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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 Student Association (DCSA).
- 4.3. Fees vary based on student registration status, program of choice, semester start date and residency.
- 4.4. Fee payments are due within published timeframes. When fees are released for an entire academic year, students may be eligible 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 the Office of the Registrar (RO), 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. Domestic 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 DCSA. 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, residency 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. All [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 compulsory ancillary fees, after paying the equivalent in tuition fees as a student completing the program in the approved program duration. Students will be notified by the RO when they have met their tuition threshold.
- 5.1.11. Students with permanent [disabilities/exceptionalities](#) registered and approved through ASC are required to pay full course fees when 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 compulsory [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. Fee payments for [full-time](#) and part-time post-secondary programs and courses can be made by:
 - Debit card
 - Credit card
 - Bank draft
 - Electronic banking through financial institutions
 - Higher Education points

- Third party sponsors
- Flywire
- CIBC international payment portal

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. Fee payments for PPL courses can be made by:
- Debit card
 - Credit card
 - Bank draft
 - Electronic banking through financial institutions
 - Higher Education points
 - Third party sponsors
 - Flywire

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, Immigration 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. [Fee](#) payments for [apprenticeship](#) programs and courses can be made by:
- Debit card
 - Credit card

- Bank draft
- Third party sponsorship
- Electronic banking through financial institutions

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 publicly available 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. Fee payments for courses and seminars can be made by:

- Debit card
- Credit card
- Bank draft
- Cheques
- Electronic banking through financial institutions
- Third party sponsors

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. Fee payments for can be made by:

- Debit card
- Credit card
- Bank draft
- Cheques
- Electronic banking through financial institutions
- Third party sponsors

5.9. Fees for Service

5.9.1. Students may be charged [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, the RO 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 Executive Vice-President, Academic and Associate Vice-President, Academic (Enrolment and International Education) to ensure this policy and procedure are fully implemented.

7. Accessibility for Ontarians with Disabilities Act considerations

7.1. 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 Multi-Year Accessibility Plan.

8. Non-compliance implications

8.1. Failure to comply with Ministry guidelines may have negative financial 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. Related forms, legislation or external resources

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