



# TUITION FEES POLICY

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## 1.0 GUIDING PRINCIPLE

The intent of this policy is to gather under one heading all topics related to the calculation, collection, and refunding of tuition fees and to provide consistent and uniform interpretation of these topics throughout the College.

## 2.0 POLICY STATEMENT

The College collects and administers duly approved tuition fees at rates set out in its Business Plan. The College provides timely and client-friendly mechanisms by which justifiable refunds of tuition fees, in whole or in part, may be made.

The tuition fees referenced in this policy may only be amended under the authority of the Assistant Deputy Minister of the Department designated responsible for the College.

Tuition fees for international students are higher than those for domestic students or permanent residents.

**Note:** *International students must purchase emergency health insurance from a carrier of the College's choosing. The premium is added to the tuition fees.*

## 3.0 "REGULAR" PROGRAM TUITION FEES

### 3.1

Tuition fees are established on the basis of a standard academic model, which is based on a range of 31 to 40 weeks.

### 3.2

Tuition fees for programs with a duration which falls outside the standard range will be prorated on the duration of the program.

## 4.0 PART-TIME STUDENT TUITION FEES

### 4.1

Tuition fees for part-time students in "Regular" programs (less than 60% of a student's full course load within any term) are calculated on a credit basis.

### 4.2

Full-time status for tuition fees purposes will remain in effect for the remainder of the term if the student has full-time status on the Friday of the 6th week of the term or 50% of the term if the term is of less than 12 weeks in duration.

## 5.0 NON-CREDENTIAL STUDENTS TUITION FEES

(Contract Training/Continuing Education)

Please see Non-Credential Students policy for more information.

## 6.0 PAYMENTS DUE DATES – "REGULAR" PROGRAMS

All tuition payments after the Confirmation Fee are due according to the schedule below. The application fee (6.1) and the confirmation fee (6.2) are valid for the academic year towards which they were originally paid. As such, they may be transferred from one term to another, within the same academic year. Students sponsored by a third party must present proof of sponsorship at registration, in lieu of actual payments.

### 6.1 Application Fee

The per program Application Fee is due on submission of application and is non-refundable. No application fee is required for non-credential students. For more information, please refer to the Non-Credential Students policy.

### 6.2 Confirmation Fee (1st Installment)

The Confirmation Fee, applicable towards the first term tuition fees, is due within 30 days of notification of acceptance. This is a fee for reserving a seat for the applicant and is non-refundable.

**Note:** For international students, the health insurance portion of this fee is refundable if the student withdraws before the first day of classes.

### 6.3 2nd Installment

Payment in full of the remainder of 50% of the regular yearly tuition fees is due on the Friday of the second week of class.

### 6.4 3rd Installment

- For regular programs starting in September, payment in full is due by the 2nd Friday in January.
- For regular programs with start dates other than September payment is due the Friday following the mid-point of the program.

**Note:** Consideration may be given to dates that coincide with terms and/or return dates of students from practicums or work terms.

### **6.5 Weekly Rates - other than standard academic model**

- For all "regular" programs of 20 weeks or less in duration the full tuition is due on or before the start date of the program.
- For programs extending beyond standard academic model a 4th installment based on the weekly rate will be charged for each week beyond 40 weeks. The due date for the 4th installment will be the Friday of the 41st week of the program.

## **7. NON-PAYMENT PENALTIES & COLLECTIONS**

### **7.1**

Students who have a balance owing after the due dates in section 6 of this policy will be charged a late payment fee.

Late payment fees will not be required of students for the funds they will be receiving from their student loan/bursary or Training and Skills Development (TSD) program, provided they can supply proof of student loan/bursary (Certificate of Eligibility) or TSD sponsorship. However, late payment fees, as per due date, will apply and be required of the student for any difference between the amount due and the approved student loan/bursary or TSD amounts.

As for students accepted after the 15th of August, proof that they have applied for a student loan/bursary or a letter from a TSD program official confirming their eligibility will be sufficient.

### **7.2**

Monthly interest will be charged on the balance owing.

**Note:** Invoices and statements of account will carry the notation "Interest will be charged on overdue accounts".

### **7.3**

Bank charges relating to non-sufficient funds (NSF) cheques will be charged to the student's account.

### **7.4**

Students who do not pay their fees as prescribed in this policy will have their registration cancelled by the College unless an extension has been granted by the College Registrar. Extensions will only be granted under exceptional circumstances.

## **7.5**

Students with outstanding accounts will be ineligible to receive transcripts of marks, certificates, or diplomas, and will not be able to attend graduation exercises or register for any other courses, programs, or services offered by the College until the account has been paid in full or a payment plan has been agreed upon. No student can advance to the next term until all tuition fees are paid in full or a payment plan is in place.

## **7.6**

Every attempt will be made by the College to collect on amounts owed for goods or services delivered.

## **7.7**

Termination of any student must be approved by the College Director, or his/her designate.

## **8.0 REFUNDS**

### **8.1**

The confirmation fee (1st installment) is not refundable, unless the program or course has been cancelled. Refunds for emergency health insurance for students who have been denied a student visa must be requested prior to the start of the third week of classes and are at the discretion of the financial office and the Student Services Manager.

### **8.2**

There will be no refunds granted after the start of the 7th week beyond the payment due-dates, per sections 6.3, 6.4 and 6.5 of this policy.

### **8.3**

Students who withdraw or are terminated from training prior to the Friday of the 6th week of the term beyond the payment due-dates, per sections 6.3, 6.4 and 6.5 of this policy, will be charged on a weekly pro-rated basis for each week or part of the week (Sunday – Saturday) they attend class. A refund for the balance of the fees will be issued. Section 8.3 is not applicable until the monetary value of 8.1 has been exhausted.

### **8.4 International Students in "Regular" Programs**

Refunds are calculated as above, prorated to international tuition rates.

### **8.5 Non-credential student fees are non-refundable.**

## 8.6 Full-time students who drop to part-time status

Students who move to part-time status, as defined in section 2 will have tuition recalculated and appropriate refunds granted based on payments.

### Note:

- *Refunds are initiated by the student by completing a Request for Refund Form. The form must be signed by the student and forwarded to the financial office. The Registrar can initiate refunds that are required as a result of internal administrative processes, such as pro-rated tuition calculations due to student withdrawal before the refund cut-off. Any refund will be applied against outstanding accounts before any monies are returned to the student or the student's sponsoring agency. A refund processing fee of \$25 will apply. The refund process should be initiated within thirty calendar days of official withdrawal or termination from the program.*
- *Refunds for student loans will be returned to the issuer, as will refunds on amounts paid by a sponsoring agency or company (such as Training and Skills Development payments from the provincial Department designated responsible for the College).*

## 9.0 APPEALS

If a student/applicant wishes to appeal the refusal of a refund, and/or a penalty imposed under this policy, he must submit an appeal in writing to the College Registrar or designate within 15 working days of being officially notified of the refusal. The matter will be referred to the Financial Manager and/or Student Services Manager designate for a final decision.

## 10.0 RELATED FORMS

[Request for Refund Form](#), [Tuition Refund Calculation Table](#).