

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 registered in a minimum of a 40% 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
2. The student must return this form to the Cash Office at 2H1 or email to [accounts@loyalistcollege.com](mailto:accounts@loyalistcollege.com)
3. 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 Health Centre Support Specialist to confirm that all full-time Ancillary fees were paid.
4. The Health Centre Support Specialist will make arrangements to have the student manually added to the necessary data files which enables students to use the Student Health Plan.
5. Exercise their right not to pay all fees and understand that they will not be eligible for the services listed above.