

Policy Number:	3000
Policy Title:	Tuition and Fees
Approved by:	Board of Governors
Approval date:	February 22, 2022
Effective date:	February 22, 2022
Review date:	-
Next review date:	February 22, 2027

Policy Statement

This policy defines the process for review and approval of tuition and related fees.

Tuition and fees reflect an investment in quality academic program delivery as well as value-added student services that enhance student success and play an important role in ensuring institutional sustainability in order to continue providing quality educational services.

Fee information will be published and updated on the University’s website and in the Academic Calendar.

Purpose

The purpose of this policy is to:

1. Ensure that the Board of Governors retains responsibility to set institutional direction regarding tuition and fees;
2. Ensure that tuition and fees assessed by the University for its programs and related services are properly authorized and publicized; and
3. Ensure that tuition and fees charged to students are in accordance with the Board of Governors approved policy.

Scope

This policy applies to tuition and fees for all courses, programs, micro-credentials, or other types of training at University Canada West (UCW).

Definitions

These definitions apply to terms as they are used in this policy:

Word/Expression	Definition
Compulsory Registration Fees	Fees charged to students for a specific purpose, activity or service. Compulsory registration fees can be university wide or differentiated by program, location, delivery-method, enrollment level, or other criteria approved by the board. All Compulsory fees must be approved by the board.
Fees for Additional Services	Discretionary fees associated with specific services performed by university staff at the request of a student that would not be considered part of the normal cost of instruction or fines/penalties incurred by the students.

Word/Expression	Definition
Tuition Fees	Consist of mandatory fees levied to students in exchange for instruction. Tuition Fees are intended to provide access to basic university-wide services associated with instruction. Tuition fees are established for all courses in undergraduate, graduate, and non-credit programs. Tuition fees also include fees for experiential learning options associated with an undergraduate or graduate program such as Co-op placements or internships.

Applicable legislation

N/A

Related policies

Policy Number	Policy Title
3001	Student Tuition Refunds

Associated procedure

Procedure Number	Procedure Title
3000p	Tuition and Fees

Responsibility

The Board of Governors (the Board) is responsible for final approval of tuition and fees to be assessed for instruction in the university and any other fees the Board considers advisable. The Board has final approval of all annual tuition and exceptional fee rate changes as well as overall policy but may delegate these responsibilities.

The President is responsible for providing recommendations to the Board on tuition rates and fees on an annual basis.

The senior leadership team of the University is responsible for reviewing requests for all new student and class fees, and changes to existing fees, and providing recommendations to the President.

The Finance Department is responsible for:

- publishing the approved schedule of tuition and other fees for the upcoming academic year on the University website,
- collecting all approved tuition and other fees,
- making decisions and communicating with students and/or employees regarding the refund and reversal of all tuition and other fees.