

# Student Fees 2023-2024



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ST. CLAIR COLLEGE  
REGISTRAR'S OFFICE  
STUDENT FEE POLICY 2023-2024

**INTRODUCTION AND ACCOUNTABILITY**

This document is a statement of College Policy relating to the assessment of student fees. The annual St. Clair College fee schedule is developed by applying our internal policy guidelines to the annual policy statement issued by the Ministry of Colleges and Universities (MCU).

Recommendations for changes to this policy are forwarded to the Senior Operations Group for approval. The fee schedules resulting from the application of these policies will be forwarded annually to the Board of Governors for approval.

The Registrar is accountable for the assessment and collection of all student fees in compliance with this policy. The Fee Schedule for 2023-2024 is shown in Appendix I.

*NOTE: As per March 2, 2023, MCU released the Tuition Fee Framework. As a result, tuition fees for the 2023-2024 academic year will be frozen.*

**(A) TUITION FEES**

1. Full-time Post-secondary Program Fees – Regulated Programs

The tuition fee charged to a full-time post-secondary student for a period of in-school activity (usually a term or semester) is defined by MCU and calculated as follows:

$$\text{S.T. F.} \times \text{T.F.F.} \times \frac{\text{Wks. per term}}{\text{Total program wks.}}$$

Where S.T.F. = Standard Tuition Fee; defined annually by MCU.

T.F.F. = Tuition Fee Factor for the specific program, as assigned by MCU.

2. Full-time Post-secondary Program Fees – Additional High Demand

At the discretion of the Board of Governors, the College can introduce additional high demand fees for programs where the Board identifies that there is demand for spaces, strong employment prospects and the expectation of high income for graduates, to a maximum of 15 per cent of College enrolment. (See Appendix II for a listing of High Demand Programs).

3. Full-time Ontario College Graduate Certificate Fees

At the discretion of the Board of Governors, additional high demand may be introduced for students in full-time Ontario College Graduate Certificate programs. This enrolment is excluded from the 15% overall enrolment calculation.

4. Fees for Part-time Activity

a) Fully Funded Part-time Activity

The standard tuition fee for all part-time activity that is recognized for full provincial funding is assessed based on the contact hour fee as specified annually by MCU (standard part-time tuition fee = \$6.11 per hour).

b) Other Part-time Activity

Colleges may charge fees, as they deem appropriate for courses that are not recognized for full provincial funding.

**NOTE:** To determine full-time or part-time status, the student's total course registrations less non-funded courses will be considered in the program registration.

5. Fees for Prior Learning Assessment (PLA) Activity

Tuition fees for portfolio development courses are to be assessed as a flat rate.

In no case can the PLA fee exceed the regular course tuition fee, based on MCU's specified part-time rates.

MCU policy does not define a minimum fee (PLA fee = \$141.09).

6. Fees for Auditing Students

Colleges may charge fees, as they deem appropriate for auditing students. Auditing students are not to be included in the enrolment report for funding purposes.

7. Fees for International Students

The College defines international student fees each year. International students cannot be counted for funding purposes but are reported to MCU. International students are generally accepted into undersubscribed programs. High demand fees are excluded from the International Student Fees.

8. U.S.A. Fees

The College has a fee policy that is applicable only to students from the United States of America. These reduced fees do not apply to oversubscribed programs, as U.S.A. students are generally accepted into undersubscribed programs. High demand fees are excluded from the U.S.A. Fees.

9. Special Fees

9.1 Special Reduced Fees

St. Clair College recognizes the need to accommodate the special needs of certain members of its constituency and as a result may reduce fees for some of these populations.

a) Students on Social Assistance

Eligible part-time students, day or evening, will have tuition fees assessed based on 20% of the regular tuition to a minimum of \$20.00 per course. These reductions will apply only to fully funded (MCU) courses. The College reserves the right to exclude specifically designed courses. These reductions will be subject to available space in individual course sections. There will be no reduction of applicable service fees, registration, material fees, etc.

b) College Employees and Retirees

Any full-time employee, part-time employee (who is working at least 24 hours/week during the semester in which the course is offered), or a full-time College employee who has officially retired may take a funded College course upon payment of a non-refundable tuition fee of \$20.00. The College reserves the right to exclude specifically designated courses.

These reductions will be subject to available space in individual course sections. There will be no reduction of material fees, etc. Prior Learning Assessments (PLA) are excluded from the \$20.00 reduced fees.

c) Employee Tuition Payroll Deduction

Payroll deduction is available for full-time employees, for dependents enrolled in full-time programs. Please check with the Registrar's Office for details and available updates.

d) Senior Discount

Seniors (age 60 and over) who register for part-time evening courses will be given a 10% discount. Seniors will be exempt from ancillary fees. There will be no reduction of material fees. These reductions will apply

only to fully funded (MCU) courses. The College reserves the right to exclude specifically designated courses.

e) City of Windsor Employees

For a period of ten (10) years beginning March 2007, employees of the City of Windsor shall be permitted to enroll in any part-time credit course offered by the College at a discounted rate of thirty (30%) percent of the regular tuition charged to students for each course. The reduction is subject to space availability and provided priority of enrolment in each course shall be given to students paying full tuition. The College has approved an extension of this arrangement for the 2023-2024 academic year.

9.2 Work Experience Fees

There are three forms of work experience that impact upon a student's fee assessment – clinical training, field placement and co-operative education. Where the work experience is included within a full-time program schedule, the full-time fees include the assessment of Work Experience. Clinical training is included in a student's full-time assessment. Clinical training, taken on a part-time basis, is assessed on the current hourly standard tuition fee.

Field placement is included in a student's full-time assessment. Fees for field placement courses taken by part-time students will be established by program and program requirements (i.e., cost of supervision, field placement location, specialized skills for supervisors, etc.).

Co-operative education fees will be established by program and program requirements (i.e., cost of supervision, field placement location, specialized skills for supervisors, etc.).

**NOTE:** Where a student is enrolled in an additional course(s)

While in a Field Placement/Co-Op semester, the regular fee assessments will apply for those courses in addition to the Field Placement/Co-Op fees.

9.3 Course Overload Fee

A student whose course load (hours of contact) exceed that normally taken by students in that academic achievement level (AAL) of the program, will be assessed fees for the overload at the previously described part-time rates.

## **(B) INCIDENTAL FEES**

### 1. Tuition-Related Incidental Fees

Tuition-related incidental fees are included in the standard tuition fee. That is, having paid the required standard tuition fee, a student **cannot** be required to bear additional charges for any tuition-related fees.

Tuition-related fees include:

- Lab and shop costs
- Costs of consumable supplies and equipment and instruments not retained by the students
- Costs of mandatory field trips and mandatory field placement
- Costs of mandatory travel

### 2. Non-Tuition Related Incidental Fees

The College may assess non-tuition related incidental fees as described below:

- The cost of fees charged for Co-op program work semesters.
- To encourage the completion of some action by a specified deadline date (to permit College planning and resource allocation).
- To recover all, or part of the cost, of some activity requested by the student.
- To recover the cost of learning materials, equipment and/or clothing retained by the student.
- The cost of appeals, additional examinations and transcripts, graduation, parking charges and student identification cards.

A compulsory non-tuition related incidental fee is defined as a fee imposed or administered by the College in addition to standard tuition fees, which a student is required to pay to enroll in, or successfully complete, any course or program eligible for provincial funding. All compulsory non-tuition related incidental fees must be approved by the College's Compulsory Ancillary Student Fee Protocol Committee and the Board of Governors.

### 3. Summary of Non-Compulsory Non-Tuition Related Incidental Fees

#### 3.1 OSAP Deferral Fee

Full-time post-secondary students, who have applied for OSAP, may request to defer their fees with a payment of \$100.00 per academic year until their OSAP application has been processed. A payment of this fee is applied towards tuition fees.

#### 3.2 Grade Appeal Fee

Students requesting a review of a final grade will be assessed a fee of \$25.00 per course reviewed. This fee is refunded if the review is upheld.



### 3.3 Income Tax Receipt

All eligible students are provided with a copy of their Income Tax Receipt free of charge through the SIS. A fee of \$15.00 will be required for students requesting receipts (if applicable) for tax years prior to 2004.

### 3.4 Locker Fee

Students at all campuses may lease a locker for a fee of \$15.00 per semester.

### 3.5 Parking Fee

Day students requiring parking at the South, Downtown and Chatham Campuses will be assessed a parking fee of \$135.00 per semester (\$270.00 per year i.e., Fall & Winter semesters) for a general non-gated lot and \$182.50 per semester (\$365.00 per year i.e., Fall & Winter semesters) for a gated lot at South and Chatham Campuses only. In the event shorter term parking is required, a weekly permit may be purchased for \$25.00 per week or \$45.00 per month. Hourly parking in the pay and display lots is \$2.00 per hour, with a daily maximum of \$12.00 per day.

### 3.6 Course Description Fee

A charge of \$1.00 per course description to a maximum of \$25.00 will be applied. Additional copies will be \$5.00 per set.

### 3.7 Transfer Credit Assessment Fee

A charge of \$25.00 per course evaluation, up to a \$100.00 maximum per submission is applicable.

## 4. Summary of Essential Non-Tuition Related Incidental Fees

These fees do not apply to contract training courses/programs.

### 4.1 Student Buildings Operating Fee – Windsor and Ace Acumen

A Student Buildings Operating Fee of \$190.00 per year will be assessed to all full-time students registered at the Windsor and Ace Acumen Campuses. This fee will provide funds to support projects that will improve student life and learning on the campuses. This fee will be split with \$170 towards Operating expenditures & \$20 towards Capital expenditures.

A Student Buildings Operating Fee of \$2.75 per course per semester will be assessed to all part-time students.

#### 4.2 Student Buildings Operating Fee - Chatham

A Student Buildings Operating Fee of \$130.00 per year will be assessed to all full-time students registered at the Chatham Campus. This fee will provide funds to support projects that will improve student life and learning on the campus.

A Student Buildings Operating Fee of \$2.50 per course per semester will be assessed to all part-time students.

#### 4.3 Student Centre Capital Fee - Chatham

A Student Centre Capital Fee of \$150.00 per year will be assessed to all full-time students registered at the Chatham Campus for a period of ten (10 years). This fee was approved by a TSI referendum in Fall 2015 to help with the cost of the cafeteria and student centre expansion.

#### 4.4 Student Achievement and Records - Graduation/Transcripts

A Student Achievement and Records Fee of \$55.00 will be assessed annually to all full-time students registered at all campuses. The fee offsets the costs associated with the ongoing management and production of student records. In addition, this amount incorporates a \$35 fee related to Convocation. The total fee also includes the \$20 annual cost of producing two (2) official transcripts annually. Each individual request beyond the above will incur an additional cost of \$10.00 percopy.

All part-time students will be assessed a \$9.00 per semester fee.

#### 4.5 Athletics and Recreation Operating Fee

An Athletics & Recreation Operating Fee of \$190.00 per year will be assessed to all full-time students registered at the Windsor, Chatham and Ace Acumen Campuses. This fee offsets the costs to support athletic intramurals, recreation, and varsity sports. This fee will be split amongst the College (71%) and SSAA (29%) in Windsor; TSI and Ace Acumen will receive 100% to support intramurals and recreation activities in Chatham and the Ace Acumen Campuses.

An Athletics & Recreation Operating Fee of \$2.75 per course per semester will be assessed to all part-time students in a program of study.

#### 4.6 Student Card Fee

All full-time post-secondary students will be assessed a \$20.00 student card fee. Student cards provide students with the ability to prove their student status immediately. The student card is required to access the library, computer labs, and photocopy machines. A student card fee of \$20.00 will be allocated annually for renewal and maintenance purposes.

#### 4.7 Health Insurance Fee

All full-time domestic post-secondary students at all Campuses will be assessed a fee of \$310.00 per year (pro-rated for programs that start in Winter \$237.00 and Spring \$163.00) to cover the cost of a student health insurance plan. This \$310.00 includes a mandatory and non-refundable Accidental Death and Dismemberment fee of \$2.95. Full-time students are able to opt-out of their health insurance plan during the beginning of each academic year. See <https://wespeakstudent.com/> for details.

All international students are assessed a fee of \$700.00 per year (pro-rated for programs that start in Winter \$466.64 and Spring \$233.32). The fees associated with health insurance are mandatory as a result of the coverage and benefits afforded to international students. There are no opt-out opportunities provided to international students as it relates to health insurance. All international students are assessed a pro-rated fee per semester, to a yearly maximum of \$700.00.

#### 4.8 Academic Support Fee

A total Academic Support Fee of \$125.00 will be assessed to all students at all campuses to provide academic support that encourages and strengthens student success. Services includes amenities such as peer tutoring, group tutoring, faculty support and walk-in services for Math and English, open/general computer labs, workshops, support programing, THRIVES (Toolbox for Help and Resources to Increase Value and Empower Students) and other numerous on-line resources, Orientation, etc. This fee is split between St. Clair College (35%) and Thames Student Incorporated/Student Representative Council (65%) based on the service lead.

Included in this fee assessment are the following printing capabilities: All students will receive 250 B&W free impressions (single-sided page) each semester for academic purposes. The 250 impressions do not carry over from semester to semester. Once the 250 limit is reached each semester, the following charges will apply:

Printing fees regardless of paper size:

- Single: 15¢
- Two-sided: 20¢
- Colour Single: 30¢
- Colour Two-sided: 50¢

The Academic Support Fee of \$18.00 per course per semester will be assessed to all part-time students.

#### 4.9 Campus Safety Fee -- Windsor

A Campus Safety Fee of \$15.00 will be assessed to all full-time students at Windsor campuses to promote on-campus safety and wellness. Such programs and services may include a walk safe program, on campus programming, information, and awareness.

The Campus Safety fee of \$1.00 per course per semester will be assessed to all part-time students at Windsor campuses.

#### Campus Safety Fee -- Chatham

A Campus Safety Fee of \$5.00 will be assessed to all full-time students at the Chatham campus to promote on-campus safety and wellness. Such programs and services may include a walk safe program, on campus programming, information, and awareness.

The Campus Safety fee of \$1.00 per course per semester will be assessed to all part-time students at the Chatham campus.

#### 4.10 Health and Counselling Fee

A Health & Counselling Fee of \$25.00 will be assessed to all full-time students at all campuses to support on-campus access to health professionals/social workers for basic medical care, mental health care and online resources to support a culture of wellness on campus. Examples include wellness programming such as exam preparation support, mental health awareness and support activities, nutrition workshops and events. Online resources such as “Real Campus” and “Student Health 101” are also included.

The Health and Counselling Fee of \$1.00 per course per semester will be assessed to all part-time students.

4.11 Athletics and Recreation - Recreation/Fitness Centre Capital Fee - Windsor

Beginning Fall 2008, a Recreation Centre Fee of \$150.00 will be assessed to all full-time students for a period of ten (10) years to offset capital construction costs. Part-time students will be assessed \$7.50 per course. The Student Representative Council Inc. has approved an extension of the capital construction fee for an additional fifteen (15) years (inclusive of Fall 2033) to enable the enhancement of recreation/fitness facilities available to students at the Windsor Campuses.

4.12 Career Services

A fee of \$10.00 per year will be assessed to all full-time students, at all campuses to support career related services made available to the broader student body, including career days, employer visits, workshops, resume clinics, information sessions, job fairs, job boards, job placement services, etc.

A Career Services Fee of \$1.00 per course per semester will be assessed to all part-time students enrolled in a program of study.

4.13 Student Buildings - Academic Tower/Student Centre Expansion Fee - Windsor

Beginning Fall 2018, an expansion/construction fee of \$100.00 per year will be assessed to all full-time Windsor students only for a period of 10 years (inclusive of Fall 2027). This fee will assist with the capital cost to build additional floors on top of the original Student Centre. This expansion coincides with the vision of the Student Representative Council Inc. Added amenities such as a pharmacy, banking facilities, etc. are being considered. In addition, the Zekelman School of Business and Information Technology will be relocated to the new tower.

4.14 Student Buildings - Healthplex Equipment Renewal Fee - Chatham

Beginning in Fall 2018, a Healthplex Equipment Renewal Fee of \$75.00 per year will be assessed to all full-time Chatham students only. This fee will be utilized to ensure the Healthplex continues to provide updated equipment, equipment maintenance and ongoing enhancements for students to enjoy.

4.15 Program Material Fees

Please refer to Appendix III for a list of applicable material fees for the 2023-2024 academic year.

#### 4.16 Apprenticeship Ancillary Fees

All registered apprentices will pay ancillary fees like those assessed in Continuing Education. Program material fees and kit fees are applicable as deemed necessary by the School of Skilled Trades and approved by the Compulsory Ancillary Student Fee Protocol Committee for 2023-2024.

#### 4.17 Transit Windsor Bus Pass

Beginning in Fall 2022, for a period of 3 academic years, all full-time Windsor Campus students enrolling for the 2023-2024 academic year will be assessed a student fee of \$290.43 each Fall Semester. The payment of that fee will entitle them to a Transit Windsor bus pass for one full year (September 1, 2023, to August 31, 2024).

For January-start students (enrolling at the beginning of the Winter semester), an eight-month-long pass will be provided (until the end of August) for \$193.62. For May-start students (enrolling at the beginning of the Spring semester), a four-month-long pass will be provided (until the end of August) for \$96.81.

These are "universal" passes. They do not restrict ridership to transportation to and from school. They can be used on any day, at any time, to ride on any route, to go to anywhere serviced by Transit Windsor.

Students who reside in a community not serviced by Transit Windsor will have grounds to "opt-out" for this fee. Through a declaration that you live in a community other than Windsor or LaSalle (serviced by Transit Windsor) will entitle you to obtain a refund of the bus pass fee that will be reimbursed by a process outlined by the Student Representative Council (SRC).

If you are a full-time student and live in a Transit Windsor serviced area, but must drive a car to campus, you may also "opt-out" for this fee. To qualify, the student must drive their own vehicle to campus, and have purchased a college parking lot permit.

It is important to note that up to 40 percent of a semester's enrolment may "opt-out" of the new fee, based solely on the two grounds cited above. In all cases, opt-outs will be processed on a "first-come/first-served" basis,

by a deadline of either September 30 or when the 40 percent cap is reached. (There will be similar deadlines for January- and May-intake enrolment.) Once that date-deadline or 40 percent limit is reached, no further opt-outs will be allowed for any reason.

Any inquiries related to the Transit Windsor Bus Pass shall be directed to the Student Representative Council (SRC).

## 5 Summary of Essential Membership Fees

The following list includes essential membership fees at St. Clair College.

### 5.1 Student Representative Council Membership Fee

A membership fee of \$70.00 is applicable for students registered at the Windsor and Ace Acumen Campuses. Please see the Student Representative Council for a list of benefits and services. This is an annual fee regardless of date of membership.

### 5.2 Thames Students Incorporated Inc. Membership Fee

A membership fee of \$70.00 is applicable for students registered at the Chatham Campus. Please see Thames Students Incorporated Inc. for a list of benefits and services. This is an annual fee regardless of date of membership.

*The Student Representative Council (SRC) and Thames Students Incorporated (TSI) membership fees are used to actively engage and represent all students outside of the classroom and enrich their overall college experience through orientation; educational and engaging campus events; and health and wellness focused events and workshops for personal growth both on and off campus. SRC/TSI provides access to study spaces, food services, employment and volunteer opportunities, graduation photos and other meaningful student related services.*

*Both student associations provide meaningful support for students throughout the academic year, including student representation to senior administration of the College. SRC/TSI consistently work and advocate for the student population to add valuable new supports.*

*St. Clair College encourages students to connect with their student associations through their offices or social media.*

### 5.3 Alumni Association Membership Fee

A membership of \$50.00 is applicable for students registered at all Campuses. Please see the Alumni Office for a list of benefits and services. This is an annual fee regardless of date of membership.

## **(C) TUITION FEE REFUNDS**

### 1. Tuition Fee Refunds for Post-Secondary Programs

#### a) Canadian Citizens and Landed Immigrants

Students who officially withdraw prior to the tenth (10) day of class of the beginning of a semester will receive a refund calculated as follows:

- i) Full-time Student – assessed semester fees less \$100.00 administration fee that the College will withhold.  
Part-time Student – assessed semester fees less \$25.00 administration fee per course that the College will withhold.
- ii) Fees paid in advance for a second and subsequent semesters will be refunded in full. Students who officially withdraw after the tuition refund date (i.e., ten [10] class days for a 15-week semester), will receive a full refund of any fees paid in advance for subsequent semesters.
- iii) For students who do not register on a semester basis (i.e., continuous intake), the principles implicit in the above policy will apply.

#### b) International and U.S.A. Students

International and U.S.A. students are provided with a student visa with the understanding that the student will register, and remain, as a full-time student. The College will require proof of registration at another institution in order to process a withdrawal and refund prior to the tenth (10) day of class for the current semester. Additional bank fees (i.e. wire transfer) may be applied upon processing a refund.

- i) International and U.S.A. students who officially withdraw prior to the tenth (10) day of class of the beginning of a semester will receive a refund of full tuition paid, less the \$2649.95 administration fee and any applicable bank fees (i.e. wire transfer) the institution will incur.



- ii) For International and U.S.A. students who do not register on a semester basis (i.e., continuous intake), the principles implicit in the above policy will apply.

2. Part-time - Continuing Education

<b>REFUND TABLE</b>	
<b>TIMETABLE</b>	<b>AMOUNT</b>
On or after the 1st day of classes but not later than the 10 <sup>th</sup> business day of the course	100% of tuition + GST minus a \$25.00 Administration Fee (per course)
On or after the 11 <sup>th</sup> business day of the course	NO REFUND

3. Continuing Education Refund Policy

Where a course or workshop is 20 hours or less in duration, an official withdrawal must be received on, or before, the business day prior to the date of the first class. For courses, or workshops, more than 20 hours in duration:

- An official withdrawal prior to the date on which the first class occurs will result in a full refund.
- An official withdrawal on, or after, the first day of class but not later than the tenth business day of the course will result in a full refund **LESS** a \$25.00 Administration Fee per course.
- No refund will apply to an official withdrawal on, or after, the eleventh business day of the course.

**A P P E N D I X I**

**FEE SCHEDULE 2023-2024**

EXAMPLE OF ANNUAL STANDARD TUITION FEES FOR A FIRST-YEAR STUDENT							
FEES	WINDSOR	CHATHAM	INTL WINDSOR	INTL CHATHAM	USA WINDSOR	USA CHATHAM	ACE ACUMEN
Standard Tuition	2722.62	2722.62	13,640.76	13,640.76	7,841.38	7,841.38	13,640.76
Student Buildings - Windsor Building Operating	190.00	N/A	190.00	N/A	190.00	N/A	190.00
Student Buildings - Windsor - Academic Tower/Student Centre Expansion	100.00	N/A	100.00	N/A	100.00	N/A	N/A
Student Buildings - Chatham Building Operating	N/A	130.00	N/A	130.00	N/A	130.00	N/A
Student Buildings - Chatham Student Centre Capital	N/A	150.00	N/A	150.00	N/A	150.00	N/A
Student Buildings - Chatham - Healthplex Capital Equipment Renewal	N/A	75.00	N/A	75.00	N/A	75.00	N/A
Student Achievement and Records - Graduation	35.00	35.00	35.00	35.00	35.00	35.00	35.00
Student Achievement and Records - Transcripts	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Health Insurance	310.00	310.00	700.00	700.00	700.00	700.00	700.00
Athletics & Recreation - Windsor Capital	150.00	N/A	150.00	N/A	150.00	N/A	N/A
Athletics & Recreation - Windsor Operating	190.00	N/A	190.00	N/A	190.00	N/A	190.00
Athletics & Recreation - Chatham Operating	N/A	190.00	N/A	190.00	N/A	190.00	N/A
Academic Support - Student Representative Council	81.25	N/A	81.25	N/A	81.25	N/A	81.25
Academic Support - Thames Student Incorporated	N/A	81.25	N/A	81.25	N/A	81.25	N/A
Academic Support - St. Clair College	43.75	43.75	43.75	43.75	43.75	43.75	43.75
Campus Safety - Windsor Campus	15.00	N/A	15.00	N/A	15.00	N/A	15.00
Campus Safety - Chatham Campus	N/A	5.00	N/A	5.00	N/A	5.00	N/A
Career Services	10.00	10.00	10.00	10.00	10.00	10.00	10.00
Student ID Cards	20.00	20.00	20.00	20.00	20.00	20.00	20.00
Health & Counselling	25.00	25.00	25.00	25.00	25.00	25.00	25.00
Transit Windsor Bus Pass	290.43	N/A	290.43	N/A	290.43	N/A	N/A
SRC Membership Fee	70.00	N/A	70.00	N/A	70.00	N/A	70.00
TSI Membership Fee	N/A	70.00	N/A	70.00	N/A	70.00	N/A
Alumni Membership Fee	50.00	50.00	50.00	50.00	50.00	50.00	50.00
<b>Total Tuition Fees</b>	<b>\$4,323.05</b>	<b>\$3,937.62</b>	<b>\$15,631.19</b>	<b>\$15,245.76</b>	<b>\$9,831.82</b>	<b>\$9,446.38</b>	<b>\$15,090.76</b>

**Please Note: The College reserves the right to change, amend or alter fees as necessary without notice or prejudice.**

## **A P P E N D I X   I I**

### **H I G H   D E M A N D   P R O G R A M S   2 0 2 3 - 2 0 2 4**

## **HIGH DEMAND PROGRAMS 2023-2024**

<u>Program Code</u>	<u>Program Name</u>
H850/K950	Collaborative Nursing
H800	Dental Hygiene
H863/K963	Practical Nurse
H837	Medical Laboratory Science
H840/K940	Paramedic
H794	Cardiovascular Technology
H795	Respiratory Therapy
H796	Diagnostic Medical Sonography
H797	Diagnostic Cardiac Sonography

**A P P E N D I X III**

**MATERIAL FEES**

## **2023/2024 MATERIAL/KIT FEES**

Program	Amount Requesting	New/Revised/ Same Fee	Details/ Rationale
B009 A04 Bus. Adm Marketing	\$73.00	Increase of \$16.50	<p>Simple Survey is a Canadian company that provides an online marketing research web application that allows users to build and administer surveys, as well as create reports and analyze data. The price includes:</p> <ul style="list-style-type: none"> <li>• 1 Soho plan with Simple Survey per student for 1 year</li> <li>• 1 Enterprise plan with Simple Survey for the Instructor of MRK427 for 1 year</li> </ul> <p>The subscription to a web-based marketing research platform is essential for MRK427. This subscription ensures that we are teaching students current marketing research methodologies in the classroom. Through Simple Survey, students are able to create and administer surveys, enter data and create reports to analyze the data and turn it into actionable marketing insights.</p>
B009 A06/A04 Bus. Adm Marketing	\$119.00 USD	New	<p>The price includes a bundled package from Student:</p> <ul style="list-style-type: none"> <li>• Digital Marketing Essentials textbook (Students have access to the textbook for life and the textbook is updated 2x per year by the Student publishers)</li> <li>• Digital Marketing simulation – Mimic Pro</li> <li>• Digital Marketing certification</li> </ul> <p>The Digital Marketing simulation is essential to this course. The simulation mimics the back end of ad serving and analytics platforms, such as Google. It allows the students to build, execute and analyze a digital media campaign as their final project for this course.</p> <p>The digital textbook is beneficial to this course because it is updated 2x per year by the Student publishing team. Digital marketing is a topic that is changing every day, it is important for our course to reflect those changes.</p> <p>Student sells the simulation and textbook as a bundled package for \$119 USD per student</p> <p>Student also provides the students who have completed the course with a Digital Marketing Certification that recognizes that the student is fully capable and skilled in applying digital marketing techniques.</p>
B012 A04 Bus. Marketing	\$73.00	Increase of \$16.50	<p>Simple Survey is a Canadian company that provides an online marketing research web application that allows users to build and administer surveys, as well as create reports and analyze data. The price includes:</p> <ul style="list-style-type: none"> <li>• 1 Soho plan with Simple Survey per student for 1 year</li> <li>• 1 Enterprise plan with Simple Survey for the Instructor of MRK427 for 1 year</li> </ul> <p>The subscription to a web-based marketing research platform is essential for MRK427. This subscription ensures that we are teaching students current marketing research methodologies in the classroom. Through Simple Survey, students are able to create and administer surveys, enter data and create reports to analyze the data and turn it into actionable marketing insights.</p>
B012 A04 Bus. Marketing	\$119.00 USD	New	<p>The price includes a bundled package from Student:</p> <ul style="list-style-type: none"> <li>• Social Media marketing textbook (Students have access to the textbook for life and the textbook is updated 2x per year by the Student publishers)</li> <li>• Social Media simulation – Mimic Social</li> </ul> <p>The social media simulation is essential to this course. The simulation mimics the back end of today's social media platforms. It allows the students to build, execute and analyze a social media campaign as their final project for this course.</p> <p>The digital textbook is beneficial to this course because it is updated 2x per year by the Student publishing team. Social media marketing is a topic that is changing every day, it is important for our course to reflect those changes.</p> <p>Student sells the simulation and textbook as a bundled package for \$119 USD per student</p>

B395 A01 Culinary	\$850 Kit \$646.90 Mat fee	Decrease Kit of \$27 Increase Mat of \$73.45	\$850 for kit and uniform. \$573.45 for food products needed in lab. Adding FST Basics Certification \$38.50 and Smart Service Certification \$34.95
B826 A01 Tourism	\$50.85	New	We will be adding a required Service Excellence certification to a current course TOR 115 - Tourism Service Excellence. This will be at a cost of \$45 + HST = \$50.85 per student for the certification with the Ontario Tourism Education Corporation (OTEC).
B877 A01 Fashion Design	\$722.00	Increase of 62.50	The Fashion Kit is given to all 1st year students on the 1st day of the semester. It includes essential specialized tools needed for the industry to complete pattern drafting and sewing construction samples and projects. List of items in the Fashion Kit available upon request. This is an existing kit and we have distributed this kit since the program began but the prices have increased. The fee is also combined with the Fabric Science Swatch Kit which has not changed in price. J.J. Pizzuto's Fabric Science Swatch Kit - Edition: 11th ISBN: 9781628926576 - current price in SCC bookstore is \$134.50 + tax. Students need these essential specialized tools that are not available locally. Students must use quality, industry standard tools to complete the samples and projects to meet their learning outcomes. We are able to purchase the tools and supplies wholesale in bulk and pass on those savings to the students. 1st year students need a Fabric Science Swatch Kit for the FAS108 Fabric Science course as part of the Fashion Design program. This essential swatch kit is needed to complete many assessments throughout the course, including swatch kit assignments and a final swatch kit project. Students keep their Swatch Kits after the course.
B877 A03 Fashion Design	\$375.00	Same	2nd year students need these specialized supplies to complete their assignments and projects in semester 3. Photo Shoot Kit Fee: As part of the assessments in FAS411 Fashion Marketing and Presentation, the student is required to complete a photo shoot with fashion photographer, models, hair and make up stylists. Students receive copies of the photos taken in a digital format to use for their portfolios, branding-social media and websites, media kits, line sheets, look books and marketing materials.  Included in our \$200.00 photo shoots, students work with a professional fashion photographer on location at the photographer's studio. Students collaborate with the hair and make up teams that are headed by industry professionals that work with students and graduates from the SCC Hairstyling and Esthetician programs.  The fashion design program is able to offer the photo shoots at the very reasonable cost of \$200. per student due to the amount of shoots that are booked through the program for this project. If a student was to individually pay for a similar set up with a photographer, hair and make up stylists, the cost would be approximately \$500.00 minimum and up
B912 Esthetician	\$1730 Kit \$150.00 Mat	Kit Same Mat Increase of \$15	The Esthetician student kit is a complete kit to support the esthetician student with at home assignments and provides the opportunity for the student to practice their skills for labs and provides the student with a starter kit to work in the esthetics industry while in training. Nail Tech \$850, Make up \$550, Skin Care \$180, Hair Removal \$100, Infection Control \$50
B940 Hospitality	\$591.49	Increase of \$66.49	1. FST Basics Certification \$43.50 2. Service Excellence Certification \$56.50 (tax inc) 3. Smart Serve Certification \$50.79 (tax inc) 4. Uniforms service \$339.00 (tax inc.)  5. Bartending Tool Kit \$101.70 (tax inc) Items 1-3 are Industry standard certifications; students should have them before participating in any practical labs and work placements. Items 4/5. Students require professional industry uniforms, and equipment to participate in labs and work placements.



B992 per Year CYC	\$45.20	Same	<p>Membership is \$45.20 per year. Beyond it being a Condition of Accreditation, it will also give students access to e books and the professional journal (Relational Journal of Child and Youth Care). We currently pay a subscription fee through the library for this journal. I expect that at least one of the e books will be used as a text in a future course.</p> <p>We will provide the OACYC with student names and student St Clair emails in Fall 2022 so that they can enroll everyone. They in turn will send us an invoice.</p> <p>Student membership is available to students who are registered in an accredited Child and Youth Care diploma or degree program. Student memberships are valid only while the member is enrolled in their program. Upon graduation, student members would apply to Full Professional Certified Membership. This level of Student Membership will not be entitled to vote at member meetings.</p>
B999/M999 IBM A01	\$500.00	Same	All FT students in this program are assessed a \$500 exam fee. This exam fee is required by the Forum for International Trade Training (FITT) for designation as a Certified International Trade Professional (CIPT). This is prepaying the exam fee for the students. The students still must write the exam with FITT.
B999/M999 IBM A03	\$791.00	Removed	CIFFA is no longer required
B999/M999 IBM A04	\$35.00	Same	IBM2000 requires use of the Descartes Import/Export Software. Cost of this software license to the College is \$35 per student.
H258Vet Tech	Kit Fee \$105.41 \$64.41 A04 Mat	Same	<p>1st semester – Goggles – \$2.26, Name tags - \$10.17</p> <p>2nd semester – Stethoscope – \$91.28, Bandage scissors- \$1.70</p> <p>4th semester – Hesi exam - \$64.41</p>
H299 Med Lab Tech	\$55.00 A03	Same	
H795 Respiratory	Yr. 1 \$59.95 A05/A06 \$95 Mat	Kit Fee Same Mat Fee increase of \$95	All items have been searched for best price on a routine basis. Kit is necessary for students to enhance hands-on learning with basic respiratory therapy devices and to allow for their use by the student to whom the kit belongs. Equipment that would normally be disposed after one use can be used repeatedly (in lab and at home for practice) because only one person is using it. This reduces cost and maintains infection prevention and control.
H796 Sonography	\$85 Kit	Kit Fee Decrease of \$84	Ergonomics arm band is used for scanning in every lab and intended to reduce the rate of injury. The towel kit – students are responsible for bringing towels to every lab to use on themselves for scanning.
H797 Cardiac Sonography	\$105 Kit	Kit Fee Decrease of \$44	<p>Cable Brace to prevent musculoskeletal injuries, provides support for student scanning.</p> <p>Patient gown to protect student patient modesty as students are undressed from the waist up for the procedure.</p> <p>Bath towels to protect student patient modesty as students are undressed from the waist up for the procedure, and for students to use to clean off ultrasound gel.</p> <p>\$150 Comp Keeper – This is a secure website, Comp Keeper enables students, instructors, and administrators to replace the old paper ways of tracking students. To evaluate competencies as per accreditation for students while in placement</p>
H800 Yr. 1 Dental Hygiene	\$3,249.94	Increase of \$104.73	Breakdown available upon request
H800 Yr. 2 Dental Hygiene	\$4,549.46	Increase of \$304.07	Breakdown available upon request
H812 (A02/5)Pharmacy	\$110	same	

H932/K933 PSW	\$16.89	new	The purpose for this kit is to provide students with the supplies needed to practice skills in lab to prepare them for their clinical experience. These supplies are current and are what they will be using to in their clinical settings. Cost per kit Kit includes: Readybath complete washcloth - 8/pkg 1 pkg Single Toothbrush Razor (facial) disposable single blade Single Stretch Super Briefs, Large/XL (41"-64") Emery Board 4.25" Orange - Single Tape Measure - 60" Pocket Calculator
H850/K950/H854/K954 Collab Nrs	Yr 1 \$45 Yr 2 \$72	Yr 2 decrease of \$2	The cost of the kits are approximately \$45/\$72 per student per year. The difference in cost is due to supplier costs related to inflation.
H863/K963 A01 RPN	\$511.90 Elsevier \$109.08 BIO 126 Incl Access MAT Kit Fee \$52.50	Mat Fee Decrease of \$10.08 Kit Fee Decrease of \$46.50	The Elsevier Clinical Learning Suite (CLS) and 4 e-texts come to a cost of \$511.90 added to the student fees for the first term. The cost of the kits are Approx, \$55/year (\$27.50/term) Added the CONNECT digital platform used in BIO 126 cost \$109.08 in A01 plus the cost of the Safe Management Training costs \$25/term. This education focuses on crisis intervention techniques relevant to the clinical settings that Practical Nursing students are working in. This online module provides the theory portion of the instruction. The practical portion is covered by the program. (Professors' time and materials are covered by the college.) No revenue is made, as the cost pays for the module in full. All Windsor PN students must complete this online module in order to have their mental health or emergency placement at Windsor Regional Hospital.
H863/K963 A02/3/4/5 RPN	Kit Fee \$52.50/term	Decrease of \$46.50	The cost of the kits are Approx, \$55/year (\$27.50/term) plus the cost of the Safe Management Trainig costs \$25/term this education focuses on crisis intervention techniques relevant to the clinical settings that Practical Nursing students are working in. This online module provides the theory portion of the instruction. The practical portion is covered by the program. (Professors' time and materials are covered by the college.) No revenue is made, as the cost pays for the module in full. All Windsor PN students must complete this online module in order to have their mental health or emergency placement at Windsor Regional Hospital.
H837(yr 3) Med Lab Science	\$110.00	Same	
H840/K940 Paramedic	\$110 per year	Same	
H912 Med Esthetics	\$1,450.00	Same	The H912 student kit is a complete kit to support the Medical esthetician student with at home assignments and provides the opportunity for the student to practice their skills for labs and provides the student with a starter kit to work in the medical esthetics industry while in training. Dermaplaning kit and training certificate-\$236.00 Oncology kit and training certificate-\$161.08 Dermed Peel kit-\$253.72 Jane Iredale mineral make up kit-\$140.87 Body Treatment kit-\$198.18 Micro needling kit-\$100.00 ZO Medical grade skin care kit-\$183.50 Vivier Labs Skin care kit-\$176.65
H915 Dental Assisting	\$2,807.42	Increase of \$114.38	Breakdown available upon request
K766	\$2,658.00	Increase	Supplier costs went up. Breakdown available upon request.

K788 Yr 1 EET	\$200.00	Same	Provide a set of Philips and cabinet tip slotted screwdrivers and terminal block screwdrivers and wire cutter/ strippers and pliers. Also require a keyed padlock and a small tool bag or pouch to store the tools and lock in. This can be provided at a cost of \$200, student would be responsible to store tools and would keep tools upon leaving the program. Student tool fee. The students are required to use hand tools such as screwdrivers and wire strippers and pliers to perform lab activities in the K788 program. They also require a keyed padlock to perform lockout/tagout. It has been the responsibility of the student to come with these tools and many times they come with the wrong type of screwdriver or wrong size of screwdriver or inferior tools and then try to force or use what they have which can cause damage to the equipment they are working on. Providing them with a standard set will ensure they have the proper industrial grade tools to perform tasks. Many of the locks they bring are also not what would be acceptable in industry so providing a padlock would also ensure safety.
K893 A01 OTA PTA	\$45.00	Same	Gentle Persuasive Approach (GPA) course fee and certificate Goniometer for joint measurement.  Education on handling of clients with dementia Joint ROM measurement.
T020/T026/T154 Arch/Civil/Construction	\$300.00	Increase of \$25	Current fee covers, Hard Hat, safety glasses, Safety vest, Materials for a project, notebook for Surveying 1 and the Fall arrest Training
T046 Construction Mgmt	\$300.00	Increase of \$125	Looking to add \$125 to be able to cover the Working at Heights training by 3rd party. Current fee covers, Hard Hat, safety glasses, Safety vest, and working at Heights training/ certificate for their placements.
T167 A01 Motive Power	\$535.00	Same	Kits provided allow a good start to tooling required in the field to get started within the job requirements
T207 HRAC	\$620.00	Same	Kits provided allows a good start to tooling required in the field to get started within the job requirements
T755 Bio Med Tech	\$87.50 Yr.1 \$250 Yr. 2	Yr.1 Same Yr. 2 Decrease of \$28	The costs are being used by the students building projects that they pick to design and build in the lab and take home when complete. The fee currently is covering all the materials that get purchased from their design and build in the lab.
T805 per year Woodworking	\$200.00	Same	\$200.00 per year material fee to cover the cost of materials that students will retain (i.e. projects).
T826 A01 Auto Prod Design	\$35.00	Same	This will pay for the material that they use to create and build their Cannon project to take home.
T836 A01 Chem Lab	\$200.00	Same	The money will be held until the end of semester in case any lab glassware is broken or goes missing. The balance will be refunded at the end of semester. Refundable fee of \$200 per year for glassware utilized for experiments, less deductions based upon glassware loss and breakage.
T855 Yr. 1 MET Ind Mech	\$135.00	same	Current fee covers, Project materials that they can take home when completed and a helmet, gloves and cotton jacket for welding lab that the students to have as their own to keep.
T866 A01 Horticulture	Kit \$463.30 Mat \$45	Kit Fee Increase of \$63.30 Mat Fee Increase of \$4.50	Kits provided allows a good start to tooling required in the field to get started within the job requirements, material allows the students to plant products/ feed, grow plants and take it home upon completion (breakdown attached)
T867 CAD/CAM	\$75 Mat/yr \$675 Kit/A01	Mat Same Kit Increase of \$63	Current material fee covers the material that they make their project from and take home.  The tool box is filled with tools of the trade, Square, Caliper, file, scriber, punch, adjustable wrench, slip pliers, hammer, debur tool, 123 blocks, parallel set, indicator, drill point gauge, Stone, Micrometer set, steel rule, brush, c' sink, edge finder ,wiggler.
T876 Pre Serv Firefighter	\$1,279.00	Same	Kit covers most safety gear and accessories for the safe practice within the training. See items in kit; Certified fire helmet, Boots, 2-Gloves, safety glasses, hearing protection and

			hood, uniforms, safety shoes, 2 pair of pants, 3 t-shirts, collared shirt, sweatshirt, belt, and half-way through usually another pair of gloves
T914 Hair	\$90.00 Mat Fee \$1415.00 Kit Fee	Mat Same Kit Increase of \$150	Our student kit was \$1265 last year and with the increasing cost of products and tools I feel we need to increase our request. The student kit comes with all the equipment the student will need to complete the program and get started in industry. It comes with 4 manikin heads that are used to teach the students many haircuts, colors, and chemical services prior to live models. All kit items are used weekly in our lab. (breakdown attached) Material fee-\$90.00 students can have their hair coloured in the lab monthly at no cost
T929 Ind Elec Automation	\$250 Yr.1 \$210 Yr. 2 \$30 Yr. 3	Same	This fee covers the materials purchased for the students to build their projects and take home when completed.
T941/T942/T940 Power Eng	\$175.00	Same	The fee currently is not covering all that is being put in the kit, Safety Shoes, Safety glasses, Hard Hat , Ear protection on the hard hat, 2 pair of gloves, ear pieces for the 2- way radios
T947/K731 Electrical Techn	\$575.00	Same	This fee is for basic hand tools and meters that a student would be required to have when starting on the job with an Electrical Employer. These tools are also used in the lab throughout the semester. All of the tools are of very high quality and therefore when the student first arrives on the job site they can be confident that they have the proper tools to get started in the trade.
T949 Welding	\$365 A01 kit \$100 mat fee	Kit Increase of \$50 Same Mat	Kits provided allows a good start to tooling required in the field to get started within the job requirements, material allows the students to build a project and take it home upon completion.
T954 Plumbing	\$475.00	Same	Kits provided allows a good start to tooling required in the field to get started within the job requirements
T965 Carpentry	\$100.00	Same	Fee covers material costs for cabinet, Mirror frame the students make and can take home.
T974 A01 Robotics	\$50.00	Decrease of \$43	This fee covers the materials purchased for the students to build their projects and take home when completed.
T976 A01 Robotics 3yr	\$50.00	New	This fee covers the materials purchased for the students to build their projects and take home when completed.
<b>APPRENTICESHIP</b>			
332A A01/A02 Hair	\$20.00	same	Material Fee is for personal hair colour students are able to have done monthly and materials retained.
403A Carpenter	\$75.00	Increase of \$25	Lumber costs are increased. Kit fee would cover the material costs used to build the students project/ projects that they can take home when complete if desired to do So (Small Dog House) Fee supplies monies for the materials to build the project that they can take home should they desire to do so.
429A Gen Machinist	\$55 A01 \$305 A02 \$175 A03	Same	Material fees cover the projects that they Machine and build which they take home at the end if so desired. Fee supplies monies for the materials to build the project that they can take home should they desire to do so.
430A Tool & Die	\$55 A01 \$130 A02 \$150 A03	Same	Material fees cover the projects that they Machine and build which they take home at the end if so desired. Fee supplies monies for the materials to build the project that they can take home should they desire to do so.
431A Mould Maker	\$55 A01\$276 A02\$250 A03	Same	Material fees cover the projects that they Machine and build which they take home at the end if so desired. Fee supplies monies for the materials to build the project that they can take home should they desire to do so.
T797 CNC PMC Pre App	\$675 Kit \$27 Mat	Kit Increase of \$40 Mat fee Same	Prices have increased since this and we will need to remove items if the increase is Not accepted. This fee covers the materials purchased for the students to build their projects and take home when completed.
T804 Truck & Coach Pre App	\$850.00	Same	This fee covers the materials purchased for the students to build their projects and take home when completed

T971 Pre App IMM	\$625.00	Kit Increase of \$65 removed Mat fee	This fee covers the tools in the kit, and they take home when completed. A good starter box of tools for the industry start.
415A Cook	\$874 kit fee \$573.45 Material fee	same	No change in fees is being requested, The material fee covers food prepared and taken home each class

***Please Note: The College reserves the right to change, amend or alter fees as necessary without notice or prejudice.***

## **A P P E N D I X I V**

### **D E F I N I T I O N S**

## **DEFINITIONS**

### **Ancillary Fees**

Fees for items not covered by the tuition fees established for a course or program of instruction that students may be required to pay upon enrolment. The Ministry approves categories of ancillary fees.

### **Auditing Students**

Students who are registered in a course or program, but do not receive credit towards a diploma or certificate. Such students do not take examinations or receive grades. When a student audits a Ministry funded course, no Ministry funding is received.

### **Clinical Training**

Clinical training is non-paid work experience that is supervised and monitored by, or on behalf of, St. Clair College personnel. Clinical experiences are scheduled as a part of regular program offerings.

### **Compulsory/Essential Ancillary Fees**

Ancillary fees that a student is required to pay in order to enroll in any course or program of instruction.

### **Field Placement**

A field placement is the work experience component of a program. While there is no hour-for-hour supervision by St. Clair College personnel, there are periodic visits to the work setting. A report may be a part of the course requirement.

### **Full-time Student**

A full-time student is one who is registered for 66 2/3% of the courses or 70% of the hours in the suggested student program as outlined in the College Calendar. A student granted advance standing or an exemption from a course is not considered to be enrolled in the course.

### **High Demand Program of Instruction**

A program of instruction eligible for general purpose operating grant funding for which colleges have the discretion to charge fees above the maximum permitted for regular fee programs. This discretion is allowed for applied degree, post-basic or Baccalaureate of Nursing programs and/or for basic programs that have been determined to meet each of the following three criteria:

1. there is high demand for instructional space;
2. graduates have above-average prospects for employment; and
3. graduates have the potential to earn an above-average income.

### International Student

An International Student for fee purposes is defined as a student who is not a Canadian or a U.S.A. citizen; not a permanent resident; not a dependent or a representative of a Foreign Government [Section 7(l) of Immigration Act]; or not a dependent of persons in Canada for the temporary exercise of their profession, trade or occupation [Section 7(l)h of Immigration Act].

### Ontario Student Assistance Program (OSAP)

Supplementary financial assistance based on demonstrated financial need, operated by the province to help students from lower-income families meet the costs of post-secondary education.

### Part-time Student

A part-time student is a student who is registered for less than 66 2/3% of the courses or 70% of the hours in the suggested student program, as outlined in the College Calendar. This includes students taking Continuing Education courses.

### Post Basic Program

A program designed to provide additional or advanced skills that will enhance an existing knowledge base for which a certificate, diploma or degree has been awarded.

### Post-Secondary Program

A program designed for individuals who have an Ontario Secondary School Diploma or equivalent.

### Semester

In the case of most full-time post-secondary programs, it is the objective to achieve two equal semesters per regular academic year, with minor variations as required.

### Student Contact Hour

A unit representing one student enrolled in one required hour of instruction.

### Term

A term will normally be a semester, or a quarter as determined by the student's program.



**APPENDIX V**

**STUDENT FEE APPROVALS**

In consultation with the Compulsory Ancillary Student Fee Protocol Committee, we are recommending the proposed 'Student Fees 2023-2024' be applied for the 2023-2024 academic year. We have reviewed and accept the proposed 'Student Fees 2023-2024' as presented.

Signatures:

\_\_\_\_\_ Date: \_\_\_\_\_  
Student Representative  
Compulsory Ancillary Student Fee Protocol Committee

\_\_\_\_\_ Date: \_\_\_\_\_  
Student Representative  
Compulsory Ancillary Student Fee Protocol Committee

\_\_\_\_\_ Date: \_\_\_\_\_  
Chair  
Compulsory Ancillary Student Fee Protocol Committee

\_\_\_\_\_ Date: \_\_\_\_\_  
President, St. Clair College