

Program Overload Fees Procedure

Procedure Title	Program Overload Fees Procedure
Procedure Holder	Registrar’s Office
Procedure Approver(s)	Senior Team
Related Procedures	Ch5-s1-06 Program Overload Fees Procedure
Related Policies	Ch5-s1-01 Course Evaluation and Grading Policy Ch5-s1-05 Withdrawal from a Course Policy
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 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

This procedure 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 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](#)

1. Program Overload Procedure

- 1.1. A student registering for additional courses resulting in a program course 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.
- 1.2. Faculty, Program Coordinators, Deans, Associate Deans, Regional Directors and Managers, Student Success Advisors, Indigenous Student 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.
- 1.3. Students in receipt of Ontario Student Assistance Program (OSAP) funding must inform the Financial Aid Office in instances of program load changes.
- 1.4. Sponsored students must inform their sponsor 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 or agree, the overload charges will be applied to the student’s account and the student will be responsible for paying the program overload fees.
- 1.5. 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 consists of the Associate Registrar, Manager of Enrollment and Recruitment 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.

- 1.6. 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.

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