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Title:	Student Fees - Other than Tuition Fees

GUIDING PRINCIPLE

The intent of this policy is to gather under one heading all fees for services to the student, other than tuition fees, and to provide consistent and uniform interpretation throughout the New Brunswick Community College - Special Operating Agency (NBCC - SOA), hereafter called "*The Organization*",

POLICY STATEMENT

All proposed new fees for courses/programs must be approved by the ADM and the NBCC-CCNB Executive Committee.

Category A – Fees for Tangible Goods and Consumables

1. Tangible goods – Fees in this area may be collected by a campus, which will in turn purchase for the students such things as lab coats, coveralls, safety boots, tool kits, kitchen whites, knife kits, bar kits, etc. Such goods are for students personal use while in training and remain in their possession beyond their training period. The campus generally purchases in bulk items required by students for training. This practice usually provides significant cost savings to the student. There is generally no mark-up of costs on items purchased and sold in this context. The sale of textbooks could, in principle, be considered in this category, although a standard 20% mark up is applied to same. Fees are generally nonrefundable. Exceptions may be made if goods are returned unused with the original packaging still intact.
2. Consumables – Sometimes referred to as a “lab fee” by some campuses, the fees in this grouping are charged to students for various materials utilized during

the course of a program. Examples of this are fees for special printing paper, steel for fabrication, clay for pottery. Students either purchase these goods individually from various suppliers or through the campus where provisions are made to do so. Students utilize these goods in training to create, construct, etc. and when they run out, provisions are often made for them to replenish their stocks, paying for the additional material they require as they go. Generally, fees are levied in this category because the cost of consumables in a given program is elevated and program budgets have historically not been able to support these costs. This fee is non-refundable. (See the document Rationalization of Fees Required of the Student in the reference documents section below)

Category B – Certification / Exam Fees

Fees are generally paid to an external body in order for the student to become certified or to register for exams. Such fees are associated with a number of programs and may be mandatory or optional. Students usually pay these fees directly to the third party. If campuses collect the fees, it is usually to simplify the process as they will remit the total fees collected to the third party. These fees are generally refundable if the student does not pursue exams; however, they are subject to external policies not controlled by the campus. (See the document Rationalization of Fees Required of the Student in the Reference Documents section below)

Category C – Service Fees

These are much targeted fees for unique program activities, such as travel and accommodations for students on international study terms, expeditions, health insurance for foreign students, etc. The campus collects the fees and acts as a broker to purchase and defray the costs of these services. In isolated cases, a portion of this collected fee may be paid as student tuition to an institution abroad. These fees are generally non-refundable once collected, however extenuating circumstances could lead to a refund.

Category D – Notebook Lease & Technology Fees

Colleges (NBCC and CCNB) will each put in place appropriate processes to ensure control of programs designation in this category.

This fee is collected by the campuses from students enrolled in programs requiring that they each have access to a notebook computer. Students may choose to lease a notebook from the campus or may bring a notebook providing it meets standards established by the college. For the notebooks which are leased from the campus, the cost of the lease (and other related costs) is passed on to the student. All students in programs requiring a notebook are required to pay a technology fee which covers common software and other support service costs during the training period.

Refunds on the lease fee and the technology fee should follow the tuition fee policy.

If a student with a leased notebook damages this piece of equipment through negligence, a fee for repairs will be charged.

Category E – Student Fees (Student Representative Council (SRC) fees)

This fee is set by the SRC at each campus. For the student, the fee is currently optional. However, students are encouraged to pay them since SRCs cannot function without it. The fees are collected by the campus for the SRC. Most campuses provide ID cards (some are electronic and are part of secured entry to building) to paying students. The services attached to the card vary from campus to campus. Training services and access to campus facilities, equipment, and resources cannot be withheld from students who elect not to pay this fee

Category F - Prior Learning Recognition Fees

B) Transfer of credits: There is no fee for the PLAR service in the case of credit transfers.

B) Experiential Learning: The assessment and demonstration of experiential learning may result in some costs for the training institution in materials or honorariums for experts or qualified persons. The Organization has set a base rate of \$50 per Credit (See Definition), up to a maximum of \$400 per academic year.

C) Tests for according credits: When tests are used, at the beginning of a session, for the purpose of according credits, there is no fee to the client.

D) Contract Training: In the case of contract training, the cost of PLAR activities is included in the total billable costs.

SUGGESTION BOX

Your suggestions for improvement to this document and/or its content

CONTROLLED REFERENCE DOCUMENTS

Num	Document Name	Type	Document Custodian	Document Reviewer(s) Stakeholders	Document Approver
05_1577	Rationalization of Fees Required of the Student	Work Instructions	Director - QSS Branch	NBCC-CCNB Executive Committee	ADM
Org-2310.010	Notebook Lease and Technology Fees	Procedures	Provincial Management Representative		Assistant Deputy Minister

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