

# Fees & Financial Policies & Procedures

## Application Fee

A non-refundable application fee of \$35 for new or returning domestic students is required\*. Please note that incomplete or inadmissible applications will be held for up to 12 months pending receipt of documentation, and the non-refundable application fee will be retained.

*\*Course Audit - General Interest students are exempt from paying the application fee.*

## Registration Deposit

All students (except Apprentices, Audit - General Interest, College Prep, and Upgrading) are required to pay a non-refundable registration deposit of \$150 for each registration period. This deposit must be paid:

- at least one week prior to their registration day;

**OR**

- according to deadlines provided by Enrolment Services when confirming acceptance into a program.

The deposit is applied to the total fees payable for that academic term with the balance of fees payable according to published fee deadlines. The deposit must be paid prior to registration.

## Continuing Education

Most CE certificate programs require a non-refundable registration deposit of \$500 due and payable upon acceptance into the program.

This fee is applied toward the student's tuition for the program. Failure to pay the registration deposit will result in forfeiting the seat.

## International Education

*For information on International deposits, please see chapter titled Camosun College International.*

## Tuition Fees

### 2009/2010 Fee Schedule

*Tuition rates are approved annually and changes will take effect in September 2009. For updates, check the College website and publications beginning May 2009.*

### Program & Course Fees

Camosun calculates course tuition based on a cost per hour calculation. Course hours are referenced in the course description for each course. For the purpose of assigning tuition rate (cost per course hour equivalent), programs with similar operating features are grouped into categories. Fees vary by course and by program. A complete listing of program and course fees is available on the College website at [camosun.ca/fees](http://camosun.ca/fees).

**Non-profile courses:** These courses are not funded by the Ministry and have a set rate.

**Self-paced programs:** Tuition fee rates will be set on the basis of weeks of full-time attendance.

**Tuition-free courses:** Some College Preparatory and Academic Upgrading courses which are equivalent to secondary school courses are tuition-free. (Camosun College Student Society fees apply).

### Apprenticeship

Tuition fees are applicable to the year in which the apprentice course occurs.

### Continuing Education

Tuition fees for courses offered by Continuing Education are published in the Fall, Winter and Spring/Summer CE calendars. Calendars are distributed throughout the College region, usually by newspaper. Continuing Education fees are due and payable upon registration. Course fees are subject to 5% GST. A complete listing of the current CE courses is available on the College website at [camosun.ca/ce](http://camosun.ca/ce).

### Co-operative Education/Internships/Work Terms

Tuition for Co-operative education and internship work terms is calculated by the duration of the work term.

Non-co-op work terms are a required element of the Bachelor of Business Administration. The tuition is set at a flat rate equivalent to two thirds of the rate for the four-month co-op work term.

## Course Audit - General Interest

Members of the community can audit credit courses for half the tuition, plus CCSS fees and levies.

## International Education

A complete listing of the current tuition for International students studying at Camosun is available on the College website at [camosun.ca/international](http://camosun.ca/international).

## Student Society Fees & Levies

*These fees provided are for 2009-10. Student Society fees and levies are approved annually and changes will take effect in September 2010. For updates, check the College website and publications beginning May 2010.*

### Athletic Levy

An athletics levy is assessed at \$3.98 per month to enhance athletics programming and services at both campuses, and is due by the published fee deadline.

### Building Fund Levy

A building fund levy of \$3.58 per month was approved by student referendum in 2006, to raise funds to build a Student Society building at some point in the future.

### CFS Fee

Members are assessed a \$2.00 per month membership fee in the Canadian Federation of Students.

### Child Care Levy

A Child Care Levy is assessed at \$1 per month of enrolment and is due at time of fee payment.

### Recreation Levy

A Recreation Levy of \$2.51 per month has been established to enhance recreation programming and services at both campuses and is due by the published fee deadline.

### Recycled Paper Levy

A levy to raise funds to work in partnership with the College to move toward using only recycled paper throughout the College was approved through student referendum (2006) \$.15 per month.

### Student Society Fee

The Camosun College Student Society will levy a Society Fee of \$7.31 per month of enrolment.

## Universal Bus Pass (UPass)

The UPass is assessed at \$17.31 per month of enrolment and is due at the time of fee payment.

## CCSS Student Benefits Plan

Website: [gallivan.ca/studentnetworks](http://gallivan.ca/studentnetworks)

Lansdowne: RH 101  
Phone: 250-370-1614 (Lansdowne)  
Email: [ccssplan@camosun.bc.ca](mailto:ccssplan@camosun.bc.ca)

Interurban: LACC 117  
Phone: 250-479-5578  
Email: [interurbanplan@camosun.bc.ca](mailto:interurbanplan@camosun.bc.ca)

As per guidelines passed by Camosun College Student Society referendum, most full-time students who pay Student Society fees and levies are required to participate in the CCSS Student Benefits Plan (i.e. limited to those enrolled in eligible programs of nine class hours per week or more). Eligible students will be automatically assessed fees at the time of registration. The fees for the Student Benefits plan are currently \$200 per year). These fees are assessed in two equal assessments of \$100 for each of the fall and winter academic periods.

**Note:** *Specific date ranges of academic periods vary by program of study.*

The fees for the plans are subject to change as a result of the previous year's usage. Payment is due with tuition by published fee deadlines.

To obtain a Student Benefits Plan booklet or for more information on the plan please contact the Student Benefits Plan office or [gallivan.bc.ca](http://gallivan.bc.ca).

## Student Benefit Plan Opt-Out

Students with existing coverage may choose to opt-out of the extended health and/or dental plan(s). Opt-out forms are available from the Student Benefits Plan office. Opt-out applications will not be considered after the opt-out deadline and there is only one opportunity per benefit year to opt-out (September to August).

Once a submitted opt-out request is approved, that status is carried forward until the Student Benefits Plan office is notified of a change. Students who wish to change their opt-out status must notify the Student Benefits Plan office before the appropriate deadline. Certain conditions apply.

## Payment of Fees

### Fee Deadlines

Fees are due according to published deadlines as per this calendar, timetables and/or in correspondence from the Enrolment Services office.

## Registration Deposits

Registration deposits must be paid:

- at least one week prior to registering;
- OR**
- according to deadlines provided by Enrolment Services.

## Apprenticeship

Fees are due 60 calendar days prior to the start of the course.

## Audit

Course fees are due according to the published fee deadlines for each term, for both new and current students.

## Continuing Education

Continuing Education fees are usually due and payable upon registration. For some programs, tuition fees may be paid in installments. The balance of fees are due by the published fee deadlines for each program. Tuition fee deadlines are published in the CE calendar and in specific program information brochures and sheets. Failure to pay by the deadline will result in withdrawal from the program.

## Co-operative Education/Internship

The balance of tuition is due in full 14 days after the start of the semester/quarter in which the work term takes place.

## International Education

For information on International fees, please see chapter titled Camosun College International.

## Late Payment Fee

It is a student's responsibility to pay fees by the fee payment deadline. Failure to pay fees by the deadline will result in a late payment fee being assessed according to the amount of fees owing. The late payment fee will be assessed as follows:

Amount Owing	Late Payment Fee
Less than \$50	None
\$50 to \$499	\$50
Greater than \$500	\$100

Non-payment of fees will also result in a restriction being placed on the student file.

## Payment Methods

### Direct Payment

Payment may be made by cheque/money order, VISA/MasterCard/American Express/JCB International, gift certificates/cards, direct banking or Interac. Post-dated cheques will not be accepted.

### Sponsorship

If fees are paid by a sponsoring agency, a fully completed and authorized 'Sponsor Agency Approval for Fees' form (available on the website) must be submitted by the fee payment deadline. It is the student's responsibility

to obtain a valid sponsorship for any/all sessions.

Students should be aware that sponsor agencies may require considerable lead-time to approve sponsorship. It is the student's responsibility to confirm with the sponsor whether the extended health and/or dental plan will be sponsored. If the sponsorship does not include the premiums for the Student Benefits Plan, the student is required to opt-out or pay the assessed fees by the published fee deadlines.

The sponsor agency will be sent an invoice by the College Finance office after the tuition fee deadline.

## Passport to Education

The provincial Passport to Education (awarded to secondary school students) may be applied towards the payment of tuition fees for academic, career or vocational programs/courses at Camosun College. Please note that the Passport to Education must be used within five years (of June 30) of the year of issue. Refer to expiry dates printed on the passport.

## Fee Refunds

### Application & Assessment

Application fees and assessment fees will not be refunded.

### Registration Deposit

The \$150 registration deposit is not refunded except in the following circumstances:

#### Fully Refunded

- A full refund of the registration deposit is issued when the program admission requirements are incomplete or when all course prerequisites are incomplete.
- A full refund of the registration deposit is issued when a student is still waitlisted for all classes on the day following the fee deadline.

#### \$100 Refund

- A \$100 refund of the registration deposit will be issued when an official withdrawal is received at least 21 calendar days prior to the start of the program/course and a request for the refund is received.
- Students who have paid their registration deposit and subsequently defer or decline their seat offer at least 21 calendar days prior to the program are eligible to receive a \$100 refund.
- Students must formally request the \$100 refund in writing, or by email to [info@camosun.bc.ca](mailto:info@camosun.bc.ca).

### Co-operative Education/Internship

Students who do not register in either a work term or courses should see the Co-operative Education & Student Employment office for potential refund options of the Registration Deposit.

## Transfers

- The registration deposit is transferable between programs within the same term, when multiple program offers are provided. This includes the transfer of a \$150 registration deposit to a CE certificate program;
- The registration deposit is NOT transferable between terms, except when a student has waitlisted for all courses in the current term and requests a transfer of the deposit to the next term; and,
- Students must notify Student Services if they would like their deposit transferred.

## Co-operative Education/Internship

In some cases, the \$150 non-refundable registration deposit may be transferred to the next term if it can not be applied towards a course in the current term.

## Tuition Fee Refunds

To receive a refund, students must officially withdraw from a course or program according to the following timelines:

**Courses that span a period of 62 calendar days or less in length:**

- Students must officially withdraw within seven (7) calendar days following the first day of the term\*. Fees will be refunded less the \$150 registration deposit.

**Courses that span a period of more than 62 calendar days in length:**

- Students must officially withdraw within 14 calendar days following the first day of the term\*. Fees will be refunded less the \$150 registration deposit.

*\*For courses that start outside of the term start week, the seven or 14 days are calculated based upon the course start date.*

## Apprenticeship

Students who withdraw at least 60 days prior to start date will receive a full tuition refund. Students who withdrawn 30-60 days prior to start date will receive tuition refund minus \$150.00. Students who withdraw within 30 days of program start or after program start will not receive a refund of tuition.

## Continuing Education

Refund policies vary due to the nature of these programs and courses. Students should consult the Continuing Education calendar (March, August and December) for further details. A special refund policy is in place for some credentialled CE programs. See [camosun.ca/ce](http://camosun.ca/ce).

## Co-operative Education/Internship

Co-op students unable to secure a placement will be eligible for a tuition refund. Students who are unplaced for a work term must obtain a signed withdrawal form obtainable from the Co-operative Education & Student Employment office, and present it to Enrolment Services. This form must be submitted no later than five days after the last possible day to start a work term in order for students to receive a refund of the co-op/internship tuition. No refund will be given following the withdrawal deadline of five days after the last possible day to begin a work term.

## Course Audit

There is no tuition refund after the fee deadline.

## International Education

Refer to the Camosun College International chapter of this calendar for the international student refund policy.

## Medical/Compassionate Withdrawals

To request a refund (less the \$150 non-refundable deposit and all Student Society fees and levies) after the fee deadline for medical or compassionate reasons, obtain a 'Request for Withdrawal for Medical/Compassionate Reasons' form from Enrolment Services, and submit with cover letter and appropriate documentation to Enrolment Services.

## Self-paced Programs and Courses

It is possible for students to complete the course material early for some self-paced trades (Electrical, Plumbing, Welding) and self-paced School of Access courses (English Language Development, and Academic Upgrading Foundations), before the scheduled end of the course. In the case of early completion for these students, tuition for the entire unused weeks and Camosun College Student Society fees for the total unused months will be refunded.

## Student Society Fees and Levies (Ancillary) Refunds

Refunds of Student Society fees and levies\* are not provided after published fee deadlines. This includes the Student Benefit (Extended Health & Dental) fees, Building, CFS, Child Care, Recreation & Athletics, Recycled Paper and Student Society levies, and the UPass.

*\*Early completers in self-paced vocational and access programs will be eligible for refund for those full months of Camosun College Student Society fees which they have paid.*

**Note:** *In the case of the Student Benefit fee, students who drop below full-time status prior to the opt-out date will be refunded their Student Benefit fee.*

## Sponsored Students

Sponsored students are advised that refunds will be provided to the sponsoring agency.

## Miscellaneous Fees and Charges

Application Fee (non-refundable)	\$35
Calendar	
(pick-up)	\$5
(mail-Canada)	\$8
(mail-USA)	\$11
(mail-overseas)	\$17
Duplicate Credentials	\$10
Duplicate Photo ID	\$10
Duplicate Registration Receipt	\$5
Duplicate Tax Forms (T2202A)	\$5
Letter of Enrolment	\$3
NSF Charges	\$20
Transcript Fee	\$5

## Assessment Fees

Assessment or Competencies	\$10
Computer Skills Assessment	\$20
External Testing	\$30
Keyboarding Assessments	\$25
Out-of-Town Assessment (single)	\$20
Out-of-Town Assessment (two)	\$30

## Dishonoured Cheques & Credit Cards

The consequences of issuing a dishonoured cheque or credit card rest entirely on the student. Students who realize a cheque issued to the College may be returned for any reason should, for their own interest, contact the College's Finance office immediately. All issuers of dishonoured cheques or credit cards to the College will be charged for each dishonoured cheque (or credit card).

If a cheque or credit card issued to the College is returned by the financial institution to the College, the following will happen:

- The College will mail a dishonoured cheque or credit card advice to the student at the address on record in the student's registration file;
- A dishonoured cheque or credit card is to be redeemed within five working days of the date of the written advice. The student remains liable for the transaction. The College will take all legal steps necessary to recover such debts;
- Students who have unsettled dishonoured cheque or credit card debts owing to the College will not be permitted to register again at the College until such debts plus all related costs assessed by the College have been satisfactorily settled;
- Students who redeem a dishonoured cheque or credit card will be assessed the normal tuition amounts applicable (there will be no tuition penalty; how-

ever, the dishonoured cheque/credit card fee will not be waived or cancelled). Such students, however, can not be guaranteed seats. Course seats may be filled immediately as they are vacated. Issuing a dishonoured cheque may therefore prevent students from getting a seat(s) in the course they want;

- The College reserves the right to ask that dishonoured cheques or credit cards be redeemed in cash, by money order, by bank certified cheque or by bank debit card; and,
- The College reserves the right to refuse to accept payment by cheque or credit card from anyone who has tendered two cheques or credit cards to the College which have been returned by the bank.

## Student File Restrictions

Students will be restricted from registration and other services in the event a restriction has been placed on a student file. File restrictions are due to a financial obligation to the College, and are initiated by the affected department.

A restriction will be placed on a student file for the following reasons:

- The submission of a dishonoured cheque or credit card for payment of fees (Finance office);
- The submission of a dishonoured credit card for payment of books (Bookstore);
- The non-return of library books or the non-payment of library fines (Library/Media Centre);
- The submission of a dishonoured cheque or credit card for payment of library fines (Finance office);
- The submission of a dishonoured cheque or credit card for payment of Child Care fees (Finance office/Child Care); and,
- The non-payment of fees, including Camosun College Student Society fees (Enrolment Services office).

Student Services will not undertake any transactions until the restriction has been removed by the department involved nor will it be responsible for any consequences that result from the restriction. The consequences affect the issuing of official transcripts, registration services (including web registration and course withdrawals), processing applications for admission, and receipt of other College services.

## Tax Receipts

### T4A Tax Receipts

A T4A for tax purposes is issued in February of each year and is mailed to the address on record for the cumulative amount of all ABESAP, Canada Study Grants for high need part-time students, bursaries, and scholarships, Passport to Education or other awards received by students.

## Tuition/T2202ATaxReceipts

For income tax purposes, T2202A's will be available on Camlink commencing February 1 of each year to all student who have paid tuition in excess of \$100. Previous taxation years are also available for student to download from Camlink if required.

Students enrolled in qualifying programs may also be eligible to claim an education amount for full or part-time enrolment. Students may consult Canada Revenue Agency for detailed information pertaining to their claims.

Addresses should be kept current and changes can be done on Camlink. Changes made after December 24 will not be reflected on T2202A's for that taxation year.

## UPass (Bus Passes)

UPass fees may be claimed on your personal income tax return. The amount that each student may claim is available on Camlink>Financial Information>Fee & Payment Details. Refer to Canada Revenue Agency for additional information.