

Procedure Number:	3000p
Procedure 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 21, 2025

1. Purpose

1.1. The purpose of this procedure is to establish the process related to the Tuition and Fees Policy.

2. Process for Tuition Fee Approvals

- 2.1. Tuition Fees are to be reviewed by the Board of Governors annually.
- 2.2. Proposals are to come to the Board of Governors in September for full review and discussion.
- 2.3. The finance department is to analyse impact of tuition fees changes.
- 2.4. Final proposals are to come to the Board of Governors in November for approval.
- 2.5. Approved tuition fees will be published no later than December 31 to take effect for October intake of the following year.

3. Process for Additional Fees Approvals

- 3.1. All additional Fees are to be reviewed by the Board of Governors annually.
- 3.2. Proposals are to come to the Board of Governors in September for review and discussion.
- 3.3. The finance department is to analyse impact of additional fees changes.
- 3.4. Final proposals are to come to the Board of Governors in November for approval.
- 3.5. All approved additional fees will be published no later than December 31 to take effect for October intake of the following year.
- 3.6. Requests for new additional fees may also be brought to the Board of Governors for approval outside of the annual review cycles if needed.
- 3.7. Fees approved outside the annual review cycle should be published a minimum of 6 months prior to taking effect, unless a shorter notice period is approved by the Board of Governors.
- 3.8. All additional fees related to academic content (such as compulsory additional course fees) must have the academic content approved by Academic Council prior to coming forward for approval by the Board of Governors.

Definitions

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

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.

Word/Expression	Definition
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.
Tuition Fees	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
3000	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.