

## OALCF Task Cover Sheet

**Task Title:** Non-Refundable Fees

<b>Learner Name:</b>	
<b>Date Started:</b>	<b>Date Completed:</b>
<b>Successful Completion:</b> Yes ___ No ___	
<b>Goal Path:</b> Employment <input checked="" type="checkbox"/> Apprenticeship ___ Secondary School ___ Post Secondary <input checked="" type="checkbox"/> Independence ___	
<b>Task Description:</b> Administrative Clerks in colleges complete and process forms when they collect fees from students.	
<b>Competency:</b> A: Find and Use Information C: Understand and Use Numbers	<b>Task Group(s):</b> A2: Interpret Documents C1: Manage money
<b>Level Indicators:</b> A2.1: Interpret very simple documents to locate specific details A2.2: Interpret simple documents to locate and connect information C1.1: Compare costs and make simple calculations	
<b>Performance Descriptors:</b> see chart on last page	
<b>Materials Required:</b> <ul style="list-style-type: none"><li>• Pencil/pen</li><li>• Non-Refundable Fees Tasks Sheet and Document</li></ul>	

## **Non-Refundable Fees**

Administrative Clerks in colleges complete and process forms when they collect fees from students. Look at the Non-Refundable Fees form.

**Task 1**      What program is the student taking?

**Task 2**      The student, Cathy Lee, wants to pay using her husband's credit card.  
Enter the following information on the form:

Master Card

John Lee

Expiry 07/09

**Task 3**      Cathy needs four transcripts to include with her resume. Calculate the total cost of the transcript duplicates.

**NON-REFUNDABLE FEES**



332 – 6<sup>th</sup> Avenue S.E.  
 Calgary Alberta T2G 4S6  
 Telephone: 403.410.1400

**PLEASE PRESS FIRMLY, YOU ARE MAKING 3 COPIES**

Date April 27<sup>th</sup>

- |  |      |                                     |                                     |   |
|--|------|-------------------------------------|-------------------------------------|---|
| <u>4182-1512</u> Application Fee                     | \$40 | <input type="checkbox"/>            | <u>2020</u> Student Association Fee | <input type="checkbox"/>                                      |
| <u>4180-1512</u> Transcript (duplicate)              | \$10 | <input type="checkbox"/>            | <u>4183-</u> Lab Fee                | <del>195</del> <u>195</u> <input checked="" type="checkbox"/> |
| <u>4180-1512</u> Tax Forms (duplicate)               | \$10 | <input type="checkbox"/>            | <u>4500-1310</u> Books              | <input type="checkbox"/>                                      |
| <u>4180-1512</u> Replacement certificate             | \$10 | <input type="checkbox"/>            | <u>4184-</u> Miscellaneous          | <input type="checkbox"/>                                      |
| <u>4181-1512</u> ID Card (replacement)               | \$15 | <input checked="" type="checkbox"/> | <u>4100-</u> Confirmation Fee       | <input type="checkbox"/>                                      |
| <u>2027</u> Student Association Health & Dental Fees |      | <input type="checkbox"/>            | Student ID Number:                  | <u>2174659</u>  |

FAMILY NAME

PROGRAM AND START DATE

<u>Lee</u>	<u>Practical Nurse April 18<sup>th</sup></u>
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FIRST NAME

MIDDLE NAME

<u>Crissy</u>	<u>Xioping</u>
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**TO BE COMPLETED BY REGISTRAR'S OFFICE**

BUDGET CODE _____	PAYMENT: DEBIT
_____	MONEY ORDER
_____	SFB CHEQUE
FEE _____	CERTIFIED CHEQUE
COLLECTOR'S INITIAL _____	CASH
	VISA# _____
	MASTER CARD# _____
	EXPIRY DATE _____
	CARDHOLDER NAME _____
WHITE – REGISTRAR'S    COPY YELLOW – BUSINESS OFFICE    PINK – STUDENT COPY	

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**Non-Refundable Fees**

**Answer Key**

**Task 1** Practical Nurse

**Task 2** image on right

**Task 3** \$40.00

**Non-Refundable Fees**

NOC 1441 Administrative Clerks

NON-REFUNDABLE FEES																			
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**Task Title:** Non-Refundable Fees

Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A2.1:	<ul style="list-style-type: none"> <li>scans to locate specific details</li> </ul>			
	<ul style="list-style-type: none"> <li>interprets brief text and common symbols</li> </ul>			
	<ul style="list-style-type: none"> <li>locates specific details in simple documents, such as labels and signs</li> </ul>			
A2.2	<ul style="list-style-type: none"> <li>Extracts information from tables and forms</li> </ul>			
	<ul style="list-style-type: none"> <li>Uses layout to locate information</li> </ul>			
	<ul style="list-style-type: none"> <li>Makes connections between parts of documents</li> </ul>			
	<ul style="list-style-type: none"> <li>Makes low-level inferences</li> </ul>			
C1.1	<ul style="list-style-type: none"> <li>adds, subtracts, multiplies and divides whole numbers and decimals</li> </ul>			
	<ul style="list-style-type: none"> <li>recognizes values in number and word format</li> </ul>			
	<ul style="list-style-type: none"> <li>identifies and performs required operation</li> </ul>			
	<ul style="list-style-type: none"> <li>interprets and represents costs using monetary symbols and decimals</li> </ul>			

**This task:** was successfully completed \_\_\_ needs to be tried again \_\_\_

<b>Learner Comments</b>

\_\_\_\_\_  
Instructor (print)

\_\_\_\_\_  
Learner Signature