

SA 06

Fees

Classification:	Student Affairs
Responsible Authority:	Registrar
Executive Sponsor:	Vice President, Student Services
Approval Authority:	President's Council
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PURPOSE

To set Fees Schedules annually for College post-secondary and graduate certificate programs and courses within the context of Ministry of Training, Colleges and Universities (MTCU) directives

SCOPE

College courses and programs

DEFINITIONS

Word/Term	Definition
MTCU	Ministry of Training, Colleges and Universities
Initial Term	First term a student pays or defers the deposit towards a full-time program in the academic year

POLICY

1. The Registrar is accountable for the administration of the MTCU and College fee policies. This includes:
 - 1.1 Interpreting MTCU Binding Policy Directives and Operating Procedures;
 - 1.2 Preparing fee schedules for all courses and programs in consultation with the Office of the Vice President Academic and Academic Operations and Planning;
 - 1.3 Assessing individual payments and refunds;
 - 1.4 Collecting fees.

2. Students in MTCU funded and College approved programs are considered full-time for the purpose of establishing fees if they:
 - 2.1 are registered in a program that has been approved as a post-secondary program by the MTCU or by the College;

- 2.2 are enrolled in at least 70% of the student contact hours or 66 2/3% of the courses required for the program in a given term or reporting period;
 - 2.3 have paid, or made formal arrangements to pay, the tuition fees for the program, determined by the MTCU Tuition Fee Directives or the College, and any other applicable fees; and
 - 2.4 have not officially withdrawn prior to the enrolment count date in the reporting period.
3. Students in apprenticeship programs are considered full-time for the purpose of establishing fees if they:
 - 3.1 are registered in a program approved as apprenticeship by the MTCU;
 - 3.2 are carrying a full course load as offered by the College;
 - 3.3 have paid, or made formal arrangements to pay, the tuition fee for the program, determined by the MTCU Tuition Fee Directives, and any other applicable fees; and
 - 3.4 have not officially withdrawn prior to the enrolment count date in the reporting period.
4. Students are given a part-time status if they:
 - 4.1 are registered in less than 70% of the student contact hours or less than 66 2/3% of the courses required for the program in a given term or reporting period;
 - 4.2 are assessed tuition fees at an hourly rate in accordance with the MTCU policy;
 - 4.3 have paid, or made formal arrangements to pay, the tuition fee for the program, determined by the MTCU Tuition Fee Directives, and any other applicable fees; and
 - 4.4 are registered in one or more courses as a course registrant.
5. The MTCU Tuition Fee Directives apply 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.
6. International students who hold a study permit are subject to a prescribed international student fee premium. Students exempt from the international premium are defined in the Exemptions Document which is part of the annual Fees Schedules.
7. **Tuition Fee Structure**
 - 7.1 The total fees to be paid by students consist of the following:
 - a. *Regular tuition fee* is expressed as an annual amount for Post-Secondary and Graduate Certificate programs, a weekly rate for tuition short programs, and a contact hourly rate for part-time studies.
 - b. *Tuition-related fees* are costs included in tuition fees for such items as lab and shop materials, consumable supplies, equipment and instruments, mandatory field trips (with the exception of the costs associated with compulsory overnight field trips) and placement, and mandatory travel.
 - c. *Non-tuition-related ancillary fees* are college-levied charges over and above the student tuition fee for such items as appeals, penalties, co-op work terms, learning materials, equipment and clothing retained by the student and items used in the production of items that become the property of the student.
 - d. *Compulsory non-tuition-related ancillary fees* (e.g. Students' Association fees, Information Technology Fee, Health Services Fee) are subject to the approval protocol with the Students' Association. For detailed information, see the MTCU Policy Directives.

- 7.2. Supporting documentation for non-tuition-related ancillary fees must be submitted to the Registrar's Office annually prior to the presentation of Fees Schedules to PC.

8. Calculation of Student Fees

- 8.1 Fees Schedules are reviewed, updated annually and approved by the Board of Governors. The total fees, expressed in dollars are listed in specific dated publications produced by the College.

8.1.1 Regular Tuition Fee - Full-time Students

Post-Secondary Funded Programs: The MTCU has assigned each post-secondary program a number of program funding units and a tuition fee factor. The regular tuition fee is determined by multiplying the annual tuition fee set by the MTCU, 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: With the approval of the Board of Governors, High Demand fees may be introduced within the parameters outlined in the MTCU Fees Directive.

College Graduate Certificate: With the approval of the Board of Governors, High Demand fees may be introduced for students in Graduate Certificate programs.

College Certificate Programs (including Academic Upgrading): Fees are charged on a weekly basis. The fees are set annually but charged at a weekly rate. The fees are calculated by multiplying the weekly rate by the number of weeks, or duration, of the program.

Apprenticeship: Fees are charged based on a daily rate set by the MTCU. For part-time programs, the daily rate is pro-rated to an hourly rate based on the scheduled number of hours of instruction per day.

International Students (Post-Secondary, or Graduate Certificate or Tuition Short): Students who attend classes on a study permit and who are not exempt from the international premium are charged the regular tuition fee plus the applicable international student premium in the amount established annually by the College and approved by the Board of Governors.

Students on a co-op work term: An administrative fee determined annually by the College is charged for each work term of a co-op program.

8.1.2 Regular Tuition Fee - Part-time Students

All students enrolled with a part-time status in courses or programs that are funded are charged a fee set annually by the MTCU at a rate per student contact hour. Part-time students attending classes on a study permit pay an hourly rate plus the applicable international student premium.

Note: With the approval of the Board of Governors, High Demand fees may be introduced within the parameters outlined in the MTCU Fees Directives.

8.1.3 College Approved Certificates

Fees for College Approved Certificates and courses, not funded provincially, are reviewed, and updated annually. Such fees are set by each School and are approved by the Board of Governors. The fees are listed on the College website.

Deviations or discounts from the approved Fees Schedules for select groups or individuals must be approved by the Dean and submitted to the Registrar's Office.

The calculations of fees for funded activities also apply to College approved programs. Exceptions require approval of the Board of Governors.

8.1.4 Students with Permanent Disabilities

Any student with a permanent disability requiring a reduced course load as a learning accommodation due to the impact of the documented disability, and therefore takes additional semesters to complete a program, is eligible to pay a reduced tuition fee of \$20 per course, once the student has paid the equivalent in tuition fees as a student completing the program in the approved duration.

9. **Payment of Fees**

9.1. Students enrolling in full-time Post-secondary, Graduate Certificate, Tuition Short and Apprenticeship programs are provided with instructions regarding mode, amount and time frames for payment of fees prior to registration.

9.2. Fees cover only the courses that are in the Program of Study of the student. If a student is registered in less than a full course load, he/she may request approval from the Program Chair to register in a course offered in the same School, not in his/her Program of Study, at no additional cost.

10. At the discretion of the Program Chair, students carrying a full course load may take one additional course in their Program of Study at no additional cost.

11. Students enrolling in the Centre for Continuing and Online Learning courses should consult the Centre publications published each term for notices of fee payment.

12. **Refunds**

12.1 A summary of the Refund Policy for Post-secondary, College Approved and Apprentice programs is found in Appendix 1.

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

12.3 Tuition and Ancillary Fee Refunds - Full-Time

12.3.1 Full-time students in their initial term of the academic year who officially withdraw within ten business days from the beginning of the term will be refunded fees paid less \$500, as well as any fees paid in advance for subsequent terms. This also applies to programs delivered in a mode different from the customary term model.

12.3.2 Full-time students in a subsequent term of the academic year who officially withdraw within ten business days from the beginning of the term will be refunded all fees for the term, as well as any fees paid in advance for any future terms. This also applies to programs delivered in a mode different from the customary term model.

12.3.3 Full-time international students with a study permit in their initial or subsequent term who officially withdraw within ten business days from the beginning of a term will be refunded using the equation outlined in the MTCU Operating Procedures.

12.3.4 Full-time students on a co-op work term: The first instalment of the Co-op Fee is non-refundable. The second instalment may be refunded before the work term begins if a student officially withdraws from the program, fails to meet the academic eligibility requirements, or is unable to find placement.

12.3.5 Apprentices registered in their initial or subsequent term of the academic year, who officially withdraw within ten business days from the beginning of a term will be refunded fees paid less \$100, as well as any fees paid in advance for subsequent terms.

12.4 Tuition and Ancillary Fee Refunds - Part-Time

12.4.1 Part-time students registered in a program who officially withdraw in writing within the first ten business days from the beginning of a term will be refunded fees paid less an administrative fee per course.

12.4.2 Part-time course registrants: The refund policy for courses offered by the Centre for Continuing and Online Learning is published on the Algonquin College website.

12.5 Change of Status

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

12.6 Cancellation of Program or Course

Full refund of all fees paid is made should the College cancel a program or course.

13. The College may consider an exception to the refund policy for exceptional circumstances including but not limited to, if the student has experienced an unanticipated, extenuating medical problem or if there has been a death of the student's spouse or partner, parent or child. Requests for an exception to the refund policy must be in writing and are to be directed to the

Refund Exceptions Committee (refundexception@algonquincollege.com) in the Registrar's Office. Students must officially withdraw from the College prior to submitting their request.

Note: The College policy on withdrawal with refund is found in this policy on fees; whereas the deadline for program or course withdrawal without academic penalty is found in Academic Affairs policy AA 12: *Changes to Original Registration: Course Drop /Add*.

PROCEDURE

ACTION	RESPONSIBILITY
1. Request submissions for the creation of a non-tuition-related ancillary fee or an increase to an existing fee as per the Students' Association/College Protocol Agreement.	Registrar
2. Prepare Fees Schedules for all courses and programs in consultation with the Vice President Academic, Academic Operations and Planning area.	Registrar
3. Obtain President's Council and Board of Governors approval for the annual Fees Schedules.	Registrar
4. Officially withdraw in writing and request refund.	Student
5. If applicable assess refund to be paid to student and request the Finance Department to issue a cheque.	Registrar's Office
6. Forward refund to student.	Finance Department

SUPPORTING DOCUMENTATION

Appendix 1 Refund Policy for Post-secondary, College Approved and Apprentice programs.

RELATED POLICIES

AA 12 Changes to Original Registration: Course Drop /Add.

AA 15 College Credentials

RELATED MATERIALS

None

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POST-SECONDARY GRADUATE CERTIFICATE, COLLEGE APPROVED AND APPRENTICE PROGRAM REFUND POLICY

	FULL-TIME STUDENTS	PART-TIME STUDENTS	INTERNATIONAL STUDENTS	APPRENTICES
INITIAL TERM A STUDENT PAYS OR DEFERS THE DEPOSIT FOR AN ACADEMIC YEAR (September – August)	A refund less \$500 fee if written request is received within ten business days from the start of term.	A refund less \$25 fee per course if written request is received within ten business days from the start of term.	A refund less a fee if a written request is received within ten working days from the start of the term. The fee is calculated in accordance with Ministry of Training, Colleges and Universities policy.	A refund less \$100 fee if written request received within ten business days from the start of term.
SUBSEQUENT TERM(S) IN WHICH A STUDENT REGISTERS IN AN ACADEMIC YEAR (September – August)	A full refund if a written request is received within ten business days from the start of term.	A refund less a fee of \$25 per course if a written request is received within ten business days from the start of term.		A refund less \$100 fee if written request received within ten business days from the start of term.
ANY TERM A STUDENT PAYS OR DEFERS FEES IN AN ACADEMIC YEAR	A full refund if the program is suspended by the College. No refund for withdrawals or changes to part-time status after the first ten business days from the start of term.	A full refund if the program/course is suspended by the College. No refund for withdrawals after the first ten business days from the start of term.	A full refund if the program/course is suspended by the College. No refund for withdrawals or changes to part-time status after the first ten business days from the start of term.	A full refund if the program/course is suspended by the College. No refund for withdrawals or changes to part-time status after the first ten business days from the start of term.

NOTE: *All withdrawal and refund requests must be in writing to the Registrar's Office. The deposit and late payment fee are non-refundable. Students are liable for the payment of any 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.

CENTRE FOR CONTINUING AND ONLINE LEARNING REFUND POLICY

	ON CAMPUS COURSES OF 8 OR MORE CLASSES	ON CAMPUS COURSES OF 4 TO 7 CLASSES	ON CAMPUS COURSES OF 3 OR FEWER CLASSES	PRINT-BASED (CORRESPONDENCE) COURSES	ONLINE COURSES	PERSONAL INTEREST COURSES
FULL REFUND	A full refund if the course is cancelled by the College.	A full refund if the course is cancelled by the College.	A full refund if the course is cancelled by the College.	A full refund if the course is cancelled by the College.	A full refund if the course is cancelled by the College.	A full refund if the course is cancelled by the College.
PARTIAL REFUND	<p>A refund less a \$25 fee if the withdrawal request is received prior to the third scheduled class.</p> <p>There are no refunds on textbooks in designated courses, where the textbook is supplied as part of the course learning materials.</p>	<p>A refund less a \$25 fee if the withdrawal request is received prior to the second scheduled class.</p> <p>There are no refunds on textbooks in designated courses, where the textbook is supplied as part of the course learning materials.</p>	<p>A refund less a \$25 fee if the withdrawal request is received prior to the first scheduled class.</p> <p>There are no refunds on textbooks in designated courses, where the textbook is supplied as part of the course learning materials.</p>	<p>A refund less a \$25 fee if the withdrawal request is received within four weeks from the date of registration and if all CD's and DVD's are returned with the written request.</p> <p>Textbooks will be refunded if they are returned within four weeks of registration in unmarked and unopened condition.</p> <p>There are no refunds on material fees.</p>	<p>A refund less a \$25 fee if the withdrawal request is received prior to the fourteenth day from the start of the course unless otherwise indicated in the Online Learning eAlgonquin confirmation email.</p>	<p>A refund less a \$25 fee if the withdrawal request is received five days prior to the first scheduled class.</p>

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