

TITLE: FEE POLICY

APPROVED: September 14, 2009 **REVIEWED:** May 7, 2012
 June 3, 2013

NEXT REVIEW: 2016-2017

RESPONSIBILITY: Dean, Student Experience

APPENDICES:

CROSS-REFERENCE: Post-Secondary Learning Act (Alberta)
 Public Post-secondary Institutions' Tuition Fees Regulation (Alberta)
 Refund for Credit Registration Policy
 Guidelines for Academic Schedule
 Student Academic Grievance Policy

POLICY STATEMENT :

The College shall establish its fees to acquire a maximum amount of revenue for programming without barriers to accessibility through excessive fees.

Students enrolled in selected GPRC courses may be assessed and required to pay fees, in addition to tuition, that reflect exceptional costs associated with the delivery of specified courses in their program of study. The level of auxiliary fee assessment will ensure that students are responsible for a fair and equitable portion of post-secondary education costs.

The Board of Governors has a responsibility for all fees within the guidelines of the Public Post-secondary Institutions' Tuition Fees Regulation.

PURPOSE :

To ensure timely and responsible review of all institutional fees, subject to Regulations and universal mandatory fees, including consultation with students.

SCOPE :

This policy ensures involvement of student representatives in working groups, committees or other structures allowing students on-going input into budget developments affecting fees.

DEFINITIONS :

The following GPRC fees are regulated as per the Public Post-secondary Institutions' Tuition Fees Regulation:

- Base tuition fees
- Library fees

Tuition fees refer to the base fee assessed for credit courses.

A **Library fee** is charged to all credit students to assist with the maintenance of library resources.

The following GPRC fees are not subject to the Public Post-secondary Institutions' Tuition Fees Regulation:

A **Wellness fee** is charged to all credit students that provides students with access to recreational facilities and other student activities.

An **Administrative fee** is charged for student services. Examples of some of the services covered under administrative fees are: graduation, parchment processing, and transcript processing.

Academic fee (tax deductible)

Academic fees are intended to reflect specific costs and services directly related to the delivery of instruction in a course such as:

- The costs of consumables used in labs that have no lasting value beyond the course. Such consumables may include chemicals, paint, nails, rods and workbooks that are used in lab.
- Fees for arranging professional placements such as practicum placements.
- Membership or seminar fees that are specifically related to an academic program.

Non-Academic Fees (not tax deductible)

Non-academic fees are intended to reflect specific costs and services not directly related to the delivery of instruction in a course such as:

- Fieldtrips, conference fees and travel when pertinent to the completion of a course.
- Costs of enduring value where the ownership is transferred to the student.

Students' Association fees are set and levied by the GPRC Students' Association, which are assessed and collected by the College in accordance with the Post-Secondary Learning Act.

PROCEDURE / GUIDELINES :

1. RATIONALE FOR COURSE AUXILIARY FEES

1.1 Auxiliary course fees are intended to reflect specific cost components uniquely attributed to the course such as:

1.1.1 Exceptional laboratory or other supply costs attributed to a course.

1.1.2 Exceptional overhead costs such as equipment uniquely required for the course.

- 1.1.3 Field trips and program specific accreditation costs may also be identified as a basis for a course specific fee.
- 1.1.4 Delivery mechanisms utilized for distance education.
- 1.2 Auxiliary fees for courses are assumed to be course section specific. Not all sections of a course may have the same exceptional costs.
- 1.3 Normally, auxiliary fees will not be used to recover the cost of educational supplies consumed by individual students during program activity. These individual consumable costs are the direct responsibility of the individual student and should be paid for on a cash basis through the Bookstore or other sources.

2. TIMELINE FOR REVIEW AND CONSULTATIONS

- 2.1 Upon receipt of tuition fee notice from Alberta Enterprise and Advanced Education (usually distributed in August), the Dean, Student Experience will consult with the Director, Financial Services to ensure proposed tuition increase stays within Tuition regulations.
- 2.2 Dean, Student Experience will receive guidance from the GPRC Executive as to the direction to proceed with tuition and other fees.
- 2.3 After taking into consideration the feedback from Executive, the draft fee schedule will be presented for feedback by the Dean, Student Experience to the Students' Association Executive by the middle of October.
 - 2.3.1 Preparation of the initial draft should include comparisons of the proposed fees for GPRC with the other provincial colleges and universities to ensure that GPRC remains competitive.
- 2.4 After taking into consideration feedback from the Students' Association Executive, the draft fee schedule will be presented for feedback by the Dean, Student Experience to Administrative Council at the November meeting.
- 2.5 Administrative Council will review the draft fee schedule and provide feedback to the Dean, Student Experience at the November meeting.
- 2.6 Draft fee schedule will be submitted to Alberta Enterprise and Advanced Education by the middle of December.
- 2.7 After taking into consideration feedback from Administrative Council, the Dean, Student Experience shall seek feedback from Student Council on the draft of the fee schedule.
 - 2.7.1 Student Council may hold a general student forum to collect feedback from the students. Feedback received should be submitted to the Dean, Student Experience by the end of December.
- 2.8 Final draft of all proposed fees, except those subject to regulation, will be submitted to Administrative Council for final approval in January.

2.9 Proposal of regulated fees will be submitted to the Board of Governor's in February.

3. PAYMENT OF FEES

3.1 Tuition and fees are due and payable by the deadline dates published by the Registrar's Office.

3.1.1 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.

3.2 Outstanding tuition and student fees must be paid in full or a payment plan must be approved by Student Services and/or Financial Services prior to further registration in courses.

3.3 Payment plans are not an automatic option. Financial Services, in consultation with the Registrar's Office, is responsible for determining overall payment plan options.

3.4 A student's failure to comply with the terms outlined in the payment plan may cancel the existing agreement and put the student account into arrears.

3.5 A service charge will be levied on outstanding accounts.

3.6 A student with any outstanding tuition and/or fees owing to the College will incur penalties such as, but not limited to, the disallowance of: any further registration, program acceptance, or service access.

4. WITHDRAWAL FOR NON-PAYMENT OF FEES AND REINSTATEMENT

4.1 Any student who does not pay tuition and/or fees or make formal arrangements for a payment plan by the final fee payment due date, as outlined in the Guidelines for Academic Schedule, will be withdrawn from his/her program and all courses. The Registrar's Office is responsible for official notification of withdrawal and for information as to whether or not reinstatement options are available.

4.2 The deadline for reinstatement into the program and courses, if available, is no later than 10 working days from the date of withdrawal.

4.3 The student may be charged a non-refundable reinstatement charge.

5. APPEALS

5.1 Decisions of the Registrar's Office with respect to the assessment and payment of tuition and fees are final and are not subject to appeal under the Student Academic Grievance Policy but may be appealed to the Vice-President Academics and Research for a final decision.

6. EXAMINATIONS AND ADDITIONAL TRAINING

- 6.1 GPRC may facilitate external exams (ex. Apprenticeship and ABSA), but will not be responsible for the collection of financial fees associated with these exams.
- 6.2 Students will be billed separately for Continuing Education courses that are mandatory for course completion if applicable.