



Category:	Finance
Approved By:	Senior Administrative Team (SAT)
Approval Date:	June 5, 2012
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Revised Date(s):	
Policy Sponsor:	Vice President Corporate Services and Chief Financial Officer
Policy Administrator:	Director, Financial Services

Student Fees Policy

Purpose

The purpose of this policy is to ensure that instructional and non-instructional fees charged to students are applied in a consistent manner, have student input and are in compliance with all regulatory requirements.

Scope / Limits

This policy applies to mandatory instructional and non-instructional fees assessed to students for programs approved by the Minister under the Programs of Study Regulation (AR 91/2009) or for the purposes of the Student Financial Assistance Act with the exclusion of off-campus cost recovery programs and courses provided under a third party contract.

The policy also excludes fees collected on behalf of third parties such as the Students' Association and fees that are optional for students.

Definitions

Third Party Contract means a contract between a third party and the Lethbridge College Board of Governors for the delivery of a program to the clients of the third party with the third party funding the cost for the delivery of the program to its clients.

Off-campus cost recovery instruction program program of study for which instruction is wholly or predominately delivered away from any permanent campus of the institution and no funding is provided by the Department of the Government responsible for Advanced Education.

Instructional fees are:

- fees for supplies, equipment, materials and services directly related to the delivery of instruction in a course or program, as defined by the Province of Alberta Public Post-Secondary Institutions' Tuition Fees Regulation and covered by the Regulation.
- fees for supplies, equipment, materials and services directly related to the delivery of instruction in a course or program, as defined by the Province of Alberta Public Post-Secondary Institutions' Tuition Fees Regulation and noted as exclusions to the Regulation. Examples include but are not limited to the costs of food, lodging and

transportation for field trips; supply of certain specialized professional tools which the student will retain; and fees for arranging professional placements such as practica.

Mandatory non-instructional fees fees 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. The following are examples of fees for student services which are often referred to as non-instructional fees. The list is not exhaustive:

- differential tuition fees charged to international visa students,
- application and/or registration fees,
- recreation and athletic fees,
- graduation, parchment replacement and/or transcript fees,
- information technology fees not related to instruction, and/or,
- prior learning assessment fees, invigilation fees (exam supervisor fees) and/or fees to obtain an extension to complete a course.

Policy Statements

1. Approval of instructional and non-instructional student fees forms part of the budget and Comprehensive Institutional Plan process which is approved by the Board of Governors annually.
2. All fees are set in a just and equitable manner and reflect a reasonable balance of fiscal responsibility between students and taxpayers.
3. The setting of fees complies with the Alberta Regulation governing post-secondary tuition fees.
4. All mandatory non-instructional fees are clearly identified and set to cover the services provided for the specific fee.
5. The college consults with Lethbridge College Students' Association representatives, on behalf of students, through a Fee Consultation Committee which meets at least twice annually to gain feedback on recommended fee changes.
6. Student fees will be communicated to students through the official institutional calendar and in the case of non-instructional fees will clearly identify the objective of the services provided by the fee. Communication to government will be conducted through the various accountability mechanisms as defined by the Department of the Government responsible for Advanced Education.

A: Policy Supports

[Student Fees Procedures \(Appendix A\)](#)

B: Legislated References

Post-Secondary Learning Act

Tuition Fees Regulation 273/2006
Programs of Study Regulation (AR 91/2009)

C: Other References

D: Related Policies

Admissions

Add/Drop Period and Extended Drop Period 3.9

Credentials and Parchments

Non-Credit Course Tuition Fee 4.4

Board of Governors:

EL-10 Access to Education



Parent Policy:	Student Fees
Effective Date:	August 1, 2012
Revised Date(s):	
Policy Sponsor:	Vice President Corporate Services and Chief Financial Officer
Policy Administrator:	Director, Financial Services
Appendix A	

Student Fees Procedures

Part A: Fee Setting, Consultation and Approval Process

1. Financial Services is responsible to facilitate the annual fees setting / approval process.
2. Prior to the beginning of the annual budget period (October/November), Financial Services will coordinate information with respect to proposed new fees and/or changes to existing fees and create a proposed fee schedule.
3. Instructional tuition fees will be set in accordance with the Public Post-secondary Institutions' Tuition Fees Regulation. Instructional fees excluded in the regulation will follow the mandatory non-instructional fee setting requirements as outlined below.
4. Mandatory non-instructional fee setting will ensure that:
 - a) each mandatory non-instructional fee funds specific identifiable services for the students
 - b) each type of fee will have its own fee level
 - c) non-instructional fees are clearly identified and provide all the necessary information about the services provided
 - d) the fee reflects the cost of the services provided
 - e) reasonable efforts are taken to track the expenditures of providing services and to provide transparency
5. Tuition fees for instruction will be assessed and calculated on a per course basis. Non-instructional fees may be assessed either on a per course basis or by other means depending on the service provided.
6. Student Consultation:
 - Each year prior to the end of November, the Fee Consultation Committee (see Part E: Terms of Reference) will meet with Lethbridge College Students' Association (LCSA) representatives to review and solicit feedback on the proposed fee schedule.
 - Formal feedback from LCSA representatives is expected prior to the middle of December.
 - The Fee Consultation Committee will meet with LCSA representatives to review the recommended fees schedule prior to being presented to the College's Senior Administration Team and Board of Governors for approval as part of the Comprehensive Institutional Plan and budget approval.

7. The Vice President Corporate Services and Chief Financial Officer, or designate, will approve:
 - a) new program/course rates
 - b) special refund conditions and penalties
8. The college's official Calendar will clearly identify the types and rates of fees and in the case of non-instructional fees, identify the service received.

Part B: Payment of Fees and Deposits

1. Conditions for the payment of fees applicable to application, offer acceptance and deposits, registration, billing, payments, and add/drops are as follows:

Applications

- All applicants to Lethbridge College credit courses/programs are charged a non-refundable application fee upon each occasion they apply to Lethbridge College, for every program they wish to apply to and, if they are already registered in a program, each time they wish to apply to change their program or program major.

Note: The non-refundable application fee will be waived if Lethbridge College advises that a program change would be beneficial to the learner's success.

Offer Acceptance and Deposits

- Upon acceptance to a specific program, Lethbridge College will issue the student an "offer". The student must confirm or accept this offer by signing and returning it to Lethbridge College along with a deposit or a written confirmation or purchase order, in the case of a "sponsored student". Undeclared students will not be required to pay a deposit; however, all of their assessed fees will be due and payable at the time of registration.
- Paid deposits or paid tuition fees may be transferred from one credit program to another credit program or from one term to another provided that the student is prepared to be admitted to the next available term. This option will be on the condition that such transfer requests will be permitted for one occasion only. Students must submit this request in writing and admission is subject to meeting entrance requirements and space availability.
- Tuition deposits or tuition payments will be applied to the term of acceptance for applicants to a new program. Applicants who are currently Lethbridge College students and registered in credit programs are not required to pay the tuition deposit.

Fee payments

- All fees will be due and payable by the end of the add/drop period of the term. Sponsored students and those applying for a student loan are responsible for making payment if their sponsorship/loan has not been approved by the due date.
- If appropriate arrangements have not been confirmed with Financial Services by the due date, **non-payment of fees will result in the student's registration being cancelled.** Students must advise the Registrar's Office if they will not be attending classes for which they have been registered to initiate the withdrawal process.

NOTE: non-attendance of classes does not constitute automatic withdrawal.

2. Specific conditions and timelines will be published in the Academic Schedule and/or Calendar.
3. Students with outstanding indebtedness will be placed on "financial hold", resulting in the following services to be withheld:
 - a) issuance of transcripts
 - b) issuance of mark statements
 - c) issuance of student ID cards
 - d) issuance of parchments
 - e) new registration processing
 - f) new library loan privileges

Part C: Refunds

The criteria for refunds for credit courses/programs will be as follows. Note that such conditions apply to "financial" obligations and do not have any implications to "academic" withdrawal or records. Withdrawals from a course/program must be in writing through the Registrar's Office. However, telephone or verbal withdrawals will be permitted by confirmation issued and recorded through the Registration staff.

Complete Program Withdrawal (all course registrations dropped):

Official withdrawal	Credit or Refund
A minimum of 20 business days prior to program commencement date	Full refund of tuition and related fees less 50% of required deposit
Between 19 days prior to program commencement and through to the end date of the Add/Drop Period	Full refund of tuition and related fees, no refund of required deposit
After Add/Drop Period and through to the end date of the Extended Drop Period	Full refund of tuition and related fees less a \$50 late drop fee for each course dropped within the program (no refund of deposit)

Individual Course Drop (with minimum of one remaining course registration in place):

Official withdrawal	Credit or Refund
Up to and including the end date of the Add/Drop Period	Full refund of tuition and related fees
After Add/Drop Period and through to the end date of the Extended Drop Period	Full refund of tuition and related fees less a \$50 late drop fee for each course dropped
Official withdrawal after Extended Drop Period	No refund

Part D: Third Party Fees

Lethbridge College Students' Association (LCSA) fee rates and qualifying students will be determined and approved by the LCSA. By agreement between the Lethbridge College Board of Governors and the LCSA, assessment and collection from the appropriate students will be administered by Lethbridge College, on behalf of the LCSA. Payment and refund schedules and conditions for these fees will be administered by the Lethbridge College in the same manner as tuition fees.

Part E: Fee Consultation Committee – Terms of Reference

Committee Purpose/Mandate:

The mandate of the Fees Consultation Committee is to facilitate the annual fees consultation process with student representation and to recommend approval on the setting of annual fees.

Specific responsibilities are to:

- consult with Lethbridge College Students' Association representatives on the proposed fee schedule for the next fiscal year
- consider input from LCSA representatives and provide feedback
- present the fees to College Leadership Council (CLC) for internal budget approval

Membership:

- Director of Financial Services (Chair)
- Registrar
- Dean (1)

Meetings:

- Annually - November, December, January