

**SA06**

**Fees**

Classification:	Student Affairs
Responsible Authority:	Registrar
Executive Sponsor:	Vice President, Student Services
Approval Authority:	Algonquin College Executive Team
Date First Approved:	1996-02-22
Date Last Reviewed:	2025-01-14
Date to Complete Mandatory Review:	2029-01-14

**PURPOSE**

To set annual Schedule of Fees for College post-secondary and graduate certificate programs and courses within the context of Ministry of Colleges and Universities (MCU) directives.

**SCOPE**

College courses and programs

**DEFINITIONS**

**Word/Term      Definition**

Academic Administrator	An Academic Administrator is a Program Chair, Academic Manager, Associate Chair, Dean, Testing Services Manager, or designated decision-maker
High Demand	MCU-funded program categorization that permits establishing tuition fees above the maximum permitted for non-high demand or standard fee programs. This is restricted to a maximum of 15.00% of overall enrolment.
Initial Term	First term a student pays or defers the deposit toward a full-time program in an academic year
MCU	The Ministry of Colleges and Universities refers to the Ontario Ministry responsible for the development and administration of policy for universities and colleges of applied arts and technology, authorization for the Ontario Credentials Framework for Postsecondary Education, and distribution of funding to Ontario universities and colleges.

## POLICY

1. The Registrar is accountable for the administration of the MCU and College fee policies. This includes:
  1. Interpreting MCU Tuition and Ancillary Fees Binding Policy Directive and Operating Procedures;
  2. Preparing fee schedules for all courses and programs in consultation with Academic Operations and Planning;
  3. Assessing individual payments and refunds;
  4. Collecting fees.
  5. Communicating to students Tuition Fees and educational costs including ancillary fees, textbooks and other learning materials.
2. Students in MCU funded and College approved programs are considered full-time for the purpose of establishing fees if they:
  1. are registered in a program that has been approved as a post-secondary or graduate certificate program by the MCU or by the College;
  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. The 70% or 66 2/3% of the requirements are calculated based on the 100% hours or courses defined for a program term, which varies by program and term. Please refer to the Algonquin College website for program information including the courses tab that outlines courses and student contact hour requirements;
  3. have paid, or made formal arrangements to pay, the tuition fees for the program, determined by the MCU Tuition and Ancillary Fees Binding Policy Directive or the College, and any other applicable fees; and
  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:
  1. are registered in a program approved as apprenticeship by the MCU;
  2. are carrying a full course load as offered by the College;
  3. have paid, or made formal arrangements to pay, the tuition fee for the program, determined by the MCU Tuition and Ancillary Fees Binding Policy Directive, and any other applicable fees; and
  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:
  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. The

70% or 66 2/3% of the requirements are calculated based on the 100% hours or courses defined for a program term, which varies by program and term. Please refer to the Algonquin College website for program information including the courses tab that outlines courses and student contact hour requirements;

2. are assessed tuition fees at an hourly rate in accordance with the MCU Binding Policy Directive;
  3. have paid, or made formal arrangements to pay, the tuition fee for the program, determined by the MCU Tuition and Ancillary Fees Binding Policy Directive, and any other applicable fees; and
  4. are registered in one or more courses as a course registrant.
5. The MCU Tuition and Ancillary Fees Binding Policy Directive applies to Canadian citizens, Indigenous students who identify as First Nations, Métis, and Inuit, and permanent residents within the meaning of the Immigration and Refugee Protection Act 2002.
  6. Tuition Fees for International students who hold a study permit are comprised of both the program tuition fee and an international 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**
    1. The total fees to be paid by students consist of the following:
      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.
      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.
      3. Non-tuition-related ancillary fees are college-levied charges over and above the student tuition fee for such items as appeals, penalties, learning materials, equipment and clothing retained by the student and items used in the production of items that become the property of the student.
      4. Compulsory non-tuition-related ancillary fees (e.g. Students' Association fees, Technology Fee, Health Services Fee) are subject to the approval protocol with the Students' Association. For detailed information, see the MCU Binding Policy Directives.
    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 Algonquin College Executive Team and are included for approval by the Board of Governors.
  8. **Calculation of Student Fees**

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.
  1. Regular Tuition Fee - Full-time Students

*Post-Secondary Funded Programs:* The MCU 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 MCU, 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 MCU 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 Tuition Short):* 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 MCU. 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 is charged for each work term of a coop program and is payable at the time of registration into a work term. International student premiums are not applied to co-op work term fees.
  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 MCU 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 MCU Fees Directives.
  3. Non-Funded Ministry Approved Programs

Fees for non-funded Ministry approved programs 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.

4. **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.
5. **Students with Permanent Disabilities**  
Any student with a documented permanent disability requiring a reduced course load as a learning accommodation and therefore takes additional terms to complete a program, is eligible to pay a reduced tuition fee of \$20 per course after paying the equivalent of full-time course load tuition fees for successfully completed courses.

## 9. **Payment of Fees**

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.
  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 100% course load, they may request approval from the Academic Administrator to register in a course that is not in their Program of Study, at no additional cost.
10. Students carrying a full course load who receive approval from the Academic Administrator to enrol in additional courses (overload) will pay full-time tuition fees plus additional tuition fees for the overload course(s). International students registered in full-time post-secondary who take additional courses beyond the full-time course load for which they are registered for in the current semester, will be exempted of the International Premium for up to one (1) additional course per semester. Additional exceptions require approval from the Director, International Education Centre.
11. Students enrolling in AC Online courses should consult the Centre publications published each term for notices of fee payment.

## 12. **Refunds**

1. A summary of the Refund Policy for Post-secondary, Graduate Certificate, College Approved and Apprentice programs is found in Appendix 1.
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.
3. **Tuition and Ancillary Fee Refunds - Full-Time**
  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.

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.
  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 fees paid less \$2,200 and the international health insurance fee. Full-time international applicants who have had their study permit application denied prior to ten days from the start of a term must provide a copy of the study permit rejection notification within ten days of issuance to receive a full refund.
  4. Full-time students on a co-op work term will be refunded any co-op fees assessed for a term if the withdrawal is submitted within ten business days from the beginning of a term.
  5. Apprentices registered in their initial or subsequent term of the academic year, who officially withdraw within three 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.
4. Tuition and Ancillary Fee Refunds - Part-Time
    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, as well as any fees paid in advance for subsequent terms.
    2. Part-time course registrants: The refund policy for courses offered by AC Online is published on the Algonquin College website.
  5. Change of Status - A student who changes from fee-paying to sponsored status will be refunded all fees paid in advance.
  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 situation 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](mailto: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 AA12: Changes to Original Registration: Course Drop /Add.

## PROCEDURE

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	<b>Action</b>	<b>Responsibility</b>
<b>Preparation of Annual Schedule of Fees</b>		
1.	Request submissions for the creation of a non-tuition-related ancillary fee or for a change to an existing fee as per the Students' Association/College Protocol Agreement.	Registrar
2.	Prepare the Annual Schedule of Fees for all courses and programs, including program ancillary fees, in consultation with Academic Operations and Planning, International Education Centre, and the Registrar's Office including Financial Aid and Student Awards.	Registrar
3.	Obtain Students' Association approval for proposed non-tuition-related ancillary fees as per the Students' Association/College Protocol Agreement.	Registrar
4.	Present the Schedule of Fees Assumptions to the Algonquin College Executive Team for feedback.	Registrar
5.	Present the Proposed Schedule of Fees to the Algonquin College Budget Committee for endorsement to proceed with the approval process.	Registrar
6.	Present the Proposed Schedule of Fees to the Algonquin College Leadership Team for information.	Registrar
7.	Present the Proposed Schedule of Fees to the Algonquin College Executive Team for approval to proceed to the Academic and Student Affairs Committee of the Board of Governors.	Registrar
8.	Present the Proposed Schedule of Fees to the Academic and Student Affairs Committee of the Board of Governors for approval to proceed to the Board of Governors.	Registrar via the Vice President, Student Services
9.	Obtain Board of Governors for the Proposed Schedule of Fees.	Registrar via the Vice President, Student Services
10.	Publish the Approved Schedule of Fees for the upcoming academic year on the Algonquin College website.	Registrar
<b>Refunds</b>		
1.	Officially withdraw in writing and request refund.	Student
2.	If applicable, assess refund to be paid to student and request the Finance Department to issue a refund.	Registrar's Office
3.	Forward refund to student.	Finance Department

## **SUPPORTING DOCUMENTATION**

Appendix 1: Refund Policy for Post-secondary College Approved and Apprentice Programs

**RELATED POLICIES**

AA12: Changes to Original Registration: Course Drop/Add  
AA15: College Credentials  
AA39: Program Progression and Graduation Requirements  
AD11: Student Activity Fees  
SA08: Fee Deferral  
SA14: Unreturned College Property and Unpaid Debt

**RELATED MATERIALS**

[Exemptions – International Student Fees](#)



**Appendix 1: Refund Policy for Post-secondary College Approved and Apprentice Programs**

**Post-Secondary Graduate Certificate, College Approved  
And Apprentice Program Refund Policy**

	<b>FULL-TIME STUDENTS</b>	<b>PART-TIME STUDENTS</b>	<b>INTERNATIONAL STUDENTS</b>	<b>APPRENTICES</b>
<b>INITIAL TERM A STUDENT PAYS OR DEFERS THE DEPOSIT FOR AN ACADEMIC YEAR (September – August)</b>	A refund less \$500 fee 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 business days from the start of the term.	A refund less a fee if a written request is received within ten business days from the start of the term.	A refund less \$100 fee if written request received within three business days from the start of term.
<b>SUBSEQUENT TERM(S) IN WHICH A STUDENT REGISTERS IN AN ACADEMIC YEAR (September – August)</b>	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 then business days from the start of term.	The fee is calculated in accordance with Ministry of Colleges and Universities policy.  A full refund if the program/course is suspended by the College.	A refund less \$100 fee if written request received within three business days from the start of term.
<b>ANY TERM A STUDENT PAYS OR DEFERS FEES IN AN ACADEMIC YEAR</b>	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.	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 three 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 two installments of the co-op fees are refundable with written withdrawal request from Co-operative Education be received during the first ten business days from the start of the term. The third 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.

### **AC ONLINE REFUND POLICY**

	<b>ON CAMPUS COURSES OF 8 OR MORE CLASSES</b>	<b>ON CAMPUS COURSES OF 4 TO 7 CLASSES</b>	<b>ON CAMPUS COURSES OF 3 OR FEWER CLASSES</b>	<b>ONLINE COURSES</b>	<b>PERSONAL INTEREST COURSES</b>
<b>FULL REFUND</b>	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.
<b>PARTIAL REFUND</b>	A refund less a \$25 fee if the withdrawal request is received prior to the third scheduled class.  There are no refunds on textbooks in designated courses, where the	A refund less a \$25 fee if the withdrawal request is received prior to the second scheduled class.  There are no refunds on textbooks in designated courses, where the	A refund less a \$25 fee if the withdrawal request is received prior to the first scheduled class.  There are no refunds on textbooks in designated courses, where the	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.	A refund less a \$25 fee if the withdrawal request is received five days prior to the first scheduled class.

	textbook is supplied as part of the course learning materials.	textbook is supplied as part of the course learning materials.	textbook is supplied as part of the course learning materials.		
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***NOTE: Withdrawals may be made by email, mail, phone, fax or in-person to the Registrar's Office. Nonattendance and/or payment cancellation does not constitute a withdrawal.***