

# INTERNATIONAL STUDENTS

## APPLICATION PROCEDURES

Classes at Keyano College fill quickly and applying for a study permit can be a lengthy process, therefore it is recommended that international applicants begin the admissions process at least six months prior to the program start date.

- The application and document deadline for the fall (September) semester is May 1.
- The application and document deadline for the winter (January) semester is September 1.

Admission to Keyano College is open to individuals who are 18 years of age or older and who meet the basic admission requirements for the programs to which they are applying. Students who will be turning 18 years of age in their first academic year at Keyano College, and who meet the basic admission requirements for the program to which they are applying will also be eligible for admission. Students who do not meet the age requirement, but have a high school diploma (or equivalent) and meet program admission requirements will require approval from the Registrar.

## HOW TO APPLY

Please include the following with your application:

- Application Form.
- Clear and legible international educational credentials or certificates and final examination results beginning with the final year of secondary school. Certified official documents are required. Copies of original educational documents will be considered for application review. If conditional acceptance is granted, students will be required to have their documents verified as original at the Office of the Registrar. Upon request, documents from overseas will be photocopied and originals returned to the applicant.
- International Qualification Assessment Service (IQAS) assessment of certified official documents is recommended. After initial review by Keyano College Admissions, some applicants may be required to provide this assessment. Assessment Services are available through:
  - [www.immigration.alberta.ca/iqas](http://www.immigration.alberta.ca/iqas)
  - Copy of diploma/degree if applicable.
  - English Language Proficiency results (see page 15 for detailed information).
  - \$100 non-refundable application fee.
  - Any other documents that are part of the admission requirements for a specific program.

Applications may be submitted by mail, fax, in person, or through the Alberta Post-Secondary Application System (APAS), [ApplyAlberta.ca](http://ApplyAlberta.ca). The \$100 non-refundable application fee must be paid when the application is submitted. Applications received without payment will not be processed.

Please note that International Applicants may defer their application once per application submission.

## Mail to:

Office of the Registrar  
Keyano College  
8115 Franklin Avenue  
Fort McMurray, AB T9H 2H7

## TO BE ELIGIBLE TO STUDY IN CANADA

If you are not a Canadian citizen or a permanent resident of Canada you must obtain a valid study permit before you come to Canada.

To obtain your study permit you must:

- Have a valid passport.
- Apply to Keyano College and receive your letter of acceptance.
- Submit a completed application with the requested fees to the Canadian Embassy or to Immigration, Refugees and Citizenship Canada (IRCC) in your country.
- You must provide IRCC with proof that you have enough money to pay for your:
  - tuition fees
  - living expenses for yourself and any family members who come with you to Canada, and
  - return transportation for yourself and any family members who come with you to Canada.
- You must be a law-abiding citizen with no criminal record and not be a risk to the security of Canada. You may have to provide a police certificate.
- You must be in good health and willing to complete a medical examination, if necessary.
- You must satisfy an immigration officer that you will leave Canada when you have completed your studies.

**NOTE:** International students are not eligible for the following programs:

- Apprenticeship
- Emergency Medical Technician
- Health Care Aide
- Heavy Equipment Technician
- Mechanical and Construction Trades Preparation
- Power Engineering: CML (exceptions for current work permit holders)
- Power Engineering Co-op
- Process Operations Co-op
- Pre-Employment Programs

## FEES

See pages 20-24 for information on student fees. New international students will pay a surcharge of 200% on tuition.

# INTERNATIONAL STUDENTS

## BASIC PROVINCIAL HEALTH INSURANCE

It is important that you subscribe to the Alberta Health Care Insurance Plan (AHCIP) as soon as you arrive in Canada. You will need an Alberta Health Care Identification Card, Blue Cross Card or another private insurance plan identification card to access the health care system.

Students authorized to stay in Canada for 12 months or longer are required to register with AHCIP. You will be eligible to apply and to receive coverage on the date of your arrival. You must register within three months of your arrival in Canada. A copy of your Study Permit and/or your Temporary Resident Visa will be required when you apply for AHCIP.

AHCIP pays for services provided by physicians and oral surgeons. It also pays a portion of the cost of treatment provided by optometrists, chiropractors, podiatrists, and physical therapists. It does not pay for naturopaths, or for medication or ambulance services.

Registration forms can be downloaded and printed from: [health.alberta.ca/AHCIP/register-for-AHCIP.html](http://health.alberta.ca/AHCIP/register-for-AHCIP.html)

### Apply by mail:

Send all required documents to the following address:  
Alberta Health Care Insurance Plan  
727 7 Avenue Southwest  
Calgary, AB T2P 0Z5

Additional information can be obtained by calling toll free: 403-310-0000 and then dial 780-427-1432 or visit [health.alberta.ca](http://health.alberta.ca) for more information.

## PRIVATE HEALTH INSURANCE

If you do not qualify for AHCIP, you may purchase health insurance from a private insurance company such as:

### Kanetix

[kanetix.ca/travel-students-to-Canada](http://kanetix.ca/travel-students-to-Canada)

### Bridges International Insurance Services

[biis.ca](http://biis.ca)

### International Student Insurance

[internationalstudentinsurance.com](http://internationalstudentinsurance.com)

### Ingle International

[ingleinternational.com](http://ingleinternational.com)

## EXTENDED HEALTH & DENTAL INSURANCE

International Students have access to the mandatory Students' Association of Keyano College Benefits Plan, facilitated by the Students' Association of Keyano College (SAKC).

**NOTE:** Extended Health & Dental Insurance does not meet the Basic Provincial Health Insurance requirement.

Visit [mystudentplan.ca](http://mystudentplan.ca) and choose Students Association of Keyano College for additional information regarding deadlines, plan details, and to complete enrollment or opt out forms.

## CAMPUS HEALTH SERVICES

Health Services are provided through Keyano College Health Services. The College Nurse provides confidential walk-in, on-campus health-care that includes health education and promotion with a wellness focus.

# ENGLISH LANGUAGE PROFICIENCY

English is the primary language of instruction at Keyano College. All applicants need an adequate level of English Language proficiency before admission, regardless of their citizenship or country of origin. English Language Proficiency is sufficient if applicants can present the successful completion of three or more years of full-time education in English, normally including the grade 12 year or higher, in a Canadian school (or an approved school outside of Canada with accepted English proficiency). If an

applicant does not present these years of English education, they may be able to meet this requirement in other ways.

Please note that this applies to ALL programs except College Preparation and Academic Foundations.

Keyano College reserves the right to use discretion in determining adequate levels of English language proficiency to ensure success in academic programs.

HOW CAN I SHOW THAT I'VE MET THE REQUIREMENTS?	KEYANO COLLEGE WILL ACCEPT ONE REQUIREMENT:	DETAILS AND CONDITIONS
Completing a test of English Language Proficiency and earning a minimum score required by Keyano College. (see notes 4, 7)	TOEFL: iBT (Test of English as a Foreign Language: Internet Based TOEFL). <a href="http://www.ets.org/toefl">www.ets.org/toefl</a>	See required scores outlined in the specific program requirements for your program.
	IELTS (academic) (International English Language Test System). <a href="http://www.ielts.org">www.ielts.org</a>	See required scores outlined in the specific program requirements for your program.
	CAEL (Canadian Academic English Language assessment exam).	See required scores outlined in the specific program requirements for your program.
	MELAB (Michigan English Assessment Battery).	See required scores outlined in the specific program requirements for your program.
	CLBA (Canadian Language Benchmark Assessment).	This option is only for applicants for the Mechanical Construction Trades and Pre-Employment programs.
Completing certain courses that have been approved by Keyano College, and achieving a certain minimum grade in that course. (see notes 4,7)	Alberta English 30-1 or Canadian provincial equivalent.	Final blended grade of 70% or higher.
	Alberta English 30-2 or Canadian provincial equivalent.	Final blended grade of 75% or higher (not applicable to Nursing or University Studies programs).
	International Baccalaureate English A1, A2.	A grade of 5 or better.
	International Baccalaureate English B.	A grade of 6 or better.
	Advanced Placement English.	A grade of 4 or better on the AP English College Board examination.
	O-level, GCSE, IGCSE, AS-level or A-level English Language or Literature course.	A grade of B or better.
	6 credits of transferable university-level English Language and Literature course completed at a Canadian or American post-secondary institution (or an institution listed on pages 16) where English is the language of instruction.	A grade of B+ or better.
The University of Alberta's ESL 140/145.	Successful completion.	
Previous Education in English (see notes 1, 2, 3, 5, 7)	Three full years of education in English in Canada or the equivalent in another country where English is the principal language.	Such education must include Alberta Grade 12 or its equivalent level, and can be a combination of secondary and post-secondary education.
	Successful completion of the equivalent of three years of full-time instruction in a school/institution in Canada in which the major language of instruction is English.	The level of English proficiency required for graduation must be equivalent to that in English language schools/institutions in Canada.
	Graduation from a degree program offered by an accredited institution at which English is the primary language of instruction.	The institution must be located in a country where English is the primary language (see list of countries and institutions listed on page 16).

# ENGLISH LANGUAGE PROFICIENCY

**NOTE 1:** Enrollment in English as an Additional Language (EAL) courses or programs will not be included in the calculation of three years of full-time study. Enrollment must be in a regular high school or post-secondary institution for a credit program. Where students are registered in both EAL and regular programs, the EAL hours will be deducted from the total educational hours.

**NOTE 2:** Proof of three years of education must be submitted in the form of official transcripts (including details on course enrollment and hours of instruction).

**NOTE 3:** Failing grades/courses will not be counted when calculating full-time attendance. Only courses with passing grades will be considered.

**NOTE 4:** Standardized test results must be issued directly from the testing office. Photocopies will not be accepted. Test scores must be valid and verifiable.

**NOTE 5:** For a list of countries and institutions that are recognized as having met Keyano College's English Language Proficiency requirement, please see page 15.

**NOTE 6:** In countries where alpha-grades are further defined by numerical grades, a minimum grade of 3 is required to meet ELP (for example: a grade of B3).

**NOTE 7:** For University transfer purposes, students must meet the English Language Proficiency requirement(s) of the institution they wish to transfer to at the time of transfer.

All documents for the intended purpose of demonstrating English Language Proficiency must be official and sent directly to Keyano College, Office of the Registrar, Admissions Unit, from the issuing institution(s) or organization(s). Please note that test scores must have been written within two years prior to the start date of the program desired.

## SPOKEN LANGUAGE PROFICIENCY

***Applicants to the Health Sciences and Teaching programs (Bachelor of Science in Nursing, and Practical Nurse).***

In addition to demonstrating English Language Proficiency, applicants whose first language is not English, regardless of country of origin, or citizenship must also present Spoken Language Proficiency. Applicants who have six or more years of full-time education in English, normally including the grade 12 year or higher, in a Canadian school (or an approved school outside of Canada with accepted English proficiency) meet this requirement. If applicants do not present these years of English education, they may be able to meet this requirement by presenting:

- a minimum score of 26 in the Speaking band of the TOEFL: iBT
- or a minimum score of 7.5 in the Speaking band of IELTS

In addition, students must meet the overall ELP test scores as outlined in specific program requirements. Successful completion of the SPEAK test offered at the University of Alberta may also be considered.

**In addition to meeting English Language and Spoken English requirements (where required), applicants must also present the appropriate coursework to meet the admission requirements for the program.**

# ENGLISH LANGUAGE PROFICIENCY: EXEMPTIONS

## EXEMPT COUNTRIES

The following countries are recognized as English Language Proficiency exempt, providing the applicant has been educated for a minimum of three years at a qualifying educational institution. Spoken Language Proficiency is exempt if the applicant has been educated for a minimum of six years at a qualifying educational institution. Please consult the official English Language Proficiency policy on page 15 for further details.

- American Samoa
- Anguilla
- Antigua
- Australia
- Bahamas
- Barbados
- Belize
- Bermuda
- Botswana
- British Honduras
- Brunei
- Cameroon (must present GCE O and A levels from Cameroon GCE Board with a grade of B in GCE O level English Language)
- Canada
- Cayman Islands
- England
- Falkland Islands
- Fiji
- Ghana
- Gibraltar
- Grenada
- Guam
- Guyana
- India \* (with 75% English on the all India Senior Secondary School Certificate, or 80% Functional English, or CISCE Indian School Certificate with 75% in English)
- Ireland (Republic of Eire)
- Jamaica
- Kenya
- Liberia
- Malta
- Mauritius
- Montserrat
- New Zealand
- Nigeria
- Northern Ireland
- Pacific Island
- Panama Canal Zone
- Puerto Rico
- Ryukyu Islands
- Scotland
- Seychelles
- Singapore
- South Africa (must present National Senior Certificate with a passing grade in English Home Language)
- St. Helena
- St. Kitts and Nevis
- St. Lucia
- St. Vincent and the Grenadines
- Tanzania
- Trinidad and Tobago
- Turks and Caicos Island
- Uganda
- United States of America
- Virgin Islands
- Wales
- Zimbabwe

## EXEMPT UNIVERSITIES

Applicants who have been educated for a minimum of three years at the following institutions in the designated countries are exempt from the English language proficiency requirement. Spoken Language Proficiency is exempt if the applicant has been educated for a minimum of six years at the following institutions.

### Bangladesh

- Bangladesh Agricultural University
- Bangladesh University of Engineering and Technology (BUET)
- Chittagong University of Engineering and Technology
- Dhaka University of Engineering and Technology
- Independent University
- Islamic University of Technology
- Khulna University of Engineering and Technology
- Shahjalal University of Science and Technology (Engineering programs only)

### Botswana

- Botswana College of Agriculture
- University of Botswana

### Bulgaria

- American University in Bulgaria

### Cameroon

- University of Buea (Effective Fall 2015)

### Egypt

- American University in Cairo

### Eritrea

- University of Asmara

### Ethiopia

- Addis Ababa University
- Alemaya University
- Arba Minch Institute of Water Technology
- Jimma University
- Wongo Genet College of Forestry

### Germany

- International University
- Jacob's University

### Ghana

- Kwame Nkrumah University of Science and Technology
- University of Cape Coast
- University of Developmental Studies (USD), Tamale
- University of Ghana

### Hong Kong

- City University of Hong Kong
- Hong Kong Polytechnic University
- Hong Kong University of Science & Technology
- The University of Hong Kong



# ENGLISH LANGUAGE PROFICIENCY: EXEMPTIONS

## India

- Aligarh Muslim University
- Anna University
- Annamalai University
- Arunachal University
- Assam Agricultural University
- Berhampur University
- Birla Institute of Technology (Ranchi)
- Birla Institute of Technology and Science
- Cochin University of Science & Technology
- Gauhati University
- Indian Institute of Management (Bangalore)
- Indian Institute of Science
- Indian Institute of Technology (Bombay)
- Indian Institute of Technology (Delhi)
- Indian Institute of Technology (Guwahati)
- Indian Institute of Technology (Kanpur)
- Indian Institute of Technology (Kharagpur)
- Indian Institute of Technology (Madras)
- Indian Institute of Technology (Roorkee)
- Indian School of Mines
- Jadavpur University
- Karnatak University
- Kerala Agricultural University
- Konkan Agricultural University
- Maharaja Sayajirao University of Baroda
- Mahatma Gandhi University
- Mangalore University
- Manipur University
- Sambalpur University
- Tamil Nadu Agricultural University
- Tamil Nadu Veterinary and Animal Sciences University
- Thapar Institute of Engineering and Technology
- University of Calcutta
- University of Health Sciences, Andhra Pradesh
- University of Mumbai
- University of Hyderabad
- University of Kashmir
- University of Kerala

- University of North Bengal
- University of Roorkee
- Utkal University
- West Bengal University of Technology
- University of Delhi, Delhi

## Kenya

- Catholic University of Eastern Africa
- Egerton University
- Jomo Kenyatta University of Agric & Tech
- Kenyatta University
- Maseno University
- Moi University
- University of Eastern Africa - Baraton
- University of Nairobi

## Kuwait

- Kuwait University (Faculties of Science, Engineering and Petroleum, Allied Health Science, Medicine and the Department of English)

## Lebanon

- Lebanese American University
- American University of Beirut

## Lesotho

- National University of Lesotho

## Malawi

- University of Malawi

## Malta

- University of Malta

## Namibia

- University of Namibia

## Nigeria

- Abia State University
- Abubakar Tafawa Balewa University
- Adekunle Ajasin University (formerly Ondo State University)
- Ahmadu Bello University
- Ambrose Alli University
- American University of Nigeria
- Bayero University
- Delta State University
- Enugu State University of Sci and Tech

- Federal University of Technology, Akure
- Federal University of Technology, Minna
- Federal University of Technology, Owerri
- Federal University of Technology, Yola
- Igbinedion University, Nigeria
- Ladoke Akintola University of Technology
- Lagos State University
- Nnamdi Azikiwe University
- Obafemi Awolowo University
- Ogun State University
- Ondo State University (now Adekunle Ajasin University)
- Rivers State University of Sci & Tech
- University of Abuja
- University of Ado-Ekiti
- University of Agriculture, Abeokuta
- University of Agriculture, Makurdi
- University of Benin
- University of Calabar
- University of Ibadan
- University of Ilorin
- University of Jos
- University of Lagos
- University of Maiduguri
- University of Nigeria
- University of Port Harcourt
- University of Uyo

## Pakistan

- AAg Khan University
- Gomal University
- Hamdard University
- Lahore University of Management Sciences
- Mehran University of Engg & Technology
- NED University of Engg & Technology
- NWFP Agricultural University
- NWFP University of Engg & Technology
- Quaid-I-Azam University
- Sindh Agriculture University, Tandojam
- Sir Syed University of Engineering & Technology
- University of Agriculture, Faisalabad

# ENGLISH LANGUAGE PROFICIENCY: EXEMPTIONS

- University of Engg & Technology, Lahore
- University of Health Sciences
- University of Karachi

## **Papua New Guinea**

- Papua New Guinea University of Technology
- University of Goroka
- University of Papua New Guinea

## **Philippines**

- Adamson University
- Benguet State University
- Central Mindanao
- Central Philippine University
- Far Eastern University
- Lligan Institute of Technology of the Mindanao State University
- Mindanao State University
- National University
- Notre Dame University
- Philippine Dominican Ctr of Institutional Studies
- Silliman University
- University of Negros Occidental- Recoletos
- University of San Carlos
- Xavier University

## **Samoa**

- University of the South Pacific

## **Saudi Arabia**

- King Fahd University of Petroleum and Minerals

## **Sierra Leone**

- University of Sierra Leone

## **Singapore**

- Nanyang Technological University
- National University of Singapore

## **Sri Lanka**

- University of Moratuwa

## **Tanzania**

- Mzumbe University
- Sokoine University of Agriculture
- University of Dar es Salaam

## **Thailand**

- Asian Institute of Technology
- Assumption University
- Mahidol University

## **Turkey**

- Atilim University
- Bilkent University
- Bogazici University
- Izmir Institute of Technology
- Koc University
- Middle East Technical University

## **Uganda**

- Makerere University
- Mbarara University of Science and Technology

## **United Arab Emirates**

- American University of Sharjah

## **Zambia**

- Copperbelt University
- University of Zambia

## **Zimbabwe**

- National University of Sci & Tech
- University of Zimbabwe
- Zimbabwe Open University

# 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 (including eCampus students wanting a credential from Keyano).
- 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.).
- Non-program students (students coming in to take one or two courses, Continuing Education students taking one credit course, etc.).

### 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

### 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

### Heavy Equipment Technician 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.

## 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 by the end of the first week (five working days) 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%.



# FEES

## 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.

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.

Visit [mystudentplan.ca](http://mystudentplan.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

## 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 within 5 business days. Refer to page 7 for specific dates.

## PAYMENT OF FEES

Tuition and related fees must be paid within 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 fees are not paid within this time. 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. Please visit [keyano.ca/Services/FinancialServicesCentre](http://keyano.ca/Services/FinancialServicesCentre) for more information.

If tuition fees are outstanding after the assessment of \$100 penalty, then the student's registration may be terminated. 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%.

Students will not be registered for a succeeding semester or session, nor allowed to attend classes until all overdue accounts are paid in full. 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

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 non-refundable, non-transferable deposit of \$100.

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

1. 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.
2. 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.

**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

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

- If an Apprentice withdraws between 10 business days prior to the first day of class a 50% refund of tuition and associated costs will be granted.
- After 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
Course Outlines ...	\$5 per outline to a max of \$50 +GST
Deferred Exam .....	\$50
ID Replacement .....	\$25
Official Transcripts .....	\$10 +GST
Parchment Replacement .....	\$30 +GST
Proof of Enrollment Letter .....	\$5 +GST
Supplemental Exam .....	\$50

# FEES

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## **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](http://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.

# FEES

The following fee schedule may be subject to change without notice. | Tuition and related fees are set on an annual basis.  
International (visa) students will pay a tuition surcharge of 200%.

## FULL-TIME TUITION & FEES PER SEMESTER

PROGRAM	TUITION PER TERM	SA FEE	SA BUILDING FEE	RECREATION & ATHLETIC	REG FEE	*HEALTH & DENTAL	TECH FEE	TOTAL	LABORATORY FEE PER LAB COURSE
<b>ACADEMIC UPGRADING</b>									
Academic Foundations	\$1,139.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$1,479.76	
College Preparation	\$379.65/crs	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00		\$25.00
<b>CERTIFICATE AND DIPLOMA PROGRAMS</b>									
Aboriginal Entrepreneurship	\$1,786.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$2,126.76	
Art and Design	\$1,951.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$2,291.76	varies
Business Administration	\$1,786.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$2,126.76	
Early Learning and Childcare	\$1,786.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$2,126.76	
Educational Assistant	\$1,786.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$2,126.76	
Emergency Medical Technician - Ambulance	\$2,720.00	\$127.64	\$21.60	\$30.00	\$15.00	\$126.00	\$50.00	\$3,090.24	\$100.00
Emergency Medical Technician - Paramedic	\$2,924.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$3,264.76	
Environmental Monitoring	\$1,786.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$2,126.76	
Environmental Technology	\$1,786.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$2,126.76	\$25.00
Fitness Leadership and Movement	\$1,951.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$2,291.76	
Health Care Aide	\$2,549.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$2,889.76	\$100.00
Heavy Equipment Technician Diploma	\$3,176.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$3,516.76	
Office Administration	\$1,951.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$2,291.76	
Practical Nurse	\$116.00 per credit	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$340.76	\$100.00
Social Work	\$1,951.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$2,291.76	
<b>UNIVERSITY STUDIES, EDUCATION &amp; NURSING (YEARS I - III)</b>									
Education - Years I and II	\$1,951.00	\$102.02	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$2,291.66	\$25.00
Nursing – Years I and II	\$1,951.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$2,291.76	\$100.00
*Nursing – Year III	\$177.42 per credit	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00		\$100.00
University Studies	\$1,951.00	\$102.02	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	\$2,291.66	\$25.00
<i>Note: Nursing – Year III will be equal to the tuition charged by the University of Alberta.</i>									
<b>COLLABORATIVE DEGREES</b>									
Business Administration	Years III & IV will be paid to Northern Alberta Institute of Technology.								
Education - Years III & IV	Years III & IV will be paid to the University of Alberta.								
Environment - Years III & IV	Years III & IV will be paid to Keyano College at the Mount Royal University rate.								
Nursing - Year IV	Year IV will be paid to the University of Alberta.								

# FEES

## PART-TIME TUITION & FEES PER SEMESTER

PROGRAM	PER CREDIT	SA FEE	SA BUILDING FEE	RECREATION & ALTHLETIC	REG FEE	TECH FEE	LABORATORY FEE PER LAB COURSE
<b>ACADEMIC UPGRADING</b>							
Academic Foundations	\$75.93	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	
College Preparation	\$379.65/crs	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	\$25.00
<b>CERTIFICATE AND DIPLOMA PROGRAMS</b>							
Aboriginal Entrepreneurship	\$169.00	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	
Art and Design	\$186.00	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	varies
Business Administration	\$169.00	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	
Early Learning and Childcare	\$139.00	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	
Educational Assistant	\$139.00	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	
Environmental Monitoring	\$169.00	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	
Environmental Technology	\$169.00	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	\$25.00
Fitness Leadership and Movement	\$186.00	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	
Office Administration	\$186.00	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	
Practical Nurse	\$116.00	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	\$100.00
Social Work	\$186.00	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	
<b>UNIVERSITY STUDIES, EDUCATION &amp; NURSING (YEARS I - III)</b>							
Education - Years I and II	\$186.00	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	\$25.00
Nursing – Years I and II	\$186.00	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	\$100.00
*Nursing – Year III	\$177.42	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	\$100.00
University Studies	\$186.00	\$51.04	\$8.82	\$15.00	\$7.50	\$15.00	\$25.00

Note: Nursing – Year III will be equal to the tuition charged by the University of Alberta.

## TRADES TUITION & FEES

PROGRAM	TUITION	SA FEE	SA BUILDING FEE	RECREATION & ALTHLETIC	REG FEE	*HEALTH & DENTAL	TECH FEE	MATERIALS	TOTAL
<b>TRADES</b>									
Apprenticeship	\$784.00	\$51.06	\$8.82	\$17.60	\$15.00	n/a	\$50.00	\$67.00	\$993.48
PreEmployment programs	\$6,755.00	\$102.12	\$17.64	\$30.00	\$15.00	\$126.00	\$50.00	n/a	\$7,095.76
Coker Technician	\$2,618.00	\$51.06	\$8.82	\$17.60	\$15.00	n/a	\$50.00	n/a	\$2,760.48
Mechanical and Construction Trades	\$2,241.00	\$153.18	\$26.46	\$60.00	\$30.00	\$252.00	\$100.00	n/a	\$2,862.64
Power Engineering 4th Class (CML)	\$1,034.00	\$102.12	\$17.64	\$30.00	\$15.00	n/a	\$50.00	n/a	\$1,248.76
Power Engineering 3rd Class (CML)	\$1,160.00	\$102.12	\$17.64	\$30.00	\$15.00	n/a	\$50.00	n/a	\$1,374.76
Power Engineering Co-op	\$5,527.00	\$204.23	\$35.29	\$60.00	\$30.00	\$252.00	\$100.00	n/a	\$6,208.52
Process Operator Co-op	\$5,527.00	\$204.23	\$35.29	\$60.00	\$30.00	\$252.00	\$100.00	n/a	\$6,208.52

Note: All program fees, except Apprenticeship, are for a one year term. Apprenticeship tuition is \$98 per week; Electrical 4th year tuition is \$1176

\*Health & Dental fees are subject to change on an annual basis.