

## Tuition and Associated Fee Administration Policy

Questions regarding this policy should be directed to the Policy Administrator.

Effective Date:	April 19, 2018	Cross Reference:	
Policy Owner:	Vice President of Academic	Appendices:	
Policy Administrator:	Registrar		
Approver:	Executive Committee		
Review Schedule:	Every 4 Years		

### 1. Policy Statement

Keyano College strives to be a responsive institution with a focus on institutional sustainability. Our goal is to provide opportunity for students while promoting a maximum fill rate of our programs.

### 2. Background

Keyano College is a Comprehensive Community Institution and as such, is subject to the Post-Secondary Learning Act. Post-secondary institutions are further subject to the public post-secondary institutions' tuition fee regulations. The college must meet certain obligations in setting tuition fees and the related process to set these fees. The Board under policy #5 has delegated the authority to the President & CEO to carry out, implement and make decisions in relation to specific sections of the Regulations.

This policy is being drafted to improve student commitment to Keyano. By requiring an admission deposit, student commitment should be improved. By requiring full tuition and associated fees prior to the start of term, the registrar's office is able to determine our actual student count and better respond to wait list students and fill programs.

### 3. Policy Objective

To manage tuition and associated fee in a consistent and fair manner while meeting and applying legislative requirements.

### 4. Scope

This policy applies to students, Office of the Registrar, Finance Department and Executive.

## 5. Definitions

### 5.1 Tuition:

Mandatory fees that are payable to the institution by students for materials and services that facilitate instruction

### 5.2 Admission Deposit:

A non-refundable fee which secures a student's spot in a program. This money is applied to tuition.

### 5.3 International Fee Assessment:

International students (students on a Student Visa) are assessed fees at a rate of three times that of domestic students.

### 5.4 Acceptance:

When a student meets admission requirements and there is space in a program, the student is offered acceptance into the program.

### 5.5 Registration:

The act of choosing classes.

### 5.6 Associated Fees:

Student Association Fee, Student Association Building Fee, Wellness and Athletic Fee, Registration Fee, Health and Dental Fee, Tech Fee, and Laboratory Fees.

## 6. Guiding Principles

The College will be guided by the following principles in administering the collection of tuition and fees:

6.1 **Clear communication** - Students will be informed of fee administration details through their Keyano email and on the website.

6.2 **Accessibility** - Students on waitlists will have classes accessible

6.3 **Enrollment management** - Classes will be filled by students who have made a financial commitment

6.4 **Legislative compliance** - Administer the policy in compliance with all legislative requirements.

## 7. Roles & Responsibilities

STAKEHOLDER	RESPONSIBILITIES
Student	<ul style="list-style-type: none"> <li>• Access Keyano email on a regular basis.</li> </ul>
Office of the Registrar	<ul style="list-style-type: none"> <li>• Inform students via Keyano email of upcoming deadlines.</li> <li>• Publish deadlines on the Keyano College website.</li> </ul>
President	<ul style="list-style-type: none"> <li>• Rule on exceptional cases.</li> </ul>
Finance Department	<ul style="list-style-type: none"> <li>• Issue refunds as per policy.</li> </ul>

## 8. Policy Management

Policy Title:	Tuition and Associated Fee Administration Policy for Credit Programs
Approval Date:	April 19, 2018
Effective Date:	April 19, 2018
Historical Review Dates:	
Next Review Date:	2022
Related Legislation:	
Supersedes Policies:	<ul style="list-style-type: none"> <li>• 4.3 Credit Tuition Fee</li> <li>• 4.3.1 Refund on Tuition Fees for Credit Programs</li> </ul>
Monitoring/Frequency:	4 Years
Policy Owner:	VP Academic
Policy Administrator:	Registrar
Policy Coordinator:	EA Academic

## Tuition and Associated Fee Administration Procedures

Questions regarding this procedure should be directed to the Policy Administrator.

Effective Date:	April 19, 2018	Cross Reference:	Fee and Refund Policy
Policy Owner:	Vice President of Academic	Appendices:	
Policy Administrator:	Registrar		
Approver:	Executive Committee		
Review Schedule:	Every 4 Years		

1. Students on a Student Visa will be assessed at three times the regular fees.
2. Within 10 business days of acceptance, students will be required to pay a \$250 admission deposit. Students on a Student Visa will be required to pay a \$750 admission deposit. The admission deposit will hold their spot in the program and will be applied towards their tuition.
  - a. Students who do not pay the admission deposit within the required time period will be waitlisted until payment is made and if space is available in the program, they will then be added. If no space is available, they will remain on the waitlist.
3. Refund of the admission deposit will be administered at the following rate:
  - a. Fall Term
    - i. 50% prior to July 1
    - ii. no refund after July 1
  - b. Winter Term
    - i. 50% prior to November 1
    - ii. No refund after November 1
4. Full tuition and associated fees will be required within 10 business days prior to the start of term.
  - a. Students who are able to provide documentation of student loan application, will be provided an extension of the deadline.
  - b. Students will be informed through their Keyano email of deadlines upon acceptance into the program.
  - c. If full tuition and associated fees are not paid within 24 hours of the deadline,
    - i. students will be informed that their program spot is no longer being held.
    - ii. students will be added to the waitlist, and, upon receipt of tuition and associated fees, will be offered a spot in order of position upon the waitlist.
    - iii. students who have pre-registered for courses will be removed from those courses until tuition and associated fees are paid.
5. Students who either withdraw or are dropped from a program within the first 1/8<sup>th</sup> (2 weeks of a 16 week semester) of the program/semester will be assessed a \$250 administration fee. Students on a Student Visa will be assessed a \$750 administration fee. Additional tuition will be refunded. All associated fees are non-refundable.

6. Students who withdraw between 1/8<sup>th</sup> and 3/8<sup>th</sup> of a semester will be granted a 50% refund on tuition fees. All associated fees are non-refundable. Specific dates for each year are referenced in the Credit Calendar.
7. There will be no refund for students who withdraw after 3/8<sup>th</sup> the length of a semester.
8. In special circumstances exceptions to the above provisions may be made by the President of the College or Registrar.
9. Students who are required to withdraw by Keyano College are not eligible for a refund of tuition or associated fees.
10. Students are required to complete a Withdrawal Form and submit to the Office of the Registrar. However, when a student does not complete the application form, the Office of the Registrar may initiate the process.

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