

Ch5-s1-06

PROGRAM OVERLOAD FEES POLICY

Responsible Authority:	Registrar's Office
Approval Authority:	Senior Team
Date First Approved:	2005-02-14
Date Last Reviewed:	2019-Nov-12
Mandatory Review Date:	2024-Nov-12

PURPOSE

A post-secondary college program is comprised of a prescribed number of courses, including vocational, employability skills and general education courses, leading to an Ontario College Credential. Program courses are offered in a prescribed semester format. Students planning to take additional credits (e.g. to repeat a course taken previously, to fast track a course or to take a remediation course) will be charged additional tuition fees each course beyond the established program course load for the prescribed semester. Students electing to take a program course load beyond 105 percent of their current full-time post-secondary program course load will be required to pay the additional fee and any related miscellaneous costs.

SCOPE

The policy applies to all students registered in a post-secondary Ontario College Credential program at Confederation College.

DEFINITIONS

Full-time course load	Minimum of 66.66 percent of the courses required or 70 percent of the program hours for the program of instruction in a given semester.
Full-time status	A student is deemed to have full-time status when registered in a full course load in a post-secondary program of study.
Part-time course load	Less than 66.66 percent of the courses required or less than 70 percent of the program hours for the program of instruction in a given semester.
Part-time status	A student is deemed to have a part-time status when enrolled in less than a full-time course load in a post-secondary program of study.

POLICY

Each program has an approved program of study outlining the courses which must be successfully completed in order to receive certification as a graduate of the program. Regardless of learning delivery format full-time students are entitled to register in courses up to 105 percent of their program course load provided the courses start prior to the audit date for that semester. Tuition fees are calculated based on the student's registered course load.

A non-funded/general interest (non post-secondary) course cannot be used to calculate the full-time or part-time status of a student.

PROCEDURE

	<u>Action</u>	<u>Responsibility</u>
1.	A student registering for additional courses resulting in a program load percentage greater than 105 percent, will be required to pay the fees for the overload course(s) and any miscellaneous costs whether the course is additional or a repeated course.	Student
2.	Faculty, Program Coordinators, Deans, Chairs, Regional Directors, Student Success Advisors, Registration staff, and Academic Support Officers will provide appropriate student advisement for course additions and course withdrawals to assist learners in their academic planning and success.	Faculty, Program Coordinators, Deans, Chairs, Regional Directors, Student Success Advisors, Registration staff, Academic Support Officers
3.	Students in receipt of OSAP funding must inform the Financial Aid Office in instances of program load changes. Sponsored students must inform their sponsors in instances of program load changes. A sponsor must provide written consent that they will pay for the cost of the additional course(s), in addition to the regular semester fees. If the sponsor does not reply the fee will be applied to the student's account.	Student
4.	Exceptional consideration for course overload charges will be considered on an individual basis. To be considered, students are required to submit to the Registrar's Office a written request within 2 weeks of the start of the course detailing the rationale supporting the student's request for special consideration. The review panel consisting of the Associate Registrar, Manager Accounting Services and the Client Service Officer will review the request and provide the student with the decision. If the student is not satisfied with the decision of the review panel, a further review by the Registrar can be requested.	Student
5.	The Registrar's Office will provide details to the student via email regarding the outcome of an exceptional consideration request as soon as possible, or in 3-5 business days.	Client Service Officer

SUPPORTING DOCUMENTATION

N/A

RELATED POLICIES

N/A

RELATED MATERIALSTuition Fees: www.confederationcollege.ca/regISTRATION-services/tuition-fees