

Tuition & Fees Policy

Purpose	This policy establishes the process for setting tuition and fees for the College.
Policy	<p>Tuition:</p> <ul style="list-style-type: none">• The President has the authority:<ul style="list-style-type: none">▪ To recommend changes to standard and apprenticeship tuition fees to the Board of Governors.▪ To set differential tuition fees in accordance with the formula approved by the Board of Governors.▪ To set market based and international tuition fees based on cost of the program, competitive and market pressures, and the strategic objectives of the College. <p>College Initiatives Fee:</p> <ul style="list-style-type: none">• The President has the authority to recommend changes to the College Initiatives Fee to the Board of Governors. <p>Ancillary Fees:</p> <ul style="list-style-type: none">• The President has the authority to establish and set ancillary fees.
Applies to	The Tuition & Fees Policy applies to all students.
Process	<p>Tuition and fees will normally be set as part of the annual operating budget process.</p> <p>Guidelines for the process are attached.</p>

GUIDELINES

Types of Tuition & Fees

A. Domestic Students

1. Standard Tuition Fees

- a. Normally, tuition will be set as part of the annual operating budget process.
- b. Any change in standard tuition will require approval by the Board of Governors based on the recommendation of the College President.
- c. When setting tuition, consideration will be given to affordability, cost, competitive and market pressures, simplicity and consistency.

2. Differential Tuition Fees

- a. The tuition formula is set and approved by the Board of Governors based on the recommendation of the College President.
- b. Tuition is reviewed and normally is adjusted annually, based on the formula. For those programs designated as differential fee programs, tuition fees will be calculated on direct costs (total salaries - benefits and total direct costs) less departmental revenues, and divided by the anticipated students enrolment.

3. Market Based Tuition Fees (e.g. Professional & Continuing Studies)

- a. Tuition will be established and set by College Administration.
- b. Tuition will be set taking into account the cost of the program, competitive and market pressures, and the strategic objectives of the College.

B. International Students

1. International Tuition Fees

- a. Tuition will be established and set by College Administration.
- b. Tuition will be set taking into account the cost of the program, competitive pressures and the strategic objectives of the College.

C. Fees – All Students

1. College Initiatives Fees

- a. Normally college initiative fees will be set as part of the annual operating budget process.
- b. Changes in college initiative fees will require approval by the Board of Governors, based on the recommendation of the College President.

2. Ancillary Fees (e.g. transcript fee, application fee)

- a. Ancillary fees are established and set by the College Administration, taking into account the advice of both Fees Committee and Operations Council.

D. Responsibility for Tuition

1. Financial Services will be responsible for managing tuition as follows:
 - a. Maintaining a central listing of all current tuitions.
 - b. Maintaining complete and correct tuition schedules.
 - c. Calculating and establishing tuition and fees.
 - d. Reviewing impact on tuition and fees when there are changes made to courses and programs.

E. Timing and Communication

1. No tuition or fee information will be posted on the website except through the College on-line calendar as maintained by the Registrar's Office, based on the master tuition and fees listing maintained by Financial Services.
2. Departments/Schools will not publish tuition or fees information in brochures, handouts or other materials without prior approval by the Registrar's Office.
3. Tuition and fees may be communicated by course or by program. All communication must include the disclaimer that "tuition and fees are subject to change" and refer to an effective date.
4. All tuition and fees will be calculated by course credit or equivalent where possible.
5. Normally, the College will give not less than 60 days notice.*
6. Normally, tuition and fees will be reviewed on an annual basis, as part of the development of the annual operating budget.
7. Normally, changes to tuition and fees will be communicated as part of the annual budget process.

* The 60 day notice period will not apply to entrepreneurial activities of the College.

1. Policy Sponsor Vice President, Finance and Administration

2. Approvals:

President _____ Date: _____

Vice President _____ Date: _____
Finance and Administration

Operations Council Chair _____ Date: _____

Board Chair _____ Date: _____

3. Amendments

President _____ Date: _____

Vice President _____ Date: _____
Finance and Administration

Operations Council Chair _____ Date: _____

Board Chair _____ Date: _____

4. Review Date