

FEES

APPLICATION FEE

All applications must be submitted with a \$50 non-refundable, non-transferable application fee (\$100 for international applicants). Applications without this fee will not be processed.

The application fee will be charged to:

- All new students applying to a credit program
- All 'returning' students who have been away from Keyano for one academic year or more.
- Current students applying to change programs.

The fee will NOT be charged to:

- Continuing Education students.
- Any student applying for re-admission within one academic year. This includes all students who are following a natural progression of programs at Keyano (i.e. Apprentices going from one year to the next, certificate students moving into a diploma, academic upgrading students moving into a certificate, etc.).
- Open Studies Students

OTHER NOTES:

Students can apply for up to two programs at the same time with one application submission and application fee. If a student wants to apply to more than two programs they will be required to pay an additional application fee for each two program application that is submitted.

TUITION DEPOSIT (2018/2019)

**College and Career Prep
Certificate & Diploma Programs
University Programs**

Upon registration, and to secure a seat in a program, students are required to pay a \$100 (\$200 for international students) tuition deposit. Non-payment of the tuition deposit will result in cancellation of registration.

The tuition deposit will be applied to the tuition amount owed. Students who cancel their registration prior to the program start date must notify the Office of the Registrar and will have tuition deposits refunded according to the following dates:

- Four weeks or more prior to the official first day of classes in any given semester: \$75 refund (\$150 for international students).
- Between four weeks and the day prior to the official first day of classes: \$50 refund (\$100 for international students).
- No tuition deposit refund on or after the official first day of classes.

The remainder of tuition and fees must be paid five working days from the official first day of classes (including the first day of classes) in any given semester (see Academic Schedule on page 7). A \$100 penalty will be applied if all tuition and related fees are not paid within this time.

ADMISSION DEPOSIT (2018/2019)

**Heavy Equipment Technician Diploma
Mechanical and Construction Trades Preparation
Power Engineering: Co-op
Process Operations: Co-op
Pre-Employment Programs**

Students accepted to any of the above programs are subject to a \$100 non-refundable, non-transferable admission deposit. The deposit must be paid within 10 working days after the admission letter's acceptance date. If the deposit is not paid as required, the offer of admission can be revoked by the College.

Power Engineering: CML

Students are required to pay full fees when registering in the Power Engineering: CML program. Students that withdraw within the 6 month time period will be subject to the Refund of Fees outlined on page 21, except the \$100 is non-refundable after the initial program start date.

Apprenticeship

Students are required to pay full fees when registering in Apprenticeship Technical Training. Students that withdraw after the first day of class will be subject to the Refund of Fees outlined on page 21, except the \$100 admission deposit is non-refundable, non-transferable.

ADMISSION DEPOSIT (2019/2020)

**College and Career Prep
Certificate & Diploma Programs
University Programs**

Students accepted to any of the above programs are subject to a \$250 (\$750 for international students) admission deposit. The deposit must be paid within 10 business days after the admission letter's acceptance date. If the deposit is not paid as required, the offer of admission can be revoked by the College.

The admission deposit will be applied to the tuition amount owed. Students who cancel their acceptance or registration prior to the program start date must notify the Office of the Registrar and will have admission deposits refunded according to the following dates:

FALL

- Until June 30 a 50% refund will be provided.
- After June 30 there will be no refund.

WINTER

- Until October 30 a 50% refund will be provided.
- After October 30 there will be no refund.

The remainder of tuition and fees must be paid ten business days prior the official first day of classes (including the first day of classes) in any given semester (see Academic Schedule on page 7).

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Heavy Equipment Technician Diploma
Mechanical and Construction Trades Preparation
Power Engineering: Co-op
Process Operations: Co-op
Pre-Employment Programs

Students accepted to any of the above programs are subject to a \$250 (\$750 for international students) non-refundable, non-transferable admission deposit. The deposit must be paid within 10 working days after the admission letter's acceptance date. If the deposit is not paid as required, the offer of admission can be revoked by the College.

Power Engineering: CML

Students are required to pay full tuition and fees when registering in the Power Engineering: CML program. Students that withdraw within the 6 month time period will be subject to the Refund of Fees outlined on page 21, except the \$250 is non-refundable after the initial program start date.

Apprenticeship

Students are required to pay full fees when registering in Apprenticeship Technical Training. Students that withdraw after the first day of class will be subject to the Refund of Fees outlined on page 21, except the \$250 admission deposit is non-refundable, non-transferable.

FEES FOR FULL-TIME STUDENTS

Students taking 60% or more of the full program load are classified as full-time. Fees are assessed based on the Fee Schedule on page 23 of this calendar. Tuition and related fees are due 10 business days prior to the first day of classes. Year-long course fees and credits are distributed evenly over the Fall and Winter semesters.

International students will pay a surcharge of 200%.

FEES FOR PART-TIME STUDENTS

Fees are assessed on a per course or credit basis. Students taking less than 60% of the full program load are classified as part-time students, and will be charged per credit. See the Fee Schedule on page 24. Year-long course fees and credits are distributed evenly over the Fall and Winter semesters.

International students will pay a surcharge of 200%.

REGISTRATION FEE

A non-refundable, non-transferable registration fee of \$15 per semester, for full-time students enrolled in more than an eight-week program and a \$7.50 per semester fee for part-time students, or students enrolled in eight or less than eight-week programs, will be assessed at the time of registration.

WELLNESS AND ATHLETIC FEE

Wellness and Athletic fees are compulsory fees that entitle students to the use of Keyano's Syncrude Sport & Wellness Centre as well as admission to all Keyano College Huskies Athletics Home Games. Full-time credit students pay a Wellness and Athletic fee of \$2.20 per week to a maximum of \$30 per semester. This entitles them access to the Syncrude Sport & Wellness Centre during the semester for no additional fees. Part-time credit students pay a Wellness and Athletic fee of \$1.10 per week to a maximum of \$15 per semester, which entitles them to a discounted Syncrude Sport & Wellness Centre membership of \$249.

Auditing students, senior citizens, and students attending programs outside Clearwater or Suncor Energy Industrial campus are not required to pay Wellness and Athletic fees.

STUDENTS' ASSOCIATION FEE

The Students' Association fee is a mandatory fee that entitles students to Students' Association membership and all the benefits offered (see page 43.) Full-time students are assessed \$6.38 per week of studies. Part-time students are required to pay \$3.19 per week of studies. Fees are assessed at the time of registration and are non-refundable, non-transferable.

The Students' Association has implemented a building fund for students in the Fort McMurray campuses. It is \$1.10/week for full-time students and \$0.55/week for part-time students.

Students at regional learning centres pay the Associate Membership fee of \$14.35 per term.

Auditing students and senior citizens are not required to pay Students' Association fees.

HEALTH AND DENTAL PLAN FEES

Eligible full-time students are required to pay \$126 per Fall and Winter semester (total of \$252) for one complete year of the mandatory Extended Health & Dental plan offered by the Students' Association of Keyano College (SAKC). This fee is assessed along with tuition and related fees during the registration process at the Office of the Registrar. Students with the plan may also purchase coverage for a spouse and/or dependents(s).

Students already covered by an alternate plan (through parents, spouse or employer), have one opportunity per year to opt out of the SAKC Benefits plan. They must do so within the first two weeks of the start date of their program by completing a waiver form online. Opt out waivers will remain on students records for all future academic years. Students wishing to reactivate coverage for the next academic year must complete an enrollment form to opt in.

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Visit www.studentcare.ca and choose Students Association of Keyano College for additional information regarding deadlines, plan details, and to complete enrollment or opt out forms.

LABORATORY AND MATERIALS FEE

A laboratory consumable fee of \$25 per learner, per course, will be assessed at the time of registration to a maximum of \$100 per semester, with the exception of Allied Health Programs.

Bachelor of Science in Nursing, Health Care Aide, Practical Nurse and Pre-Hospital program students will be assessed a laboratory fee at the time of registration. This fee will vary by program and year of study to a maximum of \$200 per year. Laboratory and materials fees are non-refundable, non-transferable.

TECHNOLOGY FEE

A technology fee of \$50 per semester, for full-time students and a \$15 per semester fee for part-time students, will be assessed at the time of registration. This fee is non-refundable, non-transferable.

FEES FOR AUDITING STUDENTS

Fees for auditing a course shall be set at one-half the tuition fee, but students are responsible for the cost of all books, supplies, registration, laboratory and technology fees. Auditing students are not charged for Wellness & Athletic, Students' Association or SA building fees.

FEES FOR COLLABORATIVE STUDENTS

Student enrolled in collaborative programs are responsible to pay student fees, in addition to any tuition and fees paid to the collaborative institution. Keyano College fees include registration, laboratory, technology, Wellness & Athletic, Students' Association and SA building fees.

FEES FOR INCLUSIVE POST-SECONDARY EDUCATION STUDENTS (IPSE)

Fees for IPSE students shall be set at one-half tuition fee but students are responsible for the cost of all books, supplies, and all student fees (registration, laboratory, technology, Wellness & Athletic, Students' Association and SA building fees).

FEES FOR SENIOR CITIZENS

Students 60 years of age and over will receive a tuition waiver for one credit course per term, but are responsible for the cost of all books, supplies, registration, laboratory and technology fees. Senior citizens are not charged for Wellness & Athletic, Students' Association and SA building fees.

BOOKS AND SUPPLIES

Tuition-paying students are required to purchase books and supplies available from the College bookstore. Sponsored students may have part or all of the cost of books and supplies paid for them by their sponsor.

RESPONSIBILITY OF FEES

It is the student's responsibility to ensure that all tuition and related fees are paid 10 business days prior to the first official day of classes. Refer to page 7 for specific dates.

PAYMENT OF FEES

Tuition and related fees must be paid ten business days prior to the official first day of classes (including the first day of classes) in any given semester (see Academic Schedule on page 7). Failure to meet the tuition deadline will result in withdrawal from the program and/or classes. Please view self-service for account balance as statements will not be sent.

Tuition and fees owing to Keyano College must be paid by on-line banking or with credit card via www.keyano.plastiq.com. Please visit keyano.ca/Services/FinancialServicesCentre for more information.

Prospective students will be sent a 24 hours warning email prior to withdrawal from the program. Exception may be granted where students have proof of sponsorship for tuition or student loan authorization. International (visa) students will pay a surcharge of 200%.

All financial obligations to the College and its educational partners must be settled before a diploma, certificate, transcript, or any type of award is issued.

REFUND OF FEES

(2018/2019)

Students who voluntarily withdraw from the College must complete a Withdrawal Form (available from the Office of the Registrar). Fees will be refunded in accordance with the following regulations. Prior to the program, or course start date, students who cancel their registration by notifying the Office of the Registrar, in writing, will have tuition deposits refunded according to the following dates:

- Four weeks or more prior to the official first day of classes in any given semester: \$75 refund (\$150 for international students).
- Between four weeks and the day prior to the official first day of classes: \$50 refund (\$100 for international students).
- No tuition deposit refund on or after the official first day of classes.

Trades & Heavy Industrial programs are subject to a nonrefundable, non-transferable deposit of \$100.

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(2019/2020)

Students who voluntarily withdraw from the College must complete a Withdrawal Form (available from the Office of the Registrar). Fees will be refunded in accordance with the following regulations. Prior to the program, or course start date, students who cancel their registration by notifying the Office of the Registrar, in writing, will have admission deposits refunded according to the following dates:

- Until June 30 a 50% refund will be provided.
- After June 30 there will be no refund.

Trades & Heavy Industrial programs are subject to a nonrefundable, non-transferable deposit of \$250 (\$500 for international students).

Once classes begin, refunds will be granted according to the following guidelines:

- Between 1/8th (i.e. 2nd week of a 16 week semester) and 3/8th (i.e. between 3rd and 6th week of a 16 week semester) of the length of a session, a 50% refund of tuition fees will be granted.
- After 3/8th of the length of a session, no refund of tuition fees will be granted.

In special circumstances, exceptions to provisions (1) and (2) may be made by the President of the College or a designee. In the case of refunds, the designate will be the Registrar.

Students who are required to withdraw by the College are not eligible for a refund of tuition fees

Refunds in cheque form will be mailed to the student's permanent address within two weeks, or through direct deposit or e-transfer.

PLEASE NOTE: *Non-attendance is not accepted as a notice of withdrawal. Students must notify the Office of the Registrar in writing or in person by signing the appropriate documents in order to withdraw from courses. Students are responsible for all changes made to their registration*

APPRENTICESHIP FEE COLLECTION

Full tuition and fees are payable upon registering for technical training.

APPRENTICESHIP REFUND POLICY

(2018/2019)

The \$100 admission deposit and \$50 application fee is nonrefundable and non-transferable.

(2019/2020)

The \$250 admission deposit and \$50 application fee is nonrefundable and non-transferable.

- If an Apprentice withdraws 10 business days prior to the first day of class a 50% refund of tuition and associated costs will be granted.
- As of the the first day of class there will be no refund of tuition or associated fees.
- If the college cancels a program a full refund will be granted.

SCHEDULE OF FEES/CHARGES

Challenge Exam	50% course fee
ID Replacement	\$25
Official Transcripts	\$10 +GST
Parchment Replacement	\$30 +GST
Proof of Enrollment Letter	\$5 +GST
Supplemental Exam	\$50

REFUND & CREDIT SCHEDULE

Failure to officially withdraw, in writing, from any course in accordance with withdrawal procedures will result in no refund of fees or any reduction of unpaid fees. Students who fail to attend courses without officially withdrawing are still indebted to the College for all applicable fees.

TUITION TAX RECEIPTS (T2202A) FOR FILING PERSONAL INCOME TAX FORMS

The tax form T2202A is automatically produced for the sum of eligible amounts applicable to the respective calendar year for each student. As per Canada Revenue Agency criteria, Academic Foundations and College Preparation programs do not qualify for the education tuition tax credit. Students in these programs are not eligible to receive a T2202A tax form.

T2202A forms will be available through the Internet at Keyano College online (selfservice.keyano.ca) on the last day of February of the following year. Alternately, students may call the Office of the Registrar at 1-800-251-1408 ext. 4801 or locally at 780-791-4801.

TUITION & REFUND SCHEDULE WITHDRAWALS & DROPS

Upon official withdrawal from a course or program, the refund of fees or credits reducing unpaid fees due are listed in the Academic Schedule on page 7. Please note that students who have any outstanding indebtedness to Keyano College will be placed on financial hold which will result in collection procedures as well as restrict access to the College in the future. The Finance Department should be contacted to resolve any outstanding obligations.