



## POLICY AND PROCEDURES

### NON-CREDIT COURSE TUITION FEES

Code: 4.4

Category: Financial

Effective Date: July 17, 2014

**SUBJECT: NON-CREDIT COURSE TUITION FEES**

**POLICY:** Non-credit course tuition fees are established to reflect the direct and indirect costs as well as a profit factor.

#### **PREAMBLE:**

Non-credit courses are offered to the public and do not require Academic Council approval. The content of individual sections is determined by the Dean, or their designate, in consultation with the target audience. The tuition fee charged is dependent upon establishing a minimum enrolment and a fee which will cover the costs of running that particular section including GST, where applicable. Rates may differ for each course.

#### **DEFINITION:**

**Non-credit:** Courses which do not carry a credit value and are not calculated into a registrant's Grade Point Average (GPA).

**Direct costs:** Costs that can be specifically identified to departments, products or activities, in the sense that if these operations did not exist, the cost would not be incurred.

**Indirect costs (overhead):** Costs that cannot be readily identified to specific departments, products or activities; are incurred for the benefit of Lethbridge College as a whole; and, for the most part, would be ongoing even though such particular operations were discontinued. Generally, these types of costs are allocated to the respective operations on some basis which would appropriately recognize the benefits received by that operation.

**Profit factor:** The residual surplus remaining after deducting all identified direct and indirect costs from the total revenues received or recognized for a specific operation.

#### **GUIDELINES:**

##### **Approvals:**

1. The Dean, or their designate, approves all non-credit courses including the assigned tuition fee.
2. The Dean, or their designate, approves all non-credit courses that are confirmed at less than minimum enrolment.

### **Tuition fee collection:**

1. Tuition fees for non-credit courses are collected in full at the time of registration.
2. Method of payment can be made in various forms (specifically, signed sponsorship letter or purchase order, MasterCard, Visa, debit card, cheque or cash).
3. Returned items will be subject to a service charge and may result in the registrant being put on a "strictly cash" method of payment.

### **Refunds:**

1. Registrants in courses cancelled by Lethbridge College will receive a full refund of tuition fees paid.
2. A service charge may be levied on registrant initiated withdrawals within 4 days prior to the start of a non-credit course.
3. Some programs may not be eligible for a refund

### **REFERENCE:**

<b>IPCC:</b>	1997 04 08
<b>PACT:</b>	2005 09 13
<b>CLC</b>	2014 07 17
<b>Academic Council:</b>	n/a
<b>Board of Governors:</b>	1997 04 22 (effective 1997 07 01) 1998 11 23 (amended)
<b>Cross Reference:</b>	Credit Tuition Fee: Policy 4.5