



Policy:	E-2.7
Approved By:	College Executive Team
Approval Date:	October 22, 2003
Amendment Date:	
Policy Holder:	VP Education

STUDENT PENALTIES AND FINES

Purpose / Rationale

The purpose of this policy is to identify key principles related to the imposition of student penalties and fines.

Scope / Limits

This policy applies to all students, past and present, and to all administrative units providing services or loans (library, equipment, or materials) to students, which carry a financial or other obligation on the part of the student.

Principles

1. Penalties and fines are established to encourage students to meet their obligations to return loaned items owned by the College and to pay monies owed to the College.
2. The College will ensure all penalties and fines are administered impartially and fairly.
3. Penalties and fines will be established for non-payment of tuition fees or failure to return loaned items. The chief penalty will be the suspension of student access to services until the college-owed obligation has been met.
4. All penalties and fines will be published, minimally, in the College Calendar.
5. As appropriate, the College will make use of collection agencies to collect monies owed to the College.
6. Students who have incurred a penalty and/or fine must return to the issuing department to make payment or resolve the penalty.

A. PAYMENT OF FINES AND REMOVAL OF PENALTIES

The issuing department will receive payment of fines and remove any imposed penalties as follows:

1. If students have received library fines, they must return to the library to pay the fine and then have any imposed penalty removed.
2. If tuition fees are in arrears, students will return to the Student Services Department (cashier) to pay their fees.
3. If students have received notice from a collection agency, they must pay the account directly to the collection agency.

B. APPEALS

1. Appeals are to be made to the department issuing the penalty or fine.
2. The issuing department may require appeals to be in writing. All appeals must include or identify the reasons the appeal is being sought:
 - a) is the appeal being sought because the fine or penalty was unfairly levied? Please explain;
 - or**
 - b) is the appeal being sought due to unavoidable extenuating circumstances? Please describe and attach any supportive documentation.
3. Each department issuing a penalty or fine will establish a process for reviewing appeals. The final authority for appeal for a penalty or fine is the head of the unit issuing the penalty or fine.

C. LINKS TO RELATED POLICIES

[E-2.2 Course Withdrawals](#)

[E-2.3 Student Ancillary Fees](#)