	Policy No.	Replaces	Policy
	B.202	Policy 49	Board
	Policy Name		
	TUITION FEES AND OTHER CHARGES – DOMESTIC AND INTERNATIONAL		
Approved by	Responsibility		Category
Board	Board of Governors		Finance
Date Issued	Date Revised	Revision	Related Policies, Reference
Mar. 20, 2007	May 24, 2011	7	Policies 15, 18, 32

1. CREDIT COURSES AND PROGRAMS

A credit course may be offered on a wholly or partially cost-recoverable basis, as authorized by the President to enhance the University's ability to respond to community demand.

1.1 TUITION FEE DEVELOPMENT GUIDELINES

The major factors to be considered in establishing annual tuition fees should be:

- an evaluation of the demand for service anticipated by the University;
- a review of tuition fee patterns at other post-secondary institutions;
- a review of prevailing student assistance policy; and
- an assessment of total operating costs generated by tuition fees.

1.2 DOMESTIC STUDENTS

For all courses commencing Fall Term 2011:

- Standard fee: \$113.40 per credit (for the 2011/12 academic year).
- Adult Basic Education and Adult Special Education programs are without a tuition fee.
- Responsibility for the establishment and publication of surcharges and consumable fees for wholly or partially cost-recoverable courses is delegated to the VP, Finance and Administration
- Any person 65 years of age or over is entitled to the standard tuition fee being waived.

1.3 INTERNATIONAL STUDENTS

For all courses commencing Fall Term 2011:

- \$475.00 per credit (for the 2011/2012 academic year).


1.4 COURSE CHALLENGE CHARGE

The charge for a course being challenged will be the published tuition fee for that course.

1.5 COMPULSORY COURSE CHARGES (SURCHARGES AND CONSUMABLE FEES)

Compulsory course charges, surcharges and consumable fees are defined as assessments on students for materials, services, activities, and/or low class sizes, which form essential parts of courses or programs.

1.6 TUITION FEE COLLECTION PROCESS

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- A non-refundable deposit, determined on a program by program basis, will be required before registration is permitted. As the due dates for payment vary by program, the University website will provide updated information.
- The balance is payable on the due date stated in the calendar.

2. NON-CREDIT COURSES AND PROGRAMS

Board Policy 15 defines non-credit activities.

The University will provide non-credit courses and activities on a cost-recoverable basis.

2.1 TUITION FEES – NON-CREDIT COURSES AND ACTIVITIES

- There is no distinction between domestic and international students for non-credit courses and activities.
- Responsibility for the establishment and publication of fees for non-credit courses and activities is delegated to the VP, Finance & Administration.
- Any person 65 years of age or over is entitled to a discounted fee for non-credit courses and activities. Responsibility for the establishment and publication of the discount is delegated to the VP, Finance & Administration.

3. COURSE PURCHASES – CREDIT OR NON-CREDIT

Charges for any course sold through contract or other agreement are calculated to recover all costs. Responsibility for establishment of these charges is delegated to the VP, Finance & Administration.


4. NON-INSTRUCTIONAL CHARGES

4.1 SPECIAL UNIVERSITY SERVICES

When the University provides special services (Performing Arts Theatre, Sportsplex, copying, organization of workshops, etc.) the users shall be required to pay all of the direct costs to the University. Responsibility for the establishment and publication of such services is delegated to the VP, Finance & Administration.

4.2 ANCILLARY SERVICES

Ancillary services provided by the University (e.g. Children's Centre, Parking, Bookstore) are provided on a cost recoverable basis. Responsibility for the establishment and publication of such charges is delegated to the VP, Finance & Administration.

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4.3 INSTITUTIONAL SERVICES FEES AND CHARGES

Responsibility for the establishment and publication of the charges for University services normally provided by post-secondary institutions (e.g. including deposits, late payment, transcript, duplicate receipt fees and charges etc.) is delegated to the VP, Finance and Administration.

5. PROCEDURE

The VP, Finance & Administration is responsible for reviewing this policy annually and making recommendations to the Board.

6. AUTHORITY

VP, Finance & Administration