

AD11 Student Activity Fees

Classification:	Administration
Responsible Authority:	Registrar
Executive Sponsor:	Vice President, Student Services
Approval Authority:	Algonquin College Executive Team
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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

Word/Term	Definition
Algonquin College Students' Association	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.
Full-time Student	A student enrolled in 70% of the hours or 66 2/3% of the courses required of a program in a given term, up to 100% of the hours or courses.
Part-time Student	A student enrolled in less than 70% of the hours or 66 2/3% of the courses required of a program in a given term.
Overload	Registration in more than 100% of the Program of Study's full-time course load.
Off-cycle student	A full-time student enrolled in a modified Program of Study, typically studying at less than 100% course load.
Students' Association Fees	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, Athletics and Recreation, Student Centre Building, Auditorium, U-Pass (bus pass) and Health Plan.
ACSIS	Algonquin College Student Portal

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, decreasing or modifying existing fees from time to time or for adding new fees. The College and Students' Association protocol agreement is a provincial government policy requirement.
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 student activity fees will be one half of the regular student activity fees. Part-time students in full-time programs are not eligible for a U-Pass and not assessed the U-Pass fees unless they are registered with the Centre for Accessible Learning with a part-time course load of 40% or more and choose to opt-in.
 - 7.3. Most students who are course registrants in Continuing Education pay a fee per course per hour for the building fee that entitles them to use Student Centre facilities.
 - 7.4. Students in certificate programs less than 14 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 and the U-Pass 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 and the U-Pass 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 and the U-Pass fee, for which students pay the full fee to ensure coverage.
- 7.9. Students in full-time AC Online programs are exempt from the Students' Association fees that require physical campus access.
- 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 the first 30 days of their coverage, based on their initial term of study in an academic year. Health Plan opt out is processed through the Students' Association and students will receive a full refund of the Health Plan fee.
9. Upon proof of meeting the U-Pass opt-out eligibility requirements, a student may choose to opt out of the U-Pass each term and receive a full or partial refund based on the opt-out date.
10. All fees are listed in the College's annual Schedule of Fees, which is available from the Registrar's Office.

PROCEDURE

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

SUPPORTING DOCUMENTATION

[Minister's Binding Policy Directive on Tuition and Ancillary Fees](#)

RELATED POLICIES

- AA04 Admissions
- AA07 Admission of International Students
- AA08 Course Load
- AA11 Registration
- AA12 Changes to Original Registration: Course Add/Drop
- AA15 College Credentials
- SA06 Fees

RELATED MATERIALS

[Tuition Fee Estimator](#) Tool