



# ACCESSABILITY POLICY

## Full-Time Student Ancillary Fees

Update: August 16, 2021. V3.

Belleville Campus students with documented permanent disabilities who are registered with the AccessAbility Services or verified through the Financial Aid Office (OSAP) are considered full-time students when they are registered in 40% of a full course load. Loyalist College's registration process only assesses these students with part-time post-secondary day Student Ancillary Fees. Students with documented permanent disabilities must complete the [Students with Documented Permanent Disabilities Ancillary Fees Form](#) to demonstrate their understanding of the two options available:

1. Self-declare if they want to pay the same Ancillary Fees as full time post-secondary day students as an option to receive the same benefits as full time students.
  - Student Health Plan
  - a) The student must return this from to the Cash Office at 2H1 or email to [accounts@loyalistcollege.com](mailto:accounts@loyalistcollege.com)
  - b) The College's Account Receivable staff will:
    - Ensure that the part-time Ancillary Fees are properly subtracted from the full-time Ancillary Fees.
    - Provide them with the amount they need to pay (if necessary).
    - Email the Student Government Business Manager to confirm that all full-time Ancillary fees were paid.
  - c) The Student Government Business Manager will make arrangements to have the student manually added to the necessary data files which enables students to:
    - Use the Student Health Plan
2. Exercise their right not to pay all fees and understand that they will not be eligible for the services listed above.