



# COLLECTION OF STUDENT ASSOCIATION FEES POLICY

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The College recognizes the importance of supporting the existence of a Student Association (SA) and endeavors to assist the SA in its efforts wherever possible.

A duly-elected SA represents the interests of the student body to College Leadership. It coordinates student life activities which contribute to student success, and which enhance the learning and personal growth experience.

## 1.0 POLICY STATEMENT

Student fees are set by the SA, in consultation with Student Services, and are used to finance SA activities and the transit program. Fees are compulsory for full-time students and include the transit fee. As part of the compulsory fees, these fees are not refundable.

The SA has requested College assistance for the collection of student fees. The College undertakes to publish said fees, collect them, and remit them to the SA, at no charge.

## 2.0 PURPOSE

This procedure outlines how Student Association Fees will be collected at the New Brunswick College of Craft and Design, hereinafter called the "College".

## 3.0 SCOPE

This procedure starts with the collection of Student Association Fees and finishes with the remittance of fees to the Student Association (SA).

#### 4.0 WORKFLOW

As of January 1 each year, the SA will inform the Student Life Coordinator or Student Services Manager of the Student Association Fee amount to be charged for the upcoming academic year beginning in September. If no amount is communicated, the fee remains the same.

The Registrar's office will update the student portal with all related fees before the start of classes for each new academic year, including the Student Association fee.

Students will pay the Student Association fee as part of the compulsory fees owing to the College and following the regular guidelines for payment of fees. The financial office will deposit the funds and issue a cheque to the SA with the amount pertaining to the Student Association fee (not including the transit fee portion).

#### 5.0 STUDENT TRANSIT

The Student Association policy will include the Student Transit fee every year. This fee is paid to the city to fund the student transit program that allows students free access to public transit provided by the city of Fredericton.

The city invoices the College, and the Student Life Coordinator organizes payment of this fee from the transit fee portion of the Student Association fees.

**POLICY CUSTODIAN:** Victor Toki