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APPROVED BY:	Durham College Leadership Team
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1. Introduction

Students are required to make a financial commitment to Durham College (DC) in order to be eligible to register for and attend courses. The provincial government is responsible for the framework for fees across the college system.

2. Purpose

This policy and procedure articulate the administrative processes of fee assessment and payment. This policy and procedure also outline DC's approach for establishing and communicating fees each academic year, as well as how fees are reported to the provincial government.

3. Definitions

Refer to [Durham College's Standard Definitions](#).

4. Policy statements

- 4.1. Domestic tuition and program incidental fees are established in accordance with the Ministry of Colleges and Universities' (MCU) Tuition and Ancillary Fees Operating Procedure, where applicable. Tuition fees for international students fall outside the jurisdiction of MCU's Tuition and Ancillary Fees Operating Procedure.
- 4.2. Compulsory ancillary fees are determined in accordance with MCU's Compulsory Ancillary Fee Protocol between DC and Durham College Students Incorporated (DCSI).
- 4.3. Fees vary based on student registration status, program of choice and residency.
- 4.4. Fee payments are due within published timeframes. When fees are released for an entire academic year, students may opt to pay for only one academic semester at a time.

- 4.5. Domestic students who are eligible for the Ontario Student Assistance Program (OSAP) funding and those students with third party sponsors will be required to make a minimum fee payment, as determined by Strategic Enrolment Services (SES), to hold their seat in their programs.
- 4.6. Regardless of payment arrangements, all students are ultimately responsible for the full payment of their fees.
- 4.7. Failure to pay fees by prescribed deadlines will result in late fees being charged. Students may also lose their seat in their program and/or be denied access to resources, facilities, grades, transcripts, further registration, convocation activities or credential release.
- 4.8. Post-secondary students with a permanent disability/exceptionality registered and approved through the Access and Support Centre (ASC) may be eligible for a provincial tuition reduction program.

5. Procedure

5.1. Full-time Post-Secondary Students

- 5.1.1. Domestic and international tuition fees are established annually. They are approved by the Durham College Leadership Team (DCLT) and the Durham College Board of Governors.
- 5.1.2. Compulsory ancillary fees are established annually. They are charged for support services and activities distinct from academic programming. They are established and amended in accordance with a joint agreement between DC and DCSI. Initial assessments and any in-year changes to compulsory ancillary fees are approved by DCLT and the Durham College Board of Governors.
- 5.1.3. Program incidental fees are established annually. They are charged for activities specific to individual programs, and may vary between program years.
- 5.1.4. Students can utilize the Program Fee Calculator on the DC website to view an estimate of fees by program and semester.
- 5.1.5. Once registered, students can get a summary of all fee assessments and fee payment due dates through the student portal.
- 5.1.6. Applicants who do not pay fees by the published deadline may lose their seat in their program and/or not be able to register for courses. Domestic applicants may also be charged a late fee if they miss their secondary payment date, as noted on their student accounts.

- 5.1.7. Returning students who do not pay fees by the published deadline may be charged a late payment fee. If charged, this fee will be applied directly to their student accounts.
- 5.1.8. Full-time students who are in an overload status will be charged increased tuition fees based upon the number of additional billable hours they are taking.
- 5.1.9. Full-time students who are in an underload status may be reclassified as part-time, and therefore eligible for a re-assessment of fees. Fees for underload status are calculated based on total billable hours for the semester.
- 5.1.10. Students with permanent disabilities/exceptionalities registered and approved through ASC may require a reduced course load as a learning accommodation, and therefore take additional semesters to complete a program. They are eligible to pay a reduced tuition fee of \$20 per course, plus ancillary fees, after paying the equivalent of the full-time course load tuition fees. Students will be notified by SES when they have met their tuition threshold. Students are required to pay full course fees if repeating a course, withdrawing after the published deadline or taking courses outside of their program of study.

5.2. Part-time Post-Secondary Students

- 5.2.1. Tuition and ancillary fees for part-time post-secondary programs are charged at the time of registration. They are calculated based on the program and the number of course hours being taken.

5.3. Auditing a Course

- 5.3.1. Students auditing a course pay full tuition and ancillary fees based on the number of course hours being taken.

5.4. Methods of Fee Payment

- 5.4.1. Acceptable methods of fee payment for full-time and part-time post-secondary programs and courses are:

- Debit card
- Credit card
- Bank draft
- Electronic banking through financial institutions
- Higher Education points
- Third party sponsors
- Flywire
- Western Union

5.5. Centre for Professional and Part-time Learning (PPL)

- 5.5.1. Tuition fees for credit courses are calculated based on an hourly rate. This hourly rate is multiplied by the total number of hours for the course to determine the tuition fee.
- 5.5.2. Tuition fees for non-credit courses, general interest courses and Board of Governors' approved local credentials fall outside the jurisdiction of the MCU's Tuition and Ancillary Fees Operating Procedure. As such, these fees are determined by PPL and approved by DCLT and the DC Board of Governors.
- 5.5.3. Additional fees may be charged to cover costs including, but not limited to, information technology services or facility usage.
- 5.5.4. Fees for courses taken through PPL must be paid at the time of registration.
- 5.5.5. Acceptable methods of fee payment for PPL courses are:
 - Cash (up to \$500 per transaction)
 - Debit card
 - Credit card
 - Bank draft
 - Electronic banking through financial institutions
 - Higher Education points
 - Third party sponsors
 - Flywire
 - Western Union

5.6. Apprenticeship Students

- 5.6.1. Classroom fees for apprenticeship programs are set through a seat plan purchase with the Ministry of Labour, Training and Skills Development.
- 5.6.2. Fees for apprenticeship programs vary based on the level and duration of the program.
- 5.6.3. Fees for programs and courses must be paid at the time of registration.
- 5.6.4. Acceptable methods of fee payment for apprenticeship programs and courses are:
 - Debit card
 - Credit card
 - Bank draft

5.7. Corporate Training Services (CTS) Students

- 5.7.1. Tuition fees for CTS courses and seminars fall outside the jurisdiction of MCU's Tuition and Ancillary Fees Operating Procedure. As such, they are determined by CTS.
- 5.7.2. Fees for courses and seminars provided by CTS are published on the CTS website.
- 5.7.3. Fees for seminars and workshops must be paid at the time of registration.
- 5.7.4. The acceptable methods of fee payment for courses and seminars are:
 - Debit card
 - Credit card
 - Bank draft
 - Electronic banking through financial institutions
 - Corporate invoice
 - Purchase order

5.8. Centre for Integrated Justice Studies (CIJS) Students

- 5.8.1. Fees for seminars and workshops are published on the DC website.
- 5.8.2. Fees for seminars and workshops must be paid at the time of registration.
- 5.8.3. The preferred method of fee payment for CIJS seminars and workshops is electronic banking through financial institutions.

5.9. Miscellaneous Fees for Service

- 5.9.1. Students may be charged for miscellaneous fees for specific services at DC. These fees may include, but are not limited to, providing:
 - Official transcripts;
 - Enrolment verification letters;
 - Duplicate credentials, receipts or T2202As;
 - Credit transfer applications;
 - Prior Learning and Recognition (PLAR) applications;
 - Requests to mail;
 - Nursing forms; and
 - Official account summaries.
- 5.9.2. These fees must be paid for at the time the service is requested.

5.10. Reporting of Fees

- 5.10.1. Each fall, SES must report amounts charged for tuition and ancillary fees to the provincial government, to ensure compliance with applicable directives.
- 5.10.2. This Ministry report on fees is approved by the DC President.
- 5.10.3. DC is audited annually by an independent third party to ensure compliance with provincial government guidelines.

6. Roles and responsibilities

- 6.1 It is the responsibility of the Office of the Vice-President, Academic to ensure this policy and procedure are fully implemented.

7. Accessibility for Ontarians with Disabilities Act considerations

Accessibility for Ontarians with Disabilities Act (AODA) standards have been considered in the development of this policy and procedure and it adheres to the principles outlined in the College's commitment to accessibility as demonstrated by the Accessibility Plan (ADMIN-203).

8. Non-compliance implications

- 8.1. Failure to comply with Ministry guidelines may have negative funding impacts on the College.
- 8.2. Failure to provide accurate fee information to students may result in student dissatisfaction, lower enrolment and a negative impact on the reputation of the College.

9. Communications plan

- A message will be posted on ICE alerting employees when new or revised policies and procedures are added to ICE.
- A message will be posted on MyCampus alerting students when new or revised policies and procedures are added.

10. Related forms, legislation or external resources

- MCU's Tuition and Ancillary Fees Operating Procedure
- Compulsory Ancillary Fee Protocol