

Policy Name	TUITION AND REFUND		
Policy #	106	Category	ACADEMICS
Steward	VP ACADEMICS	Date Approved	JULY 1, 2023
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POLICY

The College will collect funds for applications, tuition, books, student fees, and learning materials fees from or on behalf of domestic students. This policy applies to post-secondary programs, Adult Basic Education programs, University special initiatives, and Corporate Training programs. Tuition and fee amounts may change at any time.

The purpose of this policy is to determine the procedures regarding fee calculation, tuition and fee payment, and refunds for domestic students.

PRINCIPLES

In accordance with Regional Colleges Act, the College uses the tuitions set by the credit granting institution or fee that allow for cost recovery of program delivery. This policy applies to tuition fees for all courses, programs, or other types of training at the College. Tuition is set taking into account the following principles:

1. Affordable, accessible education meeting both student and employer needs;
2. Sustainable differential fees across courses, programs, or other types of training to reflect cost of delivery and/or demand;
3. Quality and enhanced excellence in our academic programs, research, student services and institutional supports;
4. Transparency and appropriate consultation and communication when setting all tuition and related fees.

SCOPE

This policy applies to all programs, courses, seminars or other types of instruction provided by and with payment to the College. In addition, this policy is in place for domestic students only. International student tuition, fees and refunds is covered by the International tuition, fee and refund policy.

DEFINITIONS

Domestic Student	Canadian citizens and permanent residents (landed immigrants), including Refugees with approved claims.
Sponsored Student	Domestic student that has a Third Party Agency paying Tuition and fees on their behalf.
International Student	A student with a valid permit to study in Canada.
Exceptional Circumstances	Unforeseen or unconventional hardship.
Full-time Student	A student taking 60% or more of a full course load

PROCEDURES

The College collects fees in the following categories that directly relate to a student's enrollment.

1. Application Fees to cover the cost of processing applications and assessing Canadian transcripts/documents associated with the application and admission process. Applications that include international documents are subject to an additional assessment fee.
2. Administration/Student Fees cover the costs for providing services and materials including student cards, printing paper, book processing and graduation.
3. Books and Material Fees will cover the cost of providing books and materials necessary for students to complete the program.
4. Tuition fees are charged for providing the education and training of a program. These fees will be assessed according to the brokering credit granting institution.
 - 4.1 The tuitions fees for post-secondary programs utilizing the provincial Skills Training Allowance funding will be assessed based on the Minister's Order in Council and /or the Ministry policy.
 - 4.2 University course program fees for special initiatives will be based on cost recovery.
 - 4.3 Special Project Programming either credit, industry credit, or non-credit the program/course tuition fees will be based on cost recovery.
 - 4.4 Adult Basic Education tuition fees are based on the Ministry policies or cost recovery as applicable (i.e. GED).
 - 4.5 Differential tuition fees will be assessed for international students. (see International Tuition & Refund policy)
5. Program Fees are charged when the program includes events, or services such as:

campus, additional technology, laboratory classes and other cost that cannot reasonably be considered part of the general tuition fees.

6. Health and Dental Insurance Fees. All full-time students enrolled in programs of 17 weeks or more in length will be assessed a fee for the combined insurance plan. Students will have the opportunity to opt out of the plan, or add on family members for additional cost, based on the Health plan guidelines. See website for more details.

Application fees and payment:

1. Domestic students applying for a post-secondary credit program will pay an application fee.
2. Any applicant with International documents will pay the document assessment fee prior to the assessment taking place.
3. If an applicant has an overdue account with the College, or a credit granting institution, the application will not be processed or assessed until the account is paid in full.

Payment of tuition deposit upon acceptance into a credit program:

Domestic students will be required to pay a non-refundable deposit set by the program area to be applied towards their total tuition fee. This deposit is payable by the date given in the acceptance letter. Sponsored students must either pay deposit by the due date or have the sponsoring agency submit a Sponsorship Authorization Form. The Sponsorship Form is due by the deposit deadline. The deposit deadline may be extended at the College's discretion.

Payment of Books and Materials:

1. For most credit programs student order their books directly from the credit granting institution and payment occurs at that time. If the College orders books for students the books must be paid for prior to releasing them to students. In exceptional circumstances, approval for release of books or materials on the first day of class without prior payment from the student may be obtained from the Program Chair.
2. Lab kits and other material may be ordered by the College, and these must be paid for prior to releasing them to students
3. Books and materials are non-refundable once they have been purchased.

Payment of tuition and other mandatory fees:

1. Payments may be made in-person at any college campus, via phone or mail. Payments may be made by money order, debit, cash, credit card (VISA or Mastercard) or EFT (Electronic Fund Transfer). Receipts shall be issued immediately, and duplicate receipts may be issued upon request. Personal cheques are not accepted.

2. Students requiring less than 100% of a credit program because of advanced standing or Prior Learning Assessment credit will pay pro-rated tuition fees and the full amount of student fees.
3. Students who have been approved for sponsorship will not be required to pre-pay tuition, books, and learning material fees. They will not be assessed penalties for late payments, nor be required to pay a tuition deposit. It is the student's responsibility to ensure the College's sponsorship form is completed by their sponsor and returned by the tuition deposit deadline in order to confirm their registration.
4. Tuition and fees:
 - 4.1 Tuition and Program fees for the complete program are payable by the 1st first day of classes or at a date set by the college in the student's first day or acceptance letter. Payments may be made up to 30 days prior to program start.
 - 4.2 Late fees will be assessed 60 days after program start or when deadline date is not met.
 - 4.3 Failure to pay tuition and other assessed fees *may* result in students being excluded from class and *will* result in the placement of a financial hold on the student account, meaning:
 - The student may be discontinued from the program
 - The student will be ineligible to apply or register at any College campus until the past-due account has been paid
 - Textbooks, transcripts, grades, certificates, diplomas or degrees and any other completion documentation will be withheld until full payment is made
 - The College may consider Collection proceedings on all accounts as per our Accounts Receivable policy.
 - 4.4 In exceptional circumstances the Manager of PSE, in consultation with Controller or VP of Finance, has authority to waive tuition and/or other fees and authorize refunds. The Manager of Admissions, in consultation with Controller or VP of Finance, has authority to waive administrative and application fees.

Refunds:

Students who notify the College in writing of their withdrawal prior to the commencement of their program, or are discontinued by the College, may be entitled to a refund of tuition only as described below. Refunds must be processed in the same manner in which they were paid (i.e. credit card to credit card, debit to debit, wire transfer to wire transfer etc.) and need to be requested and processed within the same fiscal year as the program.

1. The College may refund tuition only; books, materials, application fees, seat/tuition deposits and other mandatory fees are non-refundable.
2. Students who have been discontinued for academic or behavioral misconduct will not be eligible for a tuition refund.
3. Students who are declared academically ineligible (fail too many classes) after the first semester of a program will be provided with a tuition refund for the remaining portion of the program.
4. Refunds for Institute Credit programs:
 - 4.1. Refunds are subject to the following withdrawal deadline, first day of class for domestic students.
 - 4.2. Refund penalties for domestic students will be waived if student funding is denied from an external agency (including student loans) after the withdrawal deadline.
 - 4.3. For students who withdraw after the first scheduled day (semester one) of a semester-delivered certificate, diploma or degree program, the following will apply to each semester:
 - Refund of 25 percent of tuition for the semester if they withdraw on or before 25 percent completion of the semester length.
 - No refund for the semester beyond 25 percent completion of the semester length.
 - Full refund of tuition for subsequent semesters not yet started.
 - 4.4. For students who withdraw after the first scheduled day of a non-semestered program, the following will apply Non-semester program
 - Withdrawal date on or before 25% completion point of program year refund 60% refund of paid tuition
 - Withdrawal date on or between 26% and 50% after completion point of program year 50% refund of paid tuition
 - Withdraw date after 50% completion point of program year No refund of paid tuition
 - 4.5. For students who withdraw after the first scheduled day of an applied certificate program or advanced certificate program, the following will apply:
 - Refund of 25 percent of tuition if they withdraw on or before 25 percent completion of the program length.
 - No refund beyond 50 percent completion of the program length.

4.6. For programs that run on a module-by-module schedule:

- Students who cancel 3 or more business days prior to the start date of their module will receive a full refund of tuition.
- Students who cancel less than 3 business days before the start of the module will not receive a tuition refund.

4.7. For Special Project or cohort programs (e.g. Bachelor of Education, IATEC):

- Students will be notified of the withdrawal deadlines, if there are any.
- Tuition may be based on a seat purchase price. In this case, annual payment is made on a seat cost per person per year, and no refunds will be issued if a withdrawal takes place.

5. Refunds for Corporate Training Courses

5.1 Students who cancel 5 business days prior to the start date for their continuing education credit or non-credit courses are entitled to a full refund, or may transfer their tuition fee. (Transfer has to be within the academic year and between similar courses).

5.2 Students who cancel within 5 business days prior to start of program are not entitled to a refund.

5.3 A full refund will be provided to the student if the College cancels the course.

5.4 For students funded by student loans, if the student or a third party has paid the tuition, creating an overpayment, the refund will go to the student (or to student loans at the student's request). However, if the student withdraws, the refund will be returned to the National Student Loans Centre.

5.5 At the discretion of the Manager of Corporate training or designate, in consultation with the Controller or VP of Finance, exceptions may be granted.

6. Appeal process - Students wishing to have exceptional circumstances considered for refunds in addition to those stated above may appeal the decision in writing to the College.

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

- Suncrest College Learner Admissions, Learner Discontinuation, Accounts Receivable.
- Saskatchewan Polytechnic - [Tuition Deposit and Payment](#)
- Lakeland College – [Tuition and Fees](#)
- University of Saskatchewan – [Tuition and fees](#)
- University of Regina – [Tuition and Fees](#)

- Conestoga College - [Tuition and Fees](#)

APPENDIX A

1. Application Fees:

- \$60 application fee for domestic students

2. Administrative Fees:

- Student Fee: - Non-refundable fee of \$100 per student in credit programs per year.
Or \$20 per module if student is registering module by module.

3. Tuition Fees

- Domestic Student tuition deposit is set by the program and vary, exact amounts will be provided in the acceptance letter.
- Tuition for programs and courses is as published.

4. Service Fees

- International Document assessment fee of \$125 for permanent resident or Citizens (International students see international tuition policy)
- Exam invigilation and tutoring fees will be charged at rates outlined in Appendix A Rate Schedule of the Exam Invigilation Guidelines
- Late Fee: \$250 will be applied for all outstanding balances 60 days after program start.

5. Program Fees

- \$40 Student Fees will be applied to all AE students.