

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 3	DIRECTIVE NO. B5
	ORIGINATOR Director, Student Services	
	APPROVED BY Vice President, Student Life and Human Resources	
Student Activity, Sports, Building Fund & Health Plan Fees & The Athletics Grant	EFFECTIVE DATE 2001.08.01	REPLACES 1995.06.22

Policy

It is the policy of the Board of Governors of Algonquin College that the College administration levy and collect Student Activity, Sports, Building Fund and Health Plan Fees from eligible Algonquin students. The College in turn provides these monies to the Students' Association to finance student government activities and services, to support athletics programs, to provide a health insurance plan and to assist with the funding of student centers.

The College administration collects and transfers these monies on the basis that the student government operates openly with respect to all fiscal matters and is fully accountable to students as a whole for the manner in which these funds are spent.

The College also provides the Students' Association with an annual grant which is directed to athletics programs, conditions of which are described in a contract document.

Procedures, Roles and Responsibilities

The Board has delegated responsibility to the President of the College to approve the amount of student activity and sports fees. The Students' Association can make representation through the Office of the Director, Student Services, to propose any adjustments to these fees. Any such requests should be made by January 31st for the subsequent academic year.

Beginning in the fall term of 1993, the Board of Governors approved the levying of a new fee, the Building Fund Fee. This fee is for the express purpose of assisting with the funding of student centers on the Woodroffe, Rideau and Pembroke Campuses.

Beginning in the fall term of 2000, the Board of Governors approved the levying of a Health Plan Fee. The Health Plan includes Drug and Dental Benefits.

The College administration levies, publishes, and collects from students the Student Activity, Sports, Building Fund and Health Plan Fees from students and transfers the

monies less refunds to the Students' Association. As with other fees, students are eligible for refunds if they withdraw within ten (10) working days of the beginning of the term.

Payment of the Student Activity, Sports, Building Fund and Health Plan Fees makes a student a full member of the Students' Association.

In January of each year the Office of the Vice President, Academic, will provide to the Registrar's Office a listing of those program levels qualifying for reduced fees as described in items 5 and 6 above for the upcoming academic year.

Applicability, Administration and Exceptions

The student activity, sports, building fund and health plan fees are compulsory for all full-time fee paying students studying in Ministry approved post-secondary and post-diploma programs on the Woodroffe, Rideau, and Pembroke Campuses. A full-time student is defined as one enrolled in 70% of the hours or 66 2/3% of the courses required of a program in a given term. Student activity and sports fees only are levied on a reduced basis on all part-time fee paying students registered in full-time day programs who are registered in two (2) or more courses. The part-time fees will be one half of the regular fees. Health plan fees are assessed at the full rate.

1. Most Continuing Education students pay a fee per course/hour for the building fund fee which entitles them to use Student Centre facilities.
2. As of January, 1995, the Students' Association serves students on the Woodroffe, Rideau, and Pembroke Campuses. Therefore, only students on these three campuses are levied Student Activity, Sports, Building Fund and Health Plan Fees.
3. Students in tuition-short programs of 14 weeks duration or less will have their Student Activity and Sports Fees prorated.
4. No student activity, sports or building fund fees are collected from apprentices.
5. Students whose program level requires that they are not on campus (e.g. on a co-op work term or a 5 day per week clinical placement) pay only 10% of the fees for that particular term.
6. Students whose program requires that they are on campus for only five weeks or less in a given term (e.g. a term including a work placement of ten (10) weeks or more) pay only 35% of the fees, for that particular term.
7. Students whose program requires that they are on campus for more than five weeks in a given term pay full fees for that particular term.

8. Students who are not required to pay Student Activity, Sports, Building Fund and Health Plan Fees may voluntarily choose to pay these fees to the Students' Association and receive Students' Association services.
9. Upon proof of existing health insurance coverage a student may choose to opt out and receive a full refund of the Health Plan Fee.

All fees are listed in the College's annual Fee Schedule which is available from the Registrar's Office.

(original signed by)

Vice-President
Student Life and Human Resources