**AD11  Student Activity Fees**

Classification: Administration  
Responsible Authority: Registrar  
Executive Sponsor: Vice President, Student Services  
Approval Authority: Algonquin College Executive Team  
Date First Approved: 1995.06.22  
Date Last Reviewed: 2016.11.30  
Mandatory Review Date: 2021.11.30

**PURPOSE**  
To administer the collection of Student Activity fees on behalf of the Algonquin College Students’ Association.

**SCOPE**  
All full and part-time students in postsecondary programs and College Approved Certificate programs.

**DEFINITIONS**

<table>
<thead>
<tr>
<th>Word/Term</th>
<th>Definition</th>
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<tbody>
<tr>
<td>Algonquin College Students’ Association</td>
<td>A non-profit corporation governed by a Board of Directors to represent Algonquin College students. All members of the association are Algonquin College students in postsecondary programs.</td>
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<td>Full-time student</td>
<td>A student enrolled in 70% of the hours or 66 2/3% of the courses required of a program in a given term.</td>
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<td>Off Cycle student</td>
<td>A full-time student enrolled in a modified program of study.</td>
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<tr>
<td>Students’ Association Fees</td>
<td>Compulsory Ancillary Fees that support student activities operated by the Students’ Association. Fees are directed to support Students’ Association services for students including Student Activities, Sports, Student Centre Building, Auditorium, and Health Plan.</td>
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**POLICY**  
The College collects Students’ Association fees from eligible students on behalf of the Algonquin College Students’ Association. These fees support student activities and services operated by the Students’ Association for Algonquin College students.

1. Students become full members of the Students’ Association with the payment of the Students’ Association fees.
2. The Students’ Association uses the monies collected to finance Students’ Association activities, and to fund and operate services, events, activities, advocacy, athletics and facilities on all Algonquin College campuses.

3. The College collects and transfers these monies on the basis that the Students’ Association operates responsibly and openly about all fiscal matters and is fully accountable to the student body for the manner in which these monies are spent.

4. The College also provides the Students’ Association an annual grant to support athletics programs, the conditions of which are described in a contractual document.

5. The College and the Students’ Association have signed a protocol that allows for increasing existing fees from time to time or for adding new fees.

6. Students are eligible for activity fee refunds if they withdraw within ten (10) working days of the beginning of the term. These refunds will be deducted from the monies the College transfers to the Students’ Association.

7. **Administration and Exceptions**

   7.1 The Students’ Association Fees are compulsory for all full-time postsecondary students.

   7.2 Part-time students in full-time programs who are registered in two (2) or more courses pay all Students’ Association fees on a reduced basis. The part-time fees will be one half of the regular fees. Health Plan fees are assessed at the full rate.

   7.3 Most students who are course registrants in the Centre for Continuing and Online Learning pay a fee per course/hour for the building fee that entitles them to use Student Centre facilities.

   7.4 Students in certificate programs less than 15 weeks in duration will have their Students’ Association fees, excluding the Health Plan fee, prorated.

   7.5 Apprentices and students in Academic Upgrading programs are exempt from Students’ Association fees.

   7.6 Students whose programs call for off-campus study for a full term of study, such as Co-op or clinical placement programs, pay 10% of the Students’ Association fees for that particular term with the exception of the Health Plan fee, for which students pay the full fee to ensure coverage.

   7.7 Students whose programs call for five or fewer weeks of on-campus study in a given term, such as students on a work placement of 10 weeks or more, pay only 35% of the Students’ Association fees for that particular with the exception of the Health Plan fee, for which students pay the full fee to ensure coverage. Students whose program requires that they
are on campus for more than five weeks in a given term pay full Students’ Association fees for that particular term.

7.8 Off-cycle full-time students in field placement courses pay 10% of the Students’ Association fees for that particular term with the exception of the Health Plan fee, for which students pay the full fee to ensure coverage.

7.9 Students in full-time online programs are exempt from the Students’ Association fees.

7.10 Students who are not required to pay Students’ Association fees may voluntarily choose to pay these fees to the Students’ Association and receive Students’ Association services.

8. Upon proof of existing health insurance coverage, a student may choose to opt out of the Health Plan within 30 days of the start of their program for that particular term through the Students’ Association and receive a full refund of the Health Plan fee.

9. All fees are listed in the College’s annual Schedule of Fees, which is available from the Registrar’s Office.

**PROCEDURE**

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<thead>
<tr>
<th>Action</th>
<th>Responsibility</th>
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<tr>
<td>1. Review the Students’ Association fees and determine if an increase is necessary.</td>
<td>Students’ Association Board of Directors</td>
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<td>2. Seek confirmation of the increase in Students’ Association fees from the Algonquin College Executive Team.</td>
<td>Students’ Association Board of Directors</td>
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<td>3. Review the Students’ Association fees annually at time of Schedule of Fees preparation and determine the programs that qualify for reduced fees.</td>
<td>Registrar</td>
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<td>4. Publish annually the Students’ Association fees as part of the Schedule of Fees.</td>
<td>Registrar</td>
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**SUPPORTING DOCUMENTATION**

None

**RELATED POLICIES**

AA04 Admissions
AA08 Course Load
AA11 Registration

**RELATED MATERIALS**

Algonquin College Schedule of Fees:  
http://www.algonquincollege.com/ro/pay/