

# TUITION AND FEES POLICY

TUITION AND FEES POLICY			
<b>Effective Date</b>	May 19, 2022	<b>Policy Type</b>	Administrative
<b>Responsibility</b>	Registrar	<b>Cross-Reference</b>	Post-secondary Learning Act (Alberta) Post-secondary Learning Act, Tuition and Fees Regulation (Alberta) Academic Schedule Policy Tuition and Fees Procedure Tuition and Fees Refund Procedure Skilled Trades and Apprenticeship Education Act
<b>Approver</b>	Board of Governors	<b>Appendices</b>	Appendix 1: Student Consultation on Tuition and Fees Procedure Appendix 2: Tuition and Fees Refund Procedure
<b>Review Schedule</b>	3 years		

## 1. Policy Statement

- 1.1. The Tuition and Fees Policy ensures tuition and fees are established, revised, charged, and refunded at NWP in a consistent manner and in compliance with any regulatory requirements.

## 2. Background

- 2.1. Tuition and fees for credit and apprenticeship programs must be established in compliance with the Post-Secondary Learning Act, the Tuition and Fees Regulation, and the Skilled Trades and Apprenticeship Education Act.
- 2.2. NWP establishes the tuition rate for credit and apprenticeship programs.
- 2.3. Beginning in the 2023-24 academic year, the tuition cap will be based on annual changes to an inflationary measure (CPI) which will be determined using data provided by Statistics Canada. Institutions will be given a CPI figure, which is the maximum average tuition increase that can be applied across the institution, though individual programs can vary by more or less than that amount.
- 2.4. The Minister of Advanced Education has the authority in legislation to freeze all regulated tuition.

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## 3. Policy Objective

- 3.1. To ensure that tuition and fees for credit and apprenticeship students are established, revised, charged, and refunded in a fair, equitable, and consistent manner in compliance with all regulatory requirements.

## 4. Scope

- 4.1. This policy applies to all credit and apprenticeship courses and programs at NWP.
- 4.2. This policy does not pertain to non-credit course offerings, application fees, non-refundable deposits, and contract offerings of training.

## 5. Definitions

- 5.1. **"Annual Tuition and Fees Summary"** refers to the information package prepared for submission to the Board of Governors for review and approval. This submission includes the province's tuition and fee regulations, the percentage and numeric increase to average tuition, projections for tuition and fee increases for the next four (4) years, high-level historical tuition trends, and a detailed summary of and rationale for proposed fee revisions or new fees. When a new Mandatory Non-Instructional Fee is being proposed, signoff from the Students' Association must be included in the submission package.
- 5.2. **"Apprenticeship Tuition"** refers to fees which are paid by a student in respect of instruction in apprenticeship technical training.
- 5.3. **"Auxiliary Fees"** refers to fees applied to specific courses in which specialized equipment or materials are part of the learning environment. Auxiliary fees may vary from course to course and are not applied to all courses.
- 5.4. **"International Student Tuition"** refers to tuition fees charged to an international student. International student tuition is not regulated by the Tuition and Fees Regulation. However, this is included in the Annual Tuition and Fees Summary which is submitted the Board of Governors for review and approval.
- 5.5. **"Mandatory Non-Instructional Fees (MNIFs)"** refers to fees charged to students that support specific goods and services that enhance the student experience. MNIFs must be cost-recovery, cannot be comprehensive, and in the case of new MNIFs, must be approved by the Students' Association.
- 5.6. **"Material and Service Fees"** refers to mandatory fees to be paid by a student to NWP for materials and services that facilitate instruction in apprenticeship technical training. These fees do not include fees for equipment or materials that are retained or leased by the student.
- 5.7. **"Non-Regulated Fees"** refers to fees that are assessed in anticipation of costs for supplies, equipment, materials, or services which are not directly related to the delivery of instruction in a course or program but are considered required elements of a course or program. Examples include, but are not limited to, program application fees, costs for required field trips, and supply of specialized professional tools which the student retains. These fees are not regulated by the Tuition and Fees Regulation. However, they are included in the Annual Tuition and Fees Summary which is submitted the Board of Governors for review and approval.
- 5.8. **"Program Fees"** refers to fees which are paid by a student to NWP in courses that are part of programs approved by the Minister under the Programs of Study Regulation (except exclusion). These fees include auxiliary fees.

- 5.9. **"Students' Association Fees"** refers to fees levied on the membership of a student association for the maintenance of the association. These fees are set by the Students' Association.
- 5.10. **"Third-Party MNIFs"** refers to MNIFs whose levels are entirely determined by a third party and whose revenues are collected by the institution and transferred to the third party.
- 5.11. **"Tuition"** refers to fees for credit course instruction as described by Alberta's Tuition and Fees Regulation. Exemptions from the regulation include distance delivery tuition payable by out-of-province students; apprentice tuition; off-campus cost recovery program tuition; and mandatory fees for items that are retained or leased by the student.
- 5.12. **"Tuition and Fees Regulation"** refers to the regulation made under the Post-secondary Learning Act that governs the setting of tuition fees, apprenticeship instructional fees, apprenticeship material and service fees, and MNIFs at public post-secondary institutions (other than The Banff Centre), as well as institutional requirements for consulting with Students' Associations.
- 5.13. **"User Fees"** refers to fees for goods, services, or activities that students may access on an as-needed basis. Students are not required to pay these fees in order to enroll in or complete their program of study. These fees are not regulated by the TFR. However, they are included in the Annual Tuition and Fees Summary which is submitted to the Board of Governors for review and approval.

### 6. Guiding Principles

- 6.1. Fees subject to this policy include tuition fees, program fees, MNIFs, non-regulated fees, and user fees for credit and apprenticeship students.
- 6.2. Fees set by the Students' Association are not subject to this policy.
- 6.3. The Tuition and Fees Regulation governs the establishment and revision of tuition, program fees, and MNIFs.
- 6.4. The Tuition and Fees Regulation does not cover non-regulated fees or user fees. However, NWP establishes and revises these fees using the same process as is used for fees covered under the Tuition and Fees Regulation.
- 6.5. NWP has the authority to set tuition for international students without Ministry approval. The rates at which international student tuition increases are at the discretion of the Board of Governors. International students are charged the domestic student rate for program fees, MNIFs, user fees, and non-regulated fees (with the exception of the application fee).
- 6.6. NWP develops and revises tuition and fees in an open and transparent manner that:
  - 6.6.1. Meets all requirements and guidelines of Advanced Education,
  - 6.6.2. Assures compliance with the Alberta Post-Secondary Learning Act and Tuition and Fees Regulation, and
  - 6.6.3. Ensures appropriate consultation and discussion with students.
- 6.7. All tuition fees are subject to the approval of Northwestern Polytechnic's Board of Governors as required under Section 61 of the Alberta Post-Secondary Learning Act.
- 6.8. The tuition and fee consultation process must support completion of the institution budget within approved timelines.

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## 7. Roles and Responsibilities

Stakeholder	Responsibilities
Board of Governors	<ul style="list-style-type: none"><li>• Approve and formally support this policy</li></ul>
Academic Council	<ul style="list-style-type: none"><li>• Recommend and formally support this policy.</li></ul>
Vice-President, Academic and Research	<ul style="list-style-type: none"><li>• Review and support this policy.</li><li>• Oversee implementation of policy and associated procedures.</li></ul>
Registrar	<ul style="list-style-type: none"><li>• Support and implement this policy and associated procedures.</li></ul>

## 8. Exceptions to the Policy

8.1. Exceptions to this policy must be approved by the Board of Governors.

## 9. Inquiries

9.1. All inquiries concerning this policy can be directed to the Registrar.

## 10. Amendments (Revision History)

Revised and Recommended by Academic Council: February 3, 2022

Approved by Board of Governors: February 17, 2022

Revised and Recommended by Academic Council: May 5, 2022.

Approved by Board of Governors: May 19, 2022

## TUITION AND FEES CONSULTATION AND APPROVAL PROCEDURE

### Appendix 1 – Tuition and Fees Consultation and Approval Procedure

#### 1. Procedure

##### 1.1. Tuition and Fees

- 1.1.1. The Registrar, in consultation with the senior leadership team, proposes tuition, program fees, MNIFs, non-regulated fees, and user fees for the next academic year. Auxiliary fees for individual courses are reviewed in consultation with deans, chairs, and faculty.
- 1.1.2. Appropriate fee increases for tuition, program fees, and MNIFs are determined using the annual calculated Consumer Price Index (CPI) and fee parameters provided by Advanced Education.
- 1.1.3. International student tuition is calculated using the approved international tuition differential. Proposed program fees, MNIFs, user fees, and non-regulated fees for international students are the same as for domestic students with the exception of the application fee.
- 1.1.4. If the proposed international student tuition exceeds the maximum allowable tuition for any continuing students with an active international tuition student guarantee, the tuition guarantees are to be used to set up individualized tuition rules for impacted students.
- 1.1.5. Proposed tuition, international tuition, program fees, MNIFs, non-regulated fees, and user fees serve as an input for the annual NWP budget and for student consultation purposes prior to any final recommendation to the Board of Governors.
- 1.1.6. Tuition and fees for courses and programs not covered by the government's Tuition and Fees Regulation may be set by the Provost and Vice-President Academic in collaboration with the Registrar and relevant Dean.

##### 1.2. Student Consultation

- 1.2.1. In accordance with the Tuition and Fees Regulation, NWP consults the Northwestern Polytechnic Students' Association, on behalf of students, through a Fee Consultation Committee which meets at least twice annually to gain feedback or recommend fee changes.
- 1.2.2. Membership for the Fee Consultation Committee includes the Provost and Vice-President Academic, the Registrar, Students' Association Executive Council, and the Students' Association Executive Director. Other representatives may be invited on an as-needed basis.
- 1.2.3. The Registrar convenes at least two (2) Fee Consultation Committee meetings during the fee planning process with a potential third meeting if any new or increased fees are being proposed. At least one meeting should be held in the Fall semester, normally before the end of November.
- 1.2.4. Fee Consultation Committee meetings provide an opportunity for informed discussion. The Registrar describes the nature of proposed tuition and fee changes and the rationale for the proposed changes, including an explanation of how resulting revenues will be used to maintain or enhance related student services.
- 1.2.5. For the first Fee Consultation Committee meeting, the Registrar prepares and sends members a detailed meeting package which includes:
  - the province's tuition fee regulations,
  - the allowable average increase for tuition for the following academic year,

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- the estimated dollar increase to average tuition,
  - projections for tuition fee increases for the next four (4) years,
  - any proposed MNIF increases or new MNIFs,
  - any proposed Program Fee increases or new Program Fees,
  - any proposed Non-Regulated Fee increases or new Non-Regulated Fees, and
  - any proposed User Fee increases or new User Fees.
- 1.2.6. The Registrar chairs the first Fee Consultation Committee meeting and, at its conclusion, requests additional feedback regarding fee increases or new fees by a mutually agreed upon deadline.
  - 1.2.7. After receiving feedback from Fee Consultation Committee members and, where possible, incorporating this information into revised tuition and fee documents, the Registrar schedules a second Fee Consultation Committee meeting.
  - 1.2.8. For the second Fee Consultation Committee meeting, the Registrar prepares and sends members a detailed meeting package which includes any revisions made to documents presented at the first meeting as well as any new information deemed relevant.
  - 1.2.9. The Registrar chairs the second Fee Consultation Committee meeting and, at its conclusion, requests additional feedback regarding fee increases or new fees by a mutually agreed upon deadline.
  - 1.2.10. In the event a new program or new MNIF is introduced after the second Fee Consultation Committee meeting, the Registrar schedules a third meeting.
- 1.3. Executive Review and Board of Governor Approval
    - 1.3.1. The Registrar presents the finalized annual tuition and fee package to the NWP Executive for approval.
    - 1.3.2. On the approval of Executive, the Registrar submits the annual tuition and fee package to the Board of Governors for final approval. This usually occurs at the January or February Board meeting.
    - 1.3.3. The Board of Governors makes the final decision on tuition, program fees, MNIFs, non-regulated fees, and user fees.
  - 1.4. Submission to the Ministry
    - 1.4.1. Once the Board of Governors approves the tuition and fees for the next academic year, the Registrar submits tuition, program fees, and international student guarantees to Advanced Education for review through the Tuition and Fees Reporting System (TAFRS).
    - 1.4.2. After the review process is complete, the TAFRS submission is returned to NWP for sign off. The Vice President Finance and Administration reviews the final proposed tuition and fees for the next academic year and, if there are no required changes, signs off. The Registrar then uploads the sign off document.
    - 1.4.3. Once the Board of Governors approves the MNIFs for the next academic year, the Vice President Finance and Administration completes the Projected MNIF Expenses and Revenues report using any revised and new MNIFs. The Registrar uploads the completed Projected MNIF Expenses and Revenues report to the Campus Alberta ,Project Site (CAPS).
  - 1.5. Communication to Students
    - 1.5.1. Approved tuition, program fees, MNIFs, non-regulated fees, and user fees for the next academic year is communicated to students through the official Tuition and Fees section of the NWP website.

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- 1.5.2. Upon final approval from the Ministry, all current students are sent a tuition and fees memo that summarizes approved changes as well as the rationale for those changes.
- 1.5.3. International student tuition guarantees are provided to new international students with their admission offer letters.

## TUITION AND FEES PAYMENT AND REFUND PROCEDURE

### Appendix 2 – Tuition and Fees Payment and Refund Procedure

#### 1. Procedure

##### 1.1. Payments

##### 1.1.1. Applications

- 1.1.1.1. Applicants to NWP are charged a non-refundable application when they apply to NWP.
- 1.1.1.2. Applicants who apply directly to Academic Upgrading are not charged an application fee.

##### 1.1.2. Tuition Deposit

- 1.1.2.1. Students are required to pay a non-refundable registration deposit at the time of registration for the academic year. This deposit is applied to their account for their first Semester fees. The registration deposit is non-refundable.
- 1.1.2.2. Students beginning their studies in the Winter Semester are required to submit a non-refundable registration deposit at the time of registration. This deposit is applied to their account for Winter Semester fees. The registration deposit is non-refundable.

##### 1.1.3. International Student Tuition and Fees

- 1.1.3.1. International students who are studying at the Institution for the first time are required to have a minimum of \$2,500 on their student account to be eligible to register.
- 1.1.3.2. The Registrar is responsible for ensuring that international student tuition guarantees are adhered to during the assessment and payment of international tuition and fees.

##### 1.1.4. Fee Payments

- 1.1.4.1. Tuition and fees are normally billed per term.
- 1.1.4.2. International students are assessed tuition fees normally equal to three and one-half times (350%) those assessed for domestic students.
- 1.1.4.3. Tuition and fees are due and payable by the deadline date published in NWP's Academic Schedule.
- 1.1.4.4. Where tuition and/or fees are paid by a sponsoring agency or funding is received by the student through a federal, territorial, or provincial student loan program, approved arrangements must be made by the published deadline date.

##### 1.1.5. Overdue Fees

- 1.1.5.1. After the published deadline to pay fees, students with outstanding debt of \$250.00 or less are placed on financial hold, reducing access to a range of services including, but not limited to, issuance of transcripts, issuance of student ID cards, issuance of parchments, and processing of new registrations.
- 1.1.5.2. After the published deadline to pay fees, students with outstanding debt greater than \$250 are withdrawn from their program and all courses if appropriate arrangements have not been confirmed with the Registrar's Office.
- 1.1.5.3. At least one business day prior to the published deadline to pay tuition and fees, the Registrar or delegate informs students that they will be placed on financial hold or withdrawn from NWP if tuition and fees are not paid before the deadline.



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- 1.1.5.4. The Registrar or delegate emails all students that have been placed on financial hold or withdrawn from NWP within two (2) business days of the published deadline to pay tuition and fees. The email includes information on the total amount owed, how to pay tuition and fees, impact of continued non-payment, and the reinstatement process.
- 1.1.5.5. Overdue accounts that remain unpaid may be sent to a collection agency at the end of the fiscal year. This is managed by the Financial Services department.
- 1.1.6. Reinstatement Fee
  - 1.1.6.1. A reinstatement fee is charged for reinstatement of registration for students who have had their registrations dropped due to overdue payment.
  - 1.1.6.2. The deadline for reinstatement into program and courses, if available, is no later than ten (10) business days from the fee payment deadline.
  - 1.1.6.3. To be reinstated, a student must pay the reinstatement fee and all outstanding fees.
- 1.1.7. Students' Association Fees
  - 1.1.7.1. Students' Association membership fees and the SA Health and Dental fees are determined by the NWP Students' Association. Student Associations have independent authority in the Post-secondary Learning Act (PSLA) to set these fees.
  - 1.1.7.2. Assessment and collection of the appropriate Students' Association fees is administered by the Registrar's Office on behalf of the Students' Association. Revenue is transferred to the Students' Association as per an agreed upon schedule.
  - 1.1.7.3. Payment and refund schedules and conditions for Students' Association fees are administered in the same manner as other fees and are determined by the Academic Schedule.

### 1.2. Refunds

- 1.2.1. Tuition Deposit Refunds
  - 1.2.1.1. Tuition deposits are non-transferable and non-refundable.
- 1.2.2. Refund Eligibility
  - 1.2.2.1. Students must inform the Registrar's Office in writing of their intent to withdraw from a program or course.
  - 1.2.2.2. All refund requests require sufficient and appropriate supporting documentation, as determined by NWP, for approval and audit purposes.
  - 1.2.2.3. Refund assessments are based on the date on which the student's written notice is received by the Registrar's Office and are prorated according to the refund schedule.
  - 1.2.2.4. Non-attendance does not constitute notice of withdrawal from a course or program. If a student leaves the institution without notification of their intent to withdraw, the student is not eligible for a refund and is responsible for any outstanding fees.
  - 1.2.2.5. Students who have been suspended or expelled from NWP for any reason are not eligible for refund of tuition and/or fee refunds.
- 1.2.3. Credit Refunds Schedule
  - 1.2.3.1. Tuition and fee refunds for credit students are made in accordance with the Academic Schedule Policy.

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- 1.2.3.2. If students cancel their credit registrations by the last day to drop courses as declared in the Academic Schedule, 100% of tuition, program fees, auxiliary fees, MNIFs, and Students' Association fees paid for the class are refundable. The tuition deposit is forfeited, if applicable.
- 1.2.3.3. If students cancel their credit registrations after the finance due date, they are not eligible for a refund of tuition, program fees, auxiliary fees, MNIFs, or Students' Association fees.
- 1.2.4. Apprenticeship Refunds Schedule
  - 1.2.4.1. Tuition and fee refunds for apprenticeship students are made in accordance with the Academic Schedule Policy.
  - 1.2.4.2. If apprentices withdraw from training by end of business day prior to the first day of classes, 100% of apprenticeship tuition, program fees, MNIFs, and Students' Association fees paid for the class are refundable. The tuition deposit is forfeited, if applicable.
  - 1.2.4.3. If apprentices withdraw from training on or after the first day of training, they are not eligible for a refund of apprenticeship tuition, material and service fees, program fees, MNIFs, or Students' Association fees.
- 1.2.5. Refund Exceptions
  - 1.2.5.1. A tuition refund may be considered outside the normal timeframes in exceptional circumstances.
  - 1.2.5.2. Exceptional circumstances may include medical reasons, bereavement, or significant extenuating personal circumstances.
  - 1.2.5.3. Students who wish to request a refund exception due to exceptional circumstances must submit to the Registrar supporting documentation and/or other evidence as determined by NWP.
  - 1.2.5.4. The Registrar (or designate) is the authority for the determination of special circumstances and decision making.
- 1.2.6. Processing of Refunds
  - 1.2.6.1. Students who are entitled to a refund and are fully withdrawn from NWP are reimbursed within eight (8) weeks of withdrawal. Refunds are issued to the same source from which the payment was received. All refunds are issued in Canadian dollars.
  - 1.2.6.2. For students who are entitled to a refund and are continuing their studies at NWP, credit balances are applied automatically to their next term's fees. If a student is not registered in the next term, a refund is issued.
  - 1.2.6.3. For students who are sponsored by an agency, organization, or Indigenous band and students who have received government loan funding, refunds are sent directly to their funder.