

STUDENT ATHLETE TUITION WAIVER PROCEDURE

Procedure Section & Number:	TBD		Effective Date:	July 1, 2023
Policy Owner:	Vice President Academic & Student Experience		Last Revised:	February 13, 2023
Policy Administrator:	Associate Vice President Student Experience & Registrar		Review Scheduled:	Every 4 Years
Approver:	[Determined by Executive or Legislative Compliance]			
<i>The official controlled version of this document is held with the Policy & Procedure Coordinator.</i>				

A. PROCEDURES

The purpose of this procedure is to guide stakeholders on the processes for assigning and processing tuition waivers under the Keyano College Athletics Program

1. Student Athlete Tuition Waiver

- 1.1 After receiving a letter of acceptance student-athletes, excluding those with a full tuition waiver, must pay the Admissions Deposit to confirm their acceptance of admission at Keyano College and hold their seat in the program.
- 1.2 All student athlete tuition waivers will be applied to student's accounts by the Office of the Registrar.
- 1.3 The Athletics Department will provide the Office of the Registrar a list of student-athletes using the agreed upon process, teams they are participating on, programs that are attending and the amount of the tuition waiver that is being applied to the student-athlete's account.
- 1.4 Student athletes will be required to pay any remaining balance on their student account for a given term 10-business days after their tuition waiver has been applied if the application of the tuition waiver happens after the tuition and fee payment deadline.
- 1.5 The maximum tuition amount allowed per person per semester is no more than full tuition.

2. Student Athletes Enrolled in Collaborative Programs

- 2.1 Student athletes who are registered in a collaborative program between Keyano College and any of the institutions with which the College has a collaborative agreement in place, will be considered for a bursary in place of the tuition waiver which aligns with the individual team limits.

- 2.2 This bursary will be paid directly to the fee collecting institution through a sponsorship agreement. The Athletics Department will notify the Office of the Registrar of all collaborative students no later than one month prior to the start of classes for a given semester. The Office of the Registrar will notify the collaborative institution.

3. Student Athlete Costs

Student-Athletes will be responsible to pay all additional costs to Keyano College as listed below in adherence with all College deadlines. Please note this list is not comprehensive, there may be additional fees students are required to pay. The waiver of student fees does not apply to collaborating institutions, student athletes will need to be aware of and follow all collaborating institutions policies and procedures:

Application fee	Must pay
Admissions Deposit (will be reimbursed upon application of the waiver, less outstanding student fees)	Must pay (excluding student athletes with full tuition waiver)
Student Association Fee	Must pay
SA Building Fees	Must pay
Health & Dental Fee	Must pay or waive by posted deadline
Room, Board and Meals	Must Pay
Damage Deposit for Housing	Must Pay
Books and Course Material	Must pay
Campus Recreation fee	Waived
Lab fees	Must Pay
Materials fee	Must Pay
Technology fee	Waived

4. Roles and Responsibilities

The table below identifies the roles and responsibilities for each stakeholder:

Athletics Department	Determines Tuition Waiver amount to be applied to eligible student athlete's student account each term. Provides the Office of the Registrar with list of eligible students and waiver amounts.
Office of the Registrar	Applies tuition waivers to student account. Provides finance with a list of refunds to be processed if applicable.
Finance	Issues student refunds, if applicable.
Student Athlete	Pays all outstanding tuition and fees according to established timelines.

B. DEFINITIONS

- (1) **College:** means Keyano College
- (2) **Policy:** means Athlete Tuition Waiver Policy
- Student Athlete:** means an eligible member of the Keyano College Athletic Program
- (3) **Tuition Waiver:** means the amount of tuition fees from a student athletes credit program which will be waived from their account as approved by the Head Coach and the Athletic Director.

C. RELATED LEGISLATION

- NA

D. RELATED DOCUMENTS

- Alberta Colleges Athletic Conference (ACAC) Operating Code
- Student Athlete Tuition Waiver Policy
- Tuition Waiver Policy

E. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
(02/13/2023)	Creation of Procedure	All	Associate Vice President Student Experience & Registrar	Vice President Academic & Student Experience