

<b>ALGONQUIN COLLEGE DIRECTIVE</b>	<b>NO. OF PAGES</b> 8	<b>DIRECTIVE NO.</b> B1
	<b>ORIGINATOR</b> Registrar	
	<b>APPROVED BY</b> President's Executive Committee	
<b>TITLE</b> <b>FEES</b>	<b>EFFECTIVE DATE</b> 2003-01-29	<b>REPLACES</b> 1991-05-06

### **MANAGEMENT POLICY**

Fee schedules for College courses and programs are determined within the context of Ministry of Training, Colleges and Universities (MTCU) directives for all colleges. This policy is communicated annually to the colleges. (Note: This directive incorporates the regulations included in the draft Binding Policy Directives released by the Ministry in September 2002.)

The Registrar is accountable for the administration of Ministry and College fee policies. Specifically, this includes, with appropriate consultation:

- interpretation of Binding Policy Directive and Operating Procedures from the Ministry of Training, Colleges and Universities;
- preparation of fee schedules for all programs in consultation with the Office of the Vice President Academic and the Finance Department;
- determining payment practices;
- assessing individual payments and refunds;
- collection of fees;
- ensuring control procedures are in place; and
- ensuring the audit trail is adequate.

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**AMPLIFICATION OF MANAGEMENT POLICY****Definitions**

1. For fees (and audit) purposes the definitions below are used:
  - 1.1 A Full-Time Post-Secondary/Post-Diploma Student is one who:
    - 1.1.1 is registered in a program that has been approved as post-secondary/post-diploma by the MTCU,
    - 1.1.2 is enrolled in at least 70% of the student contact hours or 66 2/3% of the courses required for the approved program in the reporting period,
    - 1.1.3 has paid, or made formal arrangements to pay, the tuition fee for the program, determined in accordance with the annual Ministry Tuition Fee Directives, and any other applicable fees,
    - 1.1.4 has not officially withdrawn prior to the count dates in the reporting period.
  - 1.2 A Full-Time Tuition-Short Student is one who:
    - 1.2.1 is registered in a program approved as tuition-short by the MTCU,
    - 1.2.2 is carrying a course load of 70% or more of the normal student contact hours or 66 2/3% or more of the courses normally required for the program level,
    - 1.2.3 has paid full fees, or made formal arrangements to do so, and
    - 1.2.4 has not officially withdrawn prior to the count dates in the reporting period.
  - 1.3 A Full-Time Apprenticeship Student is one who:
    - 1.3.1 is registered in a program approved as apprenticeship by the MTCU,
    - 1.3.2 is carrying a full course load as offered by the College,
    - 1.3.3 had paid full fees, or made formal arrangements to do so,
    - 1.3.4 has not officially withdrawn prior to the count dates in the reporting period.
  - 1.4 Programs Not Funded by the MTCU

The conditions explicit in the definitions (above) for full-time students apply implicitly to programs that are not audited for provincial funding.

1.5 A Part-Time Student is one who:

- 1.5.1 is registered in less than 70% of the student contact hours or less than 66 2/3% of the courses required for the approved program in the reporting period,
- 1.5.2 is assessed tuition fees at an hourly rate in accordance with MTCU policy,
- 1.5.3 has not received a full or partial tuition fee refund,
- 1.5.4 is registered in one or more courses as a course registrant.

1.6 Fee Jurisdiction

- 1.6.1 The provincial fee policy applies to Canadian citizens, Aboriginal students within the meaning of the Indian Act, and permanent residents within the meaning of the Immigration and Refugee Protection Act 2002.
- 1.6.2 Students other than those (above) who hold a study permit are subject to a prescribed international student fee premium. Diplomats and their dependents are not required to hold a study permit and pay Canadian fees.

1.7 Tuition Fee Structure

Total fees payable consist of three distinct types of fees:

- 1.7.1 Standard tuition fee is expressed as an annual amount (in dollars) for post-secondary and post-diploma programs, a weekly rate (in dollars) for tuition-short programs, and a contact hourly rate (in dollars) for part-time studies;
- 1.7.2 Tuition-related incidental fees are costs included in tuition fees for such items as lab and shop materials, consumable supplies, equipment and instruments, mandatory field trips and placement, and mandatory travel. These costs cannot be charged to students over and above the standard tuition fee.
- 1.7.3 Non-tuition-related incidental fees are college-levied charges over and above the student tuition fee for such items as appeals, penalties, co-op work term, transcripts, graduation, learning materials retained by the student, parking and student activities and athletics. Supporting documentation for non-tuition-related incidental fees must be submitted annually to the Registrar's Office.

Compulsory non-tuition-related incidental fees (with the exception of learning materials retained by the student) are subject to the approval protocol with the Students' Association. For detailed information, see the MTCU Policy Directives.

1.8 Tuition Fee Structure (Non-Ministry-Funded Activity)

The conditions explicit in the definitions above for funded activity apply implicitly to programs that are not audited for provincial funding.

## **CALCULATION OF STUDENT FEES**

1. The following statements are based on current government policy. Fee Schedules are reviewed/updated annually and approved by the Board of Governors. For this reason, total dollar amounts are listed only in specific, dated publications.
  - 1.1 **Standard Tuition Fee - Full-Time Students**
    - 1.1.1 **Post-Secondary**: Upon approval by the MTCU, each post-secondary program is assigned a certain number of program funding units and a tuition fee factor. The standard tuition fee is determined by multiplying the annual tuition fee set by the Ministry of Training, Colleges and Universities, by the tuition fee factor for that program, and dividing the product by the number of years in the program. This calculation must be updated annually. (Note: Additional cost recovery fees may be introduced within the parameters outlined in the MTCU Fees Directives, with the approval of the Board of Governors.)
    - 1.1.2 **Post-Diploma**: At the discretion of the Board of Governors, additional cost recovery fees may be introduced for students in full-time post-diploma programs.
    - 1.1.3 **Tuition Short**: Fees are charged at a rate set annually, of an amount in dollars per week. The fees are calculated by multiplying the weekly rate by the number of weeks, or duration, of the program.
    - 1.1.4 **Apprenticeship**: Fees are charged based on a daily rate as determined by the MTCU.
    - 1.1.5 **International Students: (Post-Secondary, Post-Diploma or Tuition-Short)**: Students who attend classes on a study permit and who are not exempt from the international student premium are charged the standard tuition fee plus the international student premium in the amount established annually by the College and approved by the Board of Governors.
    - 1.1.6 **Students on Co-op work term**: an administrative fee determined annually by the College is charged for each work term of a co-op program.
    - 1.1.7 There is no allowable reduction of program fees for full-time students except as outlined in the Collective Agreement for Academic Employees.
  - 1.2 **Standard Tuition Fee - Part-Time Students**

1.2.1 All students (Canadian Citizens, permanent residents) enrolled with a part-time status in courses or programs that are fully funded by the province are charged a fee determined annually in accordance with Ministry directives at a rate (in dollars) per contact hour. Part-time students attending classes on a study permit pay the standard hourly rate plus the approved international student premium.

Note: Additional cost recovery fees may be introduced within the parameters outlined in the MTCU Fees Directives, with the approval of the Board of Governors.

1.2.2 Staff, Senior Citizens and Medical Disability Retirees: Persons 60 years old and over, and/or with medical disability retirement status, registering in any Ministry-funded course that is not oversubscribed\* are charged a nominal tuition fee (usually \$20.00 per course). Senior citizens and medical disability retirees wishing to register in an oversubscribed course must pay the full standard tuition fee.

\*The Vice President Academic, the Registrar and the Manager, Client Service review and establish the list of oversubscribed courses annually.

### 1.3 Tuition Fee Non-Funded Activity

1.3.1 Fees for courses that are not funded provincially are reviewed annually and are so identified in College publications. Such fees are set by each School, and are approved by the Board of Governors.

1.3.2 Deviations/discounts from the approved fees schedule for select groups/individuals must be submitted to the Registrar's Office and must have the approval of the Dean or Director.

1.3.3 The conditions explicit in the definitions above for funded activity apply implicitly to programs that are not audited for provincial funding. Exceptions require approval of the Board of Governors.

## PAYMENT OF FEES

1. Students enrolling in full-time post-secondary, post-diploma, tuition-short and apprenticeship programs will be sent, in advance of registration, detailed instructions regarding mode, amount, and time frames for payment of fees.

1.1 Student fee payments apply only to the courses that are on their program of study. If a student is registered in less than a full course load, he/she may request approval from the Chair to register in a course offered in the same School, not on his/her program of study, at no additional cost.

1.2 At the discretion of the Program Chair, students carrying a full course load may take one additional course on their program of study, at no additional cost.

2. Students enrolling in Continuing Education courses should consult the Continuing Education publication published prior to each term for notices for fee payment.

*Note:* As soon as one student is registered in a course, the fees for the course cannot be raised for that term, even if an error is discovered in the fees published in the Continuing Education publication or in the course loading.

## **REFUNDS**

### 1. Tuition and Ancillary Fee Refunds - Full-Time

For the purpose of calculating tuition fee refunds, a student will be considered withdrawn, effective on the date his/her written notice of withdrawal is received in the Registrar's Office.

- 1.1. Refund schedule: A summary chart is appended to this directive.

#### 1.1.1 Full-Time Students

Students who officially withdraw within ten class days of the beginning of a term will be refunded full tuition less \$100, as well as any fees paid in advance for subsequent terms. The principle implicit in this statement also applies to programs delivered in a mode different from the customary term model.

- 1.1.2 Full-Time Students with a Study Permit who have paid the tuition fee premium will have their request for a refund assessed on an individual basis.

#### 1.1.3 Full-Time Students on Co-op Work Term

The first installment of the Co-op fee is non-refundable. The second installment may be refunded before the work term begins if a student withdraws from the program, fails to meet the academic-eligibility requirements, or is unable to find field placement.

### 1. Tuition and Ancillary Fee Refunds - Part-Time

- 2.1 Refund Schedule: A summary chart is appended to this directive. The refund policy for part-time activity is approved by the Board of Governors.

#### 2.1.1 Part-Time Students (Program Registrants):

Part-time students registered in a program who withdraw in writing within the first ten (10) days of the day timetable will be refunded fees paid less an administrative fee per course.

### 2.1.2 Part-Time Student (Course Registrants):

The Refund Policy for Continuing Education activity is published on the web and in *The Source*, Algonquin College's Continuing Education catalogue.

### 3. Tuition and Ancillary Fee Refunds, Non-Ministry-Funded Activity

Refund policies for courses and programs require approval of the Board of Governors.

### 4. Change of Status

A student who changes from fee-paying to sponsored status will be refunded all unused fees paid in advance.

### 5. Cancellation of Course/Program

Full refund of all fees paid is made if the College cancels a course or program.

### 6. Students are reminded that College policy on withdrawal with refund is contained in this policy on fees; whereas the deadline for program or course withdrawal without academic penalty is an academic policy (see Directive E8).

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(original signed by)

Registrar

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(original signed by)

Vice-President, Finance and Administration

## POST-SECONDARY, ADULT TRAINING and APPRENTICE PROGRAM REFUND POLICY

	Full-time Students	Part-time Students	International Students
<b>Full Refund</b>	To returning students if written request is received <b><u>prior to the first day</u></b> of term or if program/course is suspended by the College.	Program/course suspended by the College	Refund requests must be received in writing at the Registrar's Office and will be reviewed on an individual basis.
<b>Partial Refund</b>	Refund less \$40.00 administrative fee to new students if written request is received <b><u>prior to the first day of term.</u></b>  Refund less \$100.00 administrative fee to new and returning students if written request is received <b><u>within ten working days from the start of the term.</u></b>	Refund less an administrative fee of \$20.00 per course to students if written request is received <b><u>within ten working days from the start of the term.</u></b>	
<b>No Refund</b>	For withdrawals or changes to part-time status <b><u>after the first ten working days from the start of the term.</u></b>	For withdrawals <b><u>after the first ten working days from the start of the term.</u></b>	

*Note: All withdrawal and refund requests must be in writing to the Registrar's Office. Penalty fees are non-refundable. Students are liable for payment of outstanding fees if they withdraw after the ten-day period. Non attendance and/or payment cancellation does/do not constitute a withdrawal.*

### Co-op Fees

The first installment of the co-op fee is non-refundable. The second installment may be refunded prior to the commencement of the work term if a withdrawal is initiated due to: the student withdrawing from the co-op program, failure to meet the academic eligibility requirements, or the student is not successfully placed.

## CONTINUING EDUCATION REFUND POLICY

	Courses of 8 or More Sessions	Courses of 4 to 7 Sessions	Courses of 3 or Fewer Sessions	Distance Education	
				Print-based Courses	Computer-based Courses
<b>Full Refund</b>	Course cancelled by College	Course cancelled by College	Course cancelled by College	Course cancelled by College	Course cancelled by College
<b>Partial Refund</b>	<p>Refund less a \$20.00 administrative fee if withdrawal request is received <b><u>prior to the third scheduled class.</u></b></p> <p>No refunds on textbooks in designated courses, where the textbook is supplied as part of the course learning materials.</p>	<p>Refund less a \$20.00 administrative fee if withdrawal request is received <b><u>prior to the second scheduled class.</u></b></p> <p>No refunds on textbooks in designated courses, where the textbook is supplied as part of the course learning materials.</p>	<p>Refund less a \$20.00 administrative fee if withdrawal request is received <b><u>prior to the first scheduled class.</u></b></p> <p>No refunds on textbooks in designated courses, where the textbook is supplied as part of the course learning materials.</p>	<p>Refund less a \$20.00 administrative fee if withdrawal request is received <b><u>within four weeks from the date of registration</u></b> and if all video tapes and diskettes are returned with the written request. Textbooks refunded if returned within four weeks of registration in unmarked and unopened condition. No refund on material fees.</p>	<p>Please see your Distance Education confirmation letter.</p> <p>Refund less a \$20.00 administrative fee if withdrawal request is received on or before the refund date identified in the confirmation letter.</p>
<b>No Refund</b>	<b><u>After the third scheduled class has begun.</u></b>	<b><u>After the second scheduled class has begun.</u></b>	<b><u>After the first scheduled class has begun.</u></b>	No refund on course or textbooks <b><u>after four weeks from the date of registration.</u></b> No refund on material fees.	
	<b>Package Deals (advertised with three asterisks***): No refunds for package courses after the first course in package starts.</b>				

*Note: Withdrawals may be made by mail, fax, phone or in-person to the Registrar's Office. Non-attendance and/or payment cancellation does/do not constitute a withdrawal.*