



# Bylaw Number 2A

**CONCERNING**

## **STUDENT FEES FOR ADMISSION, REGISTRATION AND INSTRUCTIONAL SERVICES**

**Adoption into force:**

December 7, 1998

**Amended:**

October 29, 2001

March 17, 2003

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April 26, 2010

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**Effective:**

Winter 2019 semester

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#### 2.04 Recognition of Acquired Competencies Analysis Fee

In addition to the application fee required under clause 2.01, students will be assessed a \$30.00 fee for the analysis of their file under the Recognition of Acquired Competencies process.

#### 2.05 Refunds

Fees charged under this article are non-refundable. Notwithstanding the above, should the College decide not to offer the program during the semester to which the student has applied, these fees will be refunded to the student in full.

### **Article 3 REGISTRATION FEES**

#### 3.01 Registration Fee

Students shall be assessed a registration fee to help offset the cost of registration. These fees, payable by the deadlines published under clause 1.05, are assessed as follows:

**All students: \$5.00 / course / semester to a maximum of \$20.00 / semester**

These fees also cover the following services:

- course withdrawal by the deadline;
- certificate of attendance required under a law;
- proof of attendance required by an admission process to an institution of higher learning;
- student transcripts (first copy);
- placement tests required by a program;
- the issuance of a commandite;
- course changes required by academic regulation;
- official receipts for income tax purposes;
- grade review.

#### 3.02 Late Registration and Course Change Fees

Students registering after their designated registration period shall be assessed an additional fee of \$50.00 to help offset administrative cost of the process. For students registering late at Kiuna Institution this fee will be \$25.

A student who wishes to make changes to their courses or course schedule after registration shall be assessed a fee of \$20.00 to help offset the administrative costs of the process. This fee will be payable upon completion of the course change request. This fee does not apply to course changes required under academic regulations.

#### 3.03 Credit Equivalence Fee

Students requesting credit equivalence for learning acquired through life experience or previous post-secondary studies (with the exception of Quebec college studies) will be assessed a non-refundable \$10.00 credit equivalence fee per course, to a maximum of \$50.00 per request. This fee is payable upon the





5.04 Refunds

Students who withdraw from an optional course may be eligible for a full or partial refund subject to the terms and conditions set out in the timetable.

**Article 6 EFFECTIVE DATE**

6.01 Effective Date

This bylaw and any amendments thereto shall be effective for the semester immediately following the date of adoption by the Board, subject to approval by the Minister. This bylaw shall have no retroactive effect.