



**Cégep de la Gaspésie  
et des Îles**

**BY-LAW 11**

**SUPPLEMENTAL FEES, CONTRIBUTIONS AND FEE-SUPPORTED COSTS**

Approved by the Academic Council on October 13, 2015  
Approved by the Board of Governors on October 20, 2015

# TABLE OF CONTENTS

<b>ARTICLE 1 PURPOSE.....</b>	<b>3</b>
1.01.....	3
<b>ARTICLE 2 SCOPE .....</b>	<b>3</b>
2.01.....	3
<b>ARTICLE 3 SUPPLEMENTAL FEES .....</b>	<b>3</b>
3.01.....	3
3.02.....	3
<b>ARTICLE 4 COLLECTION AND REFUND OF SUPPLEMENTAL FEES .....</b>	<b>3</b>
4.01.....	3
4.02.....	3
4.03.....	3
<b>ARTICLE 5 STUDENT ASSOCIATION CONTRIBUTION .....</b>	<b>4</b>
5.01.....	4
5.02.....	4
5.03.....	4
<b>ARTICLE 6 CORNELIUS BROTHERTON FOUNDATION CONTRIBUTION .....</b>	<b>4</b>
6.01.....	4
6.02.....	4
<b>ARTICLE 7 FEES ASSOCIATED WITH THE PRODUCTION OF OFFICIAL DOCUMENTS .....</b>	<b>4</b>
<b>ARTICLE 8 REPRINTS OF ID CARDS .....</b>	<b>5</b>
8.01.....	5
<b>ARTICLE 9 DISCRETIONARY AUTHORITY .....</b>	<b>5</b>
<b>ARTICLE 10 ENTRY INTO FORCE .....</b>	<b>5</b>
10.01.....	5

# SUPPLEMENTAL FEES, CONTRIBUTIONS AND FEE-SUPPORTED COSTS

## ARTICLE 1 PURPOSE

**1.01** The purpose of this by-law is to determine certain fees charged to students enrolled at the Cégep de la Gaspésie et des Îles; these include supplemental fees, contributions and some fees charged for costs not dealt with by the *Regulation respecting admission fees, registration fees and fees for college teaching services* and to stipulate the conditions governing their collection and refund.

## ARTICLE 2 SCOPE

**2.01** This by-law applies to all full-time and part-time students enrolled in a college study program (DCS or ACS) offered by the College. The fees apply to current and former students, depending on the services used.

## ARTICLE 3 FEES OF ALL TYPES

**3.01** All students admitted to the College must pay an \$80 fee to cover the cost of the following activities and services:

- Recreation, sociocultural and sports activities;
- Community life;
- Group insurance;
- Labour market integration;
- Health and social services;
- Tele-transactions;
- Printing;
- Measures to welcome remote students and provide them with support to help them succeed;
- Other service(s) specific to individual campuses.

The amount charged for supplementary fees will be indexed in tandem with the previous year's consumer price index.

**3.02** All foreign students not covered by the Québec medical and hospitalisation plan (*Régime d'assurance maladie et hospitalisation du Québec – RAMQ*) must pay the premium charged for the group medical insurance plan.

## ARTICLE 4 COLLECTION AND REFUND OF SUPPLEMENTARY FEES

**4.01** The fees are payable in full at the time of registration.

**4.02** The fees are refundable if a student does not register.

**4.03** Students are considered to be registered the first time they consult their schedule via Omnivox.

## **ARTICLE 5 STUDENTS' ASSOCIATION CONTRIBUTION**

- 5.01** Contributions collected by the College for and on the behalf of an association are managed in accordance with said association's own conditions; said association must however comply with the following conditions:
- a) the association must be recognised by the College at the time students register; it must also be legally incorporated or wish to become legally incorporated;
  - b) before March 1, the association must forward to the College board of governors a resolution asking to have its fee collected by the College, indicating the membership fee to be collected; and
  - c) this request on the part of an association must be accompanied by its annual financial statements for the previous year, verified by an accounting firm or by a qualified person recognised by the College.
- 5.02** The student membership fee is payable in full at the time of registration.
- 5.03** The student membership fee collected pursuant to Article 5.01 is refundable in accordance with the conditions established by the students' association involved.

## **ARTICLE 6 CORNELIUS BROTHERTON FOUNDATION CONTRIBUTION**

- 6.01** Further to an agreement with the students' associations, a \$5 contribution is collected per term to support the endeavours of the Cornelius Brotherton Foundation.
- 6.02** The contribution collected pursuant to Article 6.01 is refundable upon request and in accordance with the conditions established by the Cornelius Brotherton Foundation.

## **ARTICLE 7 FEES ASSOCIATED WITH THE PRODUCTION OF OFFICIAL DOCUMENTS**

Administrative fees are charged for the production of official documents:

### **- School attendance certificate**

Available via Omnivox	Free
If required by an act or regulation	Free
Additional copies	\$5 per copy
Other copies bearing the College seal	\$5 per copy

### **- Term academic record**

First copy available via Omnivox	Free
Copy bearing the College seal	\$5 per copy

### **- Copies of other documents**

Letters, forms, copies of records, etc.	\$5 per copy
---	--------------

## **ARTICLE 8 REPRINTS OF ID CARDS**

**8.01** Students who want a second copy of their ID card will be charged an amount of \$5.

## **ARTICLE 9 DISCRETIONARY AUTHORITY**

The Dean's Office can examine certain cases brought to its attention and if warranted, charge amounts lower than those indicated in this by-law.

## **ARTICLE 10 ENTRY INTO FORCE**

**10.01** This by-law shall enter into force on October 20, 2015 and the fees identified herein shall apply beginning in the Winter 2016 term.

## **MODIFICATIONS**

April 2006: Addition of Article 6.02 and 6.03

September 2007: Addition of Article 3.02

May 2014

October 2015