



# APPROVED ANCILLARY FEE SCHEDULE (2019–2020)

Part-Time Day Students at the Belleville Campus

Update: June 26, 2019. Version 4.

	DOMESTIC	INTERNATIONAL	DOMESTIC	INTERNATIONAL	DOMESTIC	INTERNATIONAL
	Fall 2019		Winter 2020		Spring/ Summer 2020	
The individual fee amounts are as follows <u>per course</u> , based on Student Contact Hours (SCH):						
<b>ESSENTIAL (CHARGED ON A COMPULSORY BASIS)</b>						
<b>ATHLETICS AND RECREATION</b>						
<b>Campus Recreation</b> With a focus on promoting wellness and strengthening the College community, students have access to a variety of on- and off-campus activities programmed towards physical activity, sportsmanship, personal growth, mental health and inclusiveness.	✓	✓	✓	✓	✓	✓
<b>Student Fitness Centre</b> By providing a welcoming and safe space for all, irrespective of athletic ability, students are able to work towards improving both their physical health and personal wellness. The Centre promotes the concept of healthy body/healthy mind as well as the development of lifelong skills and positive habits that contribute to a healthy, balanced lifestyle.	✓	✓	✓	✓	✓	✓
<b>CAREER SERVICES</b>						
<b>Employment &amp; Career Services</b> Connects students with work opportunities both on and off campus and provides ongoing one-on-one support with career exploration, planning, job search skills and career development. Offers unlimited access to a range of popular online resources, including job boards and InterviewStream.	✓	✓	✓	✓	✓	✓
<b>STUDENT BUILDINGS</b>						
<b>Health &amp; Wellness Complex</b> Supports the development of a new facility for students and alumni, as well as the local community, featuring a new Health Centre, Fitness Centre, Gymnasium, student spaces and related academic spaces.	✓	✓	✓	✓	✓	✓
<b>Student Centre</b> Often referred to as the “living room” of campus, the facility includes study spaces and hosts special activities and programs focusing on culture, health and wellness, personal development and retention.	✓	✓	✓	✓	✓	✓



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<b>ESSENTIAL (CHARGED ON A COMPULSORY BASIS)</b>						
<b>STUDENT BUILDINGS CONTINUED</b>						
<b>Student Facilities Enhancement</b> Improves student spaces on campus by establishing dedicated study areas. In the 2017–2018 KPIs, Loyalist College ranked second in the province for Individual/Group Study Space.	✓	✓	✓	✓	✓	✓
<b>HEALTH AND COUNSELLING</b>						
<b>Online Mental Health Service</b> Provides support through instant messaging and telephone. Ongoing counselling is available by appointment through telephone and video.	\$12.00	\$12.60	\$12.00	\$12.60	\$12.00	\$12.60
<b>Student Health Centre</b> Loyalist's Student Health Centre was voted #1 in the province in the 2017–2018 KPIs. The clinic is staffed by a full-time registered nurse, support specialist and part-time attending physician. Provides comprehensive, high-quality and responsive health care services and coordinates the immunization clearance for students attending placements.	✓	✓	✓	✓	✓	✓
<b>Wellness Services</b> Enriches the quality of life at Loyalist College through programming, services and educational opportunities surrounding mental health and wellness. Works towards creating a culture of proactive wellness, with initiatives such as educational and awareness programs, the Wellness Loft and the Wellness Ambassador Team.	✓	✓	✓	✓	✓	✓
<b>ACADEMIC SUPPORT</b>						
<b>Academic Support</b> Provides course-specific tutoring and drop-in support for writing, math and computer basics.	✓	✓	✓	✓	✓	✓
<b>Experiential Learning – 91X Radio</b> Supports the operation of 91X - CJLX-FM, our on-campus radio station and online at 91x.fm. Produced by Loyalist students, 91X is your source for Quinte area news as well as Loyalist-specific information on College life, including varsity athletics, campus recreation, and health and wellness, as well as emergency response.	✓	✓	✓	✓	✓	✓



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<b>ESSENTIAL (CHARGED ON A COMPULSORY BASIS)</b>						
<b>ACADEMIC SUPPORT CONTINUED</b>						
<b>Orientation *</b> Provides an introduction to the academic, social and geographical community at Loyalist, thereby ensuring a successful integration of students into College life. Offers student orientation and transition programming that is evidence-based and intentional. The goals of this programming include: Student Learning and Development, Academic Preparedness and Retention.	\$23.00	\$24.15	\$23.00	\$24.15	\$23.00	\$24.15
<b>Technology</b> Provides enhanced academic technology based supports to the students that supports their learning while at Loyalist College.	✓	✓	✓	✓	✓	✓
<b>STUDENT ID CARD</b>						
<b>Student ID Card *</b> Identifies you as a student at Loyalist College and provides access to various campus events, facilities, services, programs and restricted areas.	\$10.00	\$10.50	\$10.00	\$10.50	\$10.00	\$10.50
<b>STUDENT ACHIEVEMENT AND RECORDS</b>						
<b>Convocation</b> Supports Convocation-related costs including credential processing and preparation, ceremony, etc.	✓	✓	✓	✓	✓	✓
<b>Transcript/Official Documents</b> Includes lifetime transcript issuing and supports processing, validating and delivering various official documents and enrolment forms.	✓	✓	✓	✓	✓	✓



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<b>TOTAL PER SEMESTER – \$1.99/Student Contact Hours (SCH), to a maximum of:</b>						
Totals per semester figures have been rounded to the nearest decimal. *Student ID Card & Orientation Fees: Full-time and part-time day students at the Belleville campus will be charged the full Student ID Card fee and Orientation fee at the beginning of each new academic year, whether it is a Fall, Winter or Spring start. These fees will not be prorated or split in half and paid at the start of every term, i.e. Fall, Winter and Spring. Students will only be charged once per academic year for these fees.	\$501	\$526	\$501	\$526	\$501	\$526

### ACCESSIBILITY POLICY

- Students with documented permanent disabilities who are registered with the AccessAbility Services or verified through the Financial Aid Office (OSAP) are considered full-time students when they are registered in 40% of a full course load. Loyalist College’s registration process only assesses these students with part-time post-secondary day Student Ancillary Fees. Students with documented permanent disabilities must complete the Students with Documented Permanent Disabilities Waiver to demonstrate their understanding of the two options available:
  - Self-declare if they want to pay the same ancillary fees as full time post-secondary day students as an option to receive the same benefits as full time students. The deadlines to pay these fees are September 27, 2019 for September start; January 31, 2020 for January start; and May 29, 2020 for Spring/Summer start.
    - Use the Student Health Plan (including Prescription Drug Plan and Accident Insurance)
    - Participate on a varsity team (excluding Spring/Summer start)
  - Exercise their right not to pay all fees and understand that they will not be entitled to specific services provided by Student Government and Loyalist College.

### ADDITIONAL INFORMATION

- These Ancillary Fees apply to domestic and international part-time day students for a standard two semester program for fall intake. Rates are adjusted for winter and spring/summer intake.
- Fees are subject to change.

### WITHDRAWAL AND REFUND PROCESS

#### Domestic and International Students

- Student ID Card & Orientation Fees: Full-time and part-time day students at the Belleville campus will be charged the full Student ID Card Fee and Orientation Fee at the beginning of each new academic year whether it is fall, winter or spring/summer. These fees will not be prorated or split in half and paid at the start of every term, i.e. fall, winter and spring/summer. Students will only be charged once per academic year for these fees. These are non-refundable fees and there will be no exceptions, including withdrawing within the first 10 days of scheduled classes and/or failure to get your Student ID Card or participate in Orientation on the scheduled date(s).



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#### WITHDRAWAL AND REFUND PROCESS CONTINUED

##### Domestic Students

- Domestic students who officially withdraw up to and including the first ten (10) days of scheduled classes of a semester are entitled to receive a refund of tuition and ancillary fees (excluding the Student ID Card and Orientation fees) for that semester less a \$150 administrative charge. The College will refund in full any tuition paid in advance for second and subsequent semesters. Failure to attend does not constitute a withdrawal. Students must inform the Registrar's Office, in writing, that they are withdrawing. Withdrawal forms are available from the Student Success Mentors.
- After 10 days of scheduled classes, colleges are required to refund only tuition and ancillary fees paid in advance for subsequent semesters.
- It is the responsibility of the student to complete the official withdrawal process and/or to apply for fee refunds. Application for a fee refund should be made to the Registrar's Office. Overpayments are not automatically refunded. Withdrawal forms are available from the Student Success Mentors.
- Fee refunds are issued directly to the student.

##### International students

- [Click here to view the Withdrawal and Refund Process for International Students.](#)