

ALGONQUIN COLLEGE DIRECTIVE	NO. OF PAGES 8	DIRECTIVE NO. B1
	ORIGINATOR Registrar	
	APPROVED BY President's Executive Committee	
TITLE FEES	EFFECTIVE DATE 2009.04.08	REPLACES 2003.01.29

MANAGEMENT POLICY

Fees schedules for College courses and programs are determined within the context of Ministry of Training, Colleges and Universities (MTCU) directives. This policy is communicated annually to all colleges.

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

- interpretation of Binding Policy Directives and Operating Procedures from the MTCU;
- preparation of fees schedules for all courses and programs in consultation with the Office of the Vice President Academic and the Finance Department;
- determining payment practices;
- assessing individual payment and refunds;
- collection of fees;
- ensuring control procedures are in place; and
- ensuring that the audit trail is in place and meets reporting requirements.

DEFINITIONS

1. MTCU Funded Programs

For fees (and audit) purposes the definitions below are used:

- 1.1 A Full-time Post-Secondary/Graduate Certificate Student is one who:
 - 1.1.1 is registered in a program that has been approved as post-secondary/graduate certificate 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 program of instruction in a given semester or reporting period,
 - 1.1.3 has paid, or made formal arrangements to pay, the tuition fees for the program, determined in accordance with the Ministry Tuition Fee Directives, and any other applicable fees, and
 - 1.1.4 has not officially withdrawn prior to the enrolment count date in the reporting period.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 enrolled in at least 70% of the student contact hours or 66 2/3% of the courses required for the program of instruction in a given semester or reporting period,
 - 1.2.3 has paid, or made formal arrangements to pay, the tuition fee for the program, determined in accordance with the Ministry Tuition Fee Directives, and any other applicable fees, and
 - 1.2.4 has not officially withdrawn prior to the enrolment count date in the reporting period.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 has paid, or made formal arrangements to pay, the tuition fee for the program, determined in accordance with the Ministry Tuition Fee Directives, and any other applicable fees, and
 - 1.3.4 has not officially withdrawn prior to the enrolment count date in the reporting period.

1.4 Programs Not Funded by the MTCU

The conditions explicit in the definitions for full-time students (above, 1.1 through 1.3.4) 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 program of instruction in a given semester or reporting period,
- 1.5.2 is assessed tuition fees at an hourly rate in accordance with the MTCU policy,
- 1.5.3 has paid, or made formal arrangements to pay, the tuition fee for the program, determined in accordance with the Ministry Tuition Fee Directives, and any other applicable fees, and
- 1.5.4 is registered in one or more courses as a course registrant.

1.6 Fee Jurisdiction

- 1.6.1 The provincial 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. Students exempt from the international premium are defined in the Exemptions document as part of the annual Fees Schedules.

1.7 Tuition Fee Structure (Ministry-Funded Activity)

Total fees payable consist of three distinct types of fees:

- 1.7.1 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.
- 1.7.2 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. These costs cannot be charged to students over and above the regular tuition fee.

- 1.7.3 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.
 - 1.7.4 Supporting documentation for non-tuition-related ancillary fees must be submitted to the Registrar's Office.
 - 1.7.5 Compulsory non-tuition-related ancillary fees 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 for funded activity (above, 1.7 through 1.7.3) 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. Fees 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 Regular 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 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: High Demand fees may be introduced within the parameters outlined in the MTCU Fees Directives, with the approval of the Board of Governors.)
 - 1.1.2 Graduate Certificate: At the discretion of the Board of Governors, High Demand fees may be introduced for students in Graduate Certificate programs.
 - 1.1.3 Tuition Short: Fees are charged at a weekly rate set annually. 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. For part-time programs, the daily rate is pro-rated to an hourly rate based on the scheduled number of hours per day.

- 1.1.5 International Students (Post-Secondary, 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.
- 1.1.6 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.
- 1.2 Regular Tuition Fee – Part-time Students
 - 1.2.1 All students 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 MTCU directives 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: High Demand fees may be introduced within the parameters outlined in the MTCU Fees Directives, with the approval of the Board of Governors.
- 1.3 Tuition Fees Non-Funded Activity
 - 1.3.1 Fees for courses that are not funded provincially are reviewed annually and are identified in College publications. Such fees are set by each Faculty/School and are approved by the Board of Governors.
 - 1.3.2 Deviations or discounts from the approved fees schedules for select groups or individuals must be submitted to the Registrar's Office and must have the approval of the Executive Dean, Dean or Director.
 - 1.3.3 The conditions explicit in the definitions for funded activity (above, 1.1 through 1.2.2) apply implicitly to programs that are not audited for provincial funding. Exceptions require approval of the Board of Governors.
- 1.4 Students with Permanent Disabilities
 - 1.4.1 Any student with a permanent disability who requires a reduced course load as a learning accommodation due to the impact of a documented disability and is, therefore, required to take 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 of the approved duration.

PAYMENT OF FEES

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

Student fee payments apply only to the courses that are in 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 in his/her Program of Study, at no additional cost.

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.

2. Students enrolling in the School of Part-time Studies (SPTS) courses should consult the SPTS publication published prior to each term for notices of fee payment.

REFUNDS

1. Tuition and Ancillary Fee Refunds – Full-Time

For the purpose of calculating tuition fee refunds, a student will be considered withdrawn, effective the date of 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 who officially withdraw within ten class days from 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 and the international premium and who officially withdraw within ten class days from the beginning of a term will be refunded using the MTCU equation outlined in the Ministry Operating Procedure.
 - 1.1.3 Full-time students on a 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 placement.

2. Tuition and Ancillary Fee Refunds – Part-Time

2.1 Refund Schedule: A summary chart is appended to this directive.

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

2.1.2 Part-time course registrants: The refund policy for School of Part-time Studies (SPTS) activity is published on the web and in OnCourse, the SPTS catalogue.

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

Refund policies for Non-Ministry-Funded Activity 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 fees paid in advance.

5. Cancellation of Course/Program

Full refund of all fees paid is made should the College cancel 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).

7. For up to six weeks into the term, 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/partner, parent or child. Requests for an exception to the refund policy must be in writing and are to be directed to the Manager of Fees in the Registrar's Office. Students must officially withdraw from the College prior to submitting their request.

(original signed by)

Registrar

(original signed by)

Vice President, Student Services

POST-SECONDARY, TUITION SHORT AND APPRENTICE PROGRAM REFUND POLICY

	Full-time Students	Part-time Students	International Students
Full Refund	To returning students if written request is received <u>prior to the first day</u> of term or if program/course is suspended by the College.	Program/course suspended by the College.	Refund less administrative fee if written request received within ten working days from the start of term. The administrative fee is calculated in accordance with Ministry of Training, Colleges and Universities policy.
Partial Refund	Refund less \$40.00 administrative fee to new students if written request is received <u>prior to the first day of term.</u> Refund less \$100.00 administrative fee to new and returning students if written request is received <u>within ten working days from the start of term.</u>	Refund less an administrative fee of \$20.00 per course to students if written request received <u>within ten working days from the start of the term.</u>	
No Refund	For withdrawals or changes to part-time status <u>after the first ten working days from the start of the term.</u>	For withdrawals <u>after the first ten working days from the start of the term.</u>	

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 classes	Courses of 4 to 7 classes	Courses of 3 or fewer classes	Distance Education	
				Print-based Courses	Computer-based Courses
Full Refund	Course cancelled by College	Course cancelled by College	Course cancelled by College	Course cancelled by College	Course cancelled by College
Partial Refund	Refund less a \$20.00 administrative fee if withdrawal request is received prior to the third scheduled class. No refunds on textbooks in designated courses, where the textbook is supplied as part of the course materials.	Refund less a \$20.00 administrative fee if withdrawal request is received prior to the second scheduled class. No refunds on textbooks in designated courses, where the textbook is supplied as part of the course learning materials.	Refund less a \$20.00 administrative fee if withdrawal request is received prior to the first scheduled class. No refunds on textbooks in designated courses, where the textbook is supplied as part of the course learning materials.	Refund less a \$20.00 administrative fee if withdrawal request is received within four weeks from the date of registration 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.	Please see your Distance Education confirmation letter. Refund less a \$20.00 administrative fee if withdrawal request is received on or before the refund date identified in the confirmation letter.
No Refund	<u>After the third scheduled class has begun.</u>	<u>After the second scheduled class has begun.</u>	<u>After the first scheduled class has begun.</u>	No refund on course or textbooks <u>after four weeks from the date of registration.</u> No refund on material fees.	

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