



# Bylaw Number 2B

**CONCERNING**

## **SUPPLEMENTAL STUDENT FEES**

**Adoption into force:**

December 7, 1998

**Amended:**

October 29, 2001

March 17, 2003

May 8, 2006

July 1, 2007

April 26, 2010

April 11, 2011

June 13, 2011

April 8, 2013

May 11, 2015

September 27, 2018

October 28, 2020

February 22, 2022

**Effective**

Fall 2022 Semester

# TABLE OF CONTENTS

BYLAW NUMBER 2B .....	
SUPPLEMENTAL STUDENT FEES .....	
Article 1    GENERAL PROVISIONS .....	
1.01 Definitions.....	
1.02 Designation .....	
1.03 Scope .....	
1.04 Revenues .....	
1.05 Publication.....	
1.06 Fee Assessment.....	
Article 2    STUDENT SERVICES FEE.....	
2.01 Student Services Fee .....	
2.02 Refunds .....	
Article 3    CONV. c.T.J0.T.c.0.Tw.110528).Tj0.566.0.Td().Tj0.001.723CATw.4.735.0.4.7I3EE .....	

**BYLAW NUMBER 2B**  
**CONCERNING**  
**SUPPLEMENTAL STUDENT FEES**

**Article 1 GENERAL PROVISIONS**

1.01 Definitions

The definitions set forth in clause 1.01 of Bylaw Number 1 apply to Bylaw Number 2B. In this bylaw, the following expressions mean:

- a) "Semester": semester of study, specifically: Fall, Winter or Summer.
- b) "Full-time student": a student considered full-time by the Ministry.
- c) "Part-time student": a student who is not full-time as defined above.

1.02 Designation

The title of this bylaw is "Bylaw concerning Supplemental Student Fees" and is designated Bylaw Number 2B.

1.03 Scope

This bylaw, which establishes the fees chargeable to students in conformity with Article 24.5 of the Act, applies to full-time and part-time students registered in credit courses. Unless otherwise noted in the text, these fees are also chargeable to students registered at Kiuna Institution

Notwithstanding the previous paragraph, students in programs funded by Emploi-Québec are exempt from paying fees.

1.04 Revenues

The College is responsible for the administration of the sums collected by virtue of this bylaw.

1.05 Publication

The schedule of fees payable by virtue of this bylaw, including deadlines for payment, and the College refund policy, shall be published on the College's website and shall be included in the timetable available to students prior to registration.

1.06 Fee Assessment

Fees provided for in this bylaw are payable at the time of registration.

**Article 2 STUDENT SERVICES FEE**

2.01 Student Services Fee

All students shall be assessed a student services fee to partially offset the costs of the following services:

- a) Athletics

Calendar, otherwise such fees are non-refundable. The refund must be requested in writing by the student.

### **Article 3 CONVOCATION FEE**

#### 3.01 General Provisions

All potential graduates will be assessed a convocation fee of \$17 once per diploma or attestation to help offset the cost of convocation ceremonies, with the exception of the Winter 2021 when potential graduates will be assessed a fee of \$5.

#### 3.02 Timing of the Assessment

Students in pre-university programs shall be assessed the first time they register for the fourth semester of their program of studies. Students in technical programs shall be assessed the first time they register for the sixth semester of their program of studies. AEC students shall be assessed the first time they register for the last semester of their program of studies.

#### 3.03 Refunds

The convocation fee is refundable in full to the student who officially withdraws from the College no later than the course drop deadline date as determined by the Minister, otherwise, the convocation fee is non-refundable.

### **Article 4 EFFECTIVE DATE**

#### 4.01 Effective Date

This bylaw and any amendments thereto are effective for the session immediately following the date of adoption by the Board. This bylaw and any amendments thereto shall have no retroactive effect.