUTION

6.01 Further to an agreement with the students' associations, a \$5 contribution is collected per term to support the endeavours of the Cornelius Brotherton Foundation¹.

6.02 The contribution collected pursuant to Article 6.01 is refundable upon request and in accordance with the conditions established by the Cornelius Brotherton Foundation.

ARTICLE 7: FEES ASSOCIATED WITH THE PRODUCTION OF OFFICIAL DOCUMENTS

7.01 Administrative fees are charged for the production of official documents:

School attendance certificate

- Available via Omnivox Free
- If required by an act or regulation Free
- Additional copies \$5 per copy
- Other copies bearing the College seal \$5 per copy

Term academic record

- First copy available via Omnivox Free
- Copy bearing the College seal \$5 per copy

Copies of other documents

- Letters, insurance forms, other forms, copies of records, etc. \$5 per copy

¹ This contribution is not applicable in the case of students admitted to unsubsidised programs of study leading to an attestation of college studies (ACS).

Postage fees

- The cost of sending the diploma by registered mail is assumed by the College. However, if a diploma needs to be sent a second time because the student has not changed their address, the student will be responsible for the cost.

7.02 International students are not required to pay any fees other than the \$10 per term fee already collected for the production of official documents. Please note that there is no limit to the number of documents for international students.

ARTICLE 8: REPRINTS OF ID CARDS

8.01 Students who wish to obtain a laminated copy of their student ID card will be charged a \$5 fee. The fee for the digital student ID card is included in the registration fee provided for in Regulation # 2.

ARTICLE 9: LATE FEE

9.01 Late fees may be applied by the College in cases where an invoice is not settled before the established deadline for payment.

ARTICLE 10: DISCRETIONARY AUTHORITY

10.01 The Dean’s Office can examine certain cases brought to its attention and if warranted, charge amounts lower than those indicated in this by-law.

ARTICLE 11: ENTRY INTO FORCE

11.01 This by-law shall enter into force upon its adoption by the Board of Governors, November 24, 2021.

AMENDMENTS

- April 2006: Addition of articles 6.02 and 6.03
- September 2007: Addition of Article 3.02
- May 2014
- October 2015
- March 2019
- September 2019
- November 2021

Overview of supplemental fees, contributions and other fee-supported expenses

Fee	Amount	Application
Supplementary fees	\$89 ²	Applicable to all students enrolled in credited programs and to course auditors
Supplementary fees	\$1,000	Applicable to all students enrolled in unsubsidised credited programs
Fees associated with an extracurricular program	Set annually by the College	Applicable to all students enrolled in credited programs associated with a particular extracurricular stream (for instance, Adventure Studies)
Group medical insurance fee	Determined annually, taking into account the College insurance contract	Applicable to all international students enrolled in credited programs who are not covered by RAMQ
Guidance tests	\$50 and more	Applicable to all students enrolled in credited programs
Student association fee	Amount determined annually by student associations	Applicable to all students enrolled in credited programs who are members of a student association recognised by the College
Contribution to the Cornelius Brotherton foundation	\$5	Applicable to all students enrolled in credited programs, except for unsubsidised programs
College attendance attestation bearing the College seal or not required by a law	\$5	Applicable to all students enrolled in credited programs <i>*An initial copy is available via Omnivox.</i>
Copy of term transcript bearing the College seal	\$5	Applicable to all students enrolled in credited programs <i>*An initial copy is available via Omnivox.</i>
Any other document	\$5 per copy	Applicable to all students enrolled in credited programs
Printed student card (the digital card is included in the registration fee)	\$5	Applicable to all students enrolled in credited programs
Fee for official documents	\$10	Applicable to international students.

² Amount applied for the 2021-2022 academic year. This amount is indexed annually in tandem with the previous year's consumer price index (determined in April of each year).