



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: FEES

Procedure No.	FA-307-PR	Division	Finance/Administration
Supersedes	n/a	Board Policy Ref.	BP-FA-302B
Related Policies	FA-307, FA-301, PO-003 & HR-404	Effective Date:	March 28, 2011 (R1)

PROCEDURE

1.0 General Regulations Governing Payment of Fees and Charges

All student fees will be paid prior to or at the time of registration unless otherwise specified below:

- A. Learners receiving student aid must present their notification of Student Aid form at registration. These learners are permitted to have fees outstanding after registration. Upon receipt of the student aid, these learners will pay their accounts in full.
- B. Learners who have not paid all fees within the time limits given in these regulations may have their registration cancelled by the College.
- C. Learners with outstanding accounts will be ineligible for a subsequent term, will not be awarded a diploma or certificate, and will not be issued a certificate of standing (transcript), grade report or access to on-line grades until the outstanding account has been paid in full. Learners are notified of their account status on a regular basis. It is the student's responsibility to address outstanding balances and to correct any problems.
- D. Should the College cancel a program, all tuition and fees paid will be refunded.
- E. Continuous intake learners, registering or withdrawing within a term, will pay a prorated tuition and equipment and materials fee per week.

- F. Senior Citizens, 60 years or older, are required to pay 50% of applicable fees.
- G. Distributed Learning (DLS): Some campuses offer programs that do not have all courses delivered in the classroom – some courses in the program are offered by DLS. Learners enrolled in these programs are therefore required to do courses via DLS because the offering is not available on site. These learners will pay the regular program tuition fees. No additional DLS tuition fee or technology fee will be charged.

However, additional tuition and technology fees will be charged, under the following circumstances:

- Any student electing to do a DLS course over and above their normal term load.
- Any student electing to do a DLS course instead of an identical on-campus course.
- Any student electing to repeat courses through DLS which was previously taken on campus or via DLS.

2.0 Fees and Charges

2.1 Full-time learners (learners enrolled in four (4) or more courses) will be charged the following fees (see Appendix A Table 1):

- A non-refundable application fee per program.
- A non-refundable registration fee, paid annually for the duration of the program upon confirmation of acceptance to each program at the College, which covers registration and student association fees.
- Tuition - amounts based on a regular term, intersession, or continuous intake program.
- An equipment/materials fee per term (excluding DLS learners) intended to help offset material costs of the program and which is based upon a term based or a continuous intake program.
- A DLS technology fee.
- A co-op or non co-op work term fee.

- On the job (OJT) fees or work terms less than 7 weeks.
 - Student health and dental plan fees which are based upon a calendar year and are applicable to all full-time learners enrolled in on-campus programs.
- 2.2 Part-time learners enrolled in three (3) or less courses in regular programs, day-time general studies, Distributed Learning and open learning will be charged the following fees (see Appendix A Table 2):
- A tuition fee per course; and
 - A technology fee per course (DL courses).
- 2.3 International learners (see Appendix A Table 3) should refer to the International Learners section of the College Calendar for fees information pertaining to international learners.
- 2.4 General Studies Learners (see Appendix A Table 4).
- A. General studies learners who enrol in “classroom” courses will pay tuition and equipment/materials fees.
 - B. General studies learners who enrol in DLS courses will pay tuition and a technology fee for each DLS course.
 - C. General studies learners who enrol in a combination of “classroom” and DLS courses will pay regular tuition for “classroom” courses and tuition and a technology fee for each DLS course.
- 2.5 Community Education learners should contact the local campus for course fees.
- 2.6 Learners residing in a College residence will be charged the following (see Appendix Table 5):
- A non-refundable annual residence application fee.
 - A non-refundable annual residence registration fee.
 - A daily room charge (if meals not required). (See Appendix A for amounts)

- A room and meal charge (if meals required) which varies according to number of meals per week and by campus, where applicable. (See Appendix A for amounts.)
- A minimum of two weeks residence fees in advance, or upon arrival in residence.

Learners intending to move out of residence must give 30 days notice or they will be charged a penalty (see Appendix A Table 5).

Learners are responsible for providing their own bed linens and laundry service.

2.7 Learners may also be charged the following miscellaneous fees, as and where appropriate (see Appendix A Table 6):

- Supplementary examination fee.
- Examination re-read fee.
- Resource camp fee (covers food and lodging but not tuition).
- NSF cheques.
- Replacement of ID card fee.
- Daycare fees (contact applicable campus).

3.0 Refunds

Learners are responsible for initiating their own refunds and are required to complete the Student Revenue Refund Form. Forms are available from the Learner Services Office.

All tuition refunds will be issued by Headquarters. Any refunds will be applied against outstanding accounts before any monies are returned to the learner.

If a learner terminates or voluntarily withdraws from a program of studies, the refund from student loans will be forwarded to the National Student Loan Service Center.

3.1 Application Fees

Application fees are not refundable.

3.2 Registration Fees*

Registration fees will be refunded only to individuals who were conditionally accepted and upon receipt of their High School marks did not meet the academic entrance requirements for the program.

3.3 Tuition and Equipment/Materials Fee (Term-based 15 weeks)

- A learner who withdraws within the first two weeks of any term will receive a full refund.
- If the withdrawal takes place within three to six weeks, the refund will be pro-rated and the learner will be liable for the number of weeks enrolled.
- No refund will be made after the sixth week of classes.

3.4 Tuition and Equipment/Materials Fee (Intersession up to 7 weeks)

- A learner who withdraws within the first week of intersession will receive a full refund.
- If the withdrawal takes place within two to three weeks, the refund will be pro-rated and the learner will be liable for the number of weeks enrolled.
- No refund will be made after the third week of classes.

3.5 Continuous In-take

A learner who graduates or withdraws from the program will be liable for the actual number of weeks in class. Any overpayment will be refunded.

3.6 Contract Training/Continuing Education Programs (15 Weeks or More)

- A learner who withdraws within the first two weeks of a contract training or continuing education program start date will receive a full refund.
- If the withdrawal takes place within three to six weeks, the refund will be prorated and the learner will be liable for the number of weeks enrolled.
- No refund will be made after the sixth week of class.

3.7 Contracted Programs of 6 to 14 weeks;

- A learner who withdraws/cancels within one week of a training program start date will receive a full refund upon written request.
- A learner who withdraws/cancels within two weeks of a training program will receive a 50% refund upon written request.
- No refund will be made after the second week.

3.8 Full-time Contracted Programs of 2 to 5 Weeks Duration

- A learner who withdraws/cancels after one day of a course/program start date will receive a full refund upon written request.
- A learner who withdraws/cancels by the end of the second day of a course/program start date will receive a 50% refund upon written request.
- No refund will be made after two days.

3.9 Part-Time Continuing Education (Part-time Hours or Outside Regular Delivery Hours)

- A learner who withdraws/cancels up to 7 days in advance of the start date of a course/program will receive a full refund upon written request.
- A learner who withdraws/cancels after the first class will receive a 50% refund upon written request.
- No refund will be made if attendance is after the second class.
- In the case of “no shows”, the same refund policy applies. If a learner has registered and paid for a course and does not attend the course, the tuition fee will be forfeited, without prior written withdrawal/cancellation from the course up to 7 days in advance of the start of a course/program.

3.10 Client Contracts

The refund policy for client contracts is set out in the College’s Services Agreements Short Form (Clause 8) and Long Form (Clause 10.3).

3.11 Textbooks

Refunds will be given for returned textbooks under the following conditions:

- Books are unmarked and in saleable condition.
- Books are returned within the first three weeks after the commencement of classes.
- Original receipts are presented before a refund is issued.

4.0 **Student Credit**

Learners will be granted credit only as a last resort and upon the recommendation of the appropriate Learner Services representative. Credit will be given only for tuition and equipment/materials fees.

4.1 Learners Receiving Student Loans

Learners who will be receiving student loans and the amount of whose loan is confirmed may be eligible for a Student Waiver. The Waiver will specify what is covered and for what period of time. When the student loan arrives, the amount owing will be deducted by the College.

4.2 Learners Not Receiving Student Loans

Learners in this category are not normally eligible for credit; however, from time to time it may be necessary to give a credit note to learners who are receiving funding assistance. Credit notes in these cases will be issued only after a thorough interview is completed by the appropriate Learner Services representative in order to determine need. The case will then be referred to the Campus Administrator with a recommendation.

5.0 **Financial Appeals**

Appeals of a financial assessment should be made in writing to the Director of Administration (Finance).

Receipts are issued for any financial transactions with the College. Learners should ensure that they obtain and save these receipts for use in resolving any financial conflicts. In the absence of such documentation, the College financial records shall provide the basis for any decision.

Approval History	
Approved by President	November 18, 1998
Revision 1	March 28, 2011
Next Review	March 2014

Appendix A

Table 1

Full-time Learners (enrolled in four or more courses)			
Type of Fee	Amount	Schedule of Payment	Description/Notes
Application Fee	\$30.00	Per program	Non-refundable
Application Fee – International Learners	\$100.00	Per program	Non-refundable
Registration Fee	\$95.00	Once upon acceptance	Non-refundable *(see 3.2)
Tuition – Regular Term (15 weeks)	\$726.00	Each term	
Tuition – Intersession (up to 7 weeks)	\$343.00	Each intersession	
Tuition – Continuous In-take	\$49.00	Per week	
Equipment/Materials Term-Based ABE/College Prep Programs	No charge		
Equipment/Materials Term-Based Business/IT Programs	\$55.00	Per term	
Equipment/Materials Term-Based Applied Arts/College Transfer Programs	\$110.00	Each term	
Equipment/Materials Term-Based Health Sciences Programs	\$82.50	Per term	
Equipment/Materials Term-Based Engineering Technology Programs	\$82.50	Per term	
Equipment/Materials Term-Based Tourism & Natural Resources	\$82.50	Per term	
Equipment/Materials Continuous Intake ABE/College Prep Programs	No charge		
Equipment/Materials Continuous Intake Business Programs	\$55.00	Per 15 week term	Fees are pro-rated based upon the number of weeks in attendance.
Equipment/Materials Continuous Intake Trades Programs	\$165.00	Per 15-week term	Fees are pro-rated based upon the number of weeks in attendance.

Equipment/Materials Continuous Intake Heavy Equipment/Commercial Transport	\$550.00	Per 15-week term	Fees are pro-rated based upon the number of weeks in attendance.
DLS Technology Fee	\$50.00	Per course	
Co-op and non co-op work term fee	\$363.00	Per term	
On the Job (OJT) or Work terms less than 7 weeks	\$49.00	Per week	
Student Health and Dental Plan Fees		Per calendar year	Will depend on whether claiming single coverage or for a family.

Table 2

International Learners			
Type of Fee	Amount	Schedule of Payment	Description/Notes
Application fee (regular academic studies)	\$100 CAD	Per program	Non-refundable; must be included with application
Registration fee (all programs)	\$95 CAD	Once per academic year	Paid at registration
Tuition for regular full-time programs	\$3300 CAD	Per semester	First semester tuition due when learner receives letter of acceptance; tuition is paid in advance of beginning of each semester.
Tuition fees – Intersession	\$1650 CAD	Per 6 week semester	
Tuition fees – in class course/part-time learners	\$825 CAD	Per course (15 week semester)	
Tuition fees – DL courses	\$710 CAD	Per course	\$660 tuition + \$50 tech fee
Tuition fees – Co-op work term	\$1650 CAD	Per 12- 16 week semester	
On the Job Training	\$220 CAD	Per week	
Materials & supplies	\$55 - \$165 CAD	Per semester	Some exceptions may apply.

Table 3

Part-time Learners (enrolled in three courses or less)			
Type of Fee	Amount	Schedule of Payment	Description/Notes
Tuition fee	\$230.00	Per course	
Technology Fee for Distance Learning courses	\$50.00	Per course	

Table 4

General Studies Learners			
Type of Fee	Amount	Schedule of Payment	Description/Notes
Tuition – General Studies Learners in classroom courses	Maximum \$726.00	Per semester	
Equipment/Materials Fee - General Studies Learners in classroom courses	\$100.00		
Tuition –General Studies learners in DLS courses	Maximum \$726.00		
Technology fee – DLS courses	\$50.00	Per DLS course	
Tuition – General Studies learners in classroom and DLS courses	Regular tuition for classroom courses; + \$230	Per classroom course and per DLS course	
Technology fee – DLS courses	\$50.00	Per course	

Table 5

Residence Fees (where applicable)			
Type of Fee	Amount	Schedule of Payment	Description/Notes
Residence application fee (all campuses)	\$25.00	Annually	Non-refundable
Residence registration fee (all campuses)	\$50.00	Annually	Non-refundable
Room charges	\$15.00	Per day	

	(single) \$10.00 (double)		
Residence fees	Minimum two weeks fees	In advance or upon arrival at residence	Will depend on the campus attended
Penalty	\$100.00		If 30 days notice is not given to College before leaving residence.
Bay St. George Campus			
Room and 10 meals weekly	\$110.00	Per week	
Room and 14 meals weekly	\$125.00	Per week	
Room and 19 meals weekly	\$145.00	Per week	
Burin Campus			
Room and 5 meals weekly	\$99.00 (single) \$79.00 (double)	Per week	
Room only	\$60.00 (single) \$40.00 (double)	Per week	
Happy Valley-Goose Bay Campus			
Room and 14 meals weekly	\$145.00 (single) \$125.00 (double)	Per week	
One bedroom apartment - family residence	\$300.00	Per month	No meals included
Two bedroom apartment - family residence	\$365.00	Per month	No meals included
Three bedroom apartment - family residence	\$425.00	Per month	No meals included

Table 6

Miscellaneous Fees			
Type of Fee	Amount	Schedule of Payment	Description
Supplementary exam fee	\$25.00	Per exam	
Examination re-read fee	\$25.00	Per exam	
Resource camp fee	\$30.00	Per day	Covers food and lodging – not tuition
NSF Cheques	\$25.00	Per returned cheque	
Replacement of ID card	\$15.00	Per replacement card	
Daycare fees			Contact applicable campus