

Program Overload Fees Policy

Policy Title	Program Overload Fees
Policy Holder	Registrar's Office
Policy Approver(s)	Senior Team
Related Policies	Ch5-s1-01 Course Evaluation and Grading Policy Ch5-s1-05 Withdrawal from a Course
Related Procedures	Ch5-s1-06 Program Overload Fees Procedure
Appendices	
Storage Location	Website - https://www.confederationcollege.ca/policies-and-procedures
Effective Date	2025-04-01
Next Review Date	2030-04-01

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 for each credit hour 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

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| 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 each semester. Students registered in 147 credit hours or more per semester are considered to be registered full-time. |
| 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 each semester. Students registered in 146 credit hours or less per semester are considered to be registered part-time.
- 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.

Governing Laws and Regulations

[Programs of Instruction: Minister’s Binding Policy Directive](#)

Policy Statements

1. **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.**
 - 1.1. Regardless of learning delivery format, full-time students are entitled to register in credit hours up to 105 percent of their program course load provided the courses start prior to the audit date for that semester.
 - 1.2. The tuition amount and related fees are posted on the college website www.confederationcollege.ca/department/registration/fees and are in accordance with the Minister’s Binding Policy Directive.
 - 1.3. Tuition and fees will be billed at the time of registration, students that register in 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 credit hour beyond the 105 percent of the established program course load for the prescribed semester.
 - 1.4. A non-funded/general interest (non-post-secondary) course cannot be used to calculate the full-time or part-time status of a student.

Non-Compliance

It is the responsibility of the Registrar to ensure that the guidelines contained in this policy are followed and adhered to in order to effectively and efficiently support student focused learning objectives. Lack of compliance will result in delays in academic operations and student success.

Revision History

Version	Change	Author	Date of Change
2025-04-01	The existing policy was transferred into the new format, and procedure added. Updated definitions for Full-time and part-time course load.	Associate Registrar	2025- Feb 24