

**TUITION AND FEES POLICY**

<b>Policy Name:</b> Tuition and Fees	<b>Responsible Owner:</b> Vice President, Administrative Services and CFO	<b>Created:</b> 2017 Nov
<b>Policy Number:</b> A57	<b>Approval Body:</b> Senior Management Team (SMT)	<b>Last Reviewed/Revised:</b> 2018 Oct
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**TABLE OF CONTENTS**

- A. **PURPOSE**
- B. **SCOPE**
- C. **DEFINITIONS**
- D. **POLICY STATEMENTS**
- E. **PROCEDURES**
- F. **LINKS TO SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES**
- G. **RELATED ACTS AND REGULATIONS**
- H. **RELATED COLLECTIVE AGREEMENTS**

**A. PURPOSE**

The purpose of the policy is to establish standards for the assessment of student tuition and fees.

**B. SCOPE**

This policy applies to all student fees levied by the College including tuition and other fees paid by all Douglas College students.

**C. DEFINITIONS**

1. **Credit courses:** Courses leading towards a career/technical certificate, diploma or degree.
2. **Non-credit courses:** Courses offered through Continuing Education and are intended for personal or professional interest.
3. **Tuition Fees:** Fees charged to cover the instruction of a learning activity, and not assignable to a service (related or otherwise) associated with the learning activity.
4. **Mandatory Student Fees:** Required fees assessed at time of registration other than tuition, including but not limited to student union fees, student activity fees, registrations and services fees, laboratory and studio fees, co-op fees, application fees, reinstatement fees, re-application fees, challenge fees, prior learning assessment fees, health and dental plan fees, and U-Pass.

5. **Incidental and Other Fees:** Fees for services including but not limited to transcript fees, graduation fees, late payment and tuition penalties, NSF cheque fees, or other approved fees for specific program requirements.

#### D. POLICY STATEMENTS

1. Tuition and fees for instruction are set in a fair manner in accordance with the authorities as established in the College and Institute Act.
2. The College has a responsibility to communicate fee levels, assessment methods and changes thereto in an open and transparent manner. The College shall ensure that the necessary processes are in place to respond to students and community inquiries about fee calculations and assessments in a timely manner.
3. The College is obligated to uphold standards, regulations and directives of the BC government in relation to the setting of tuition and other fees. In setting and amending fees and charges, the College will attempt to balance fiduciary responsibilities with consideration for students.
4. Responsibility for the establishment and approval of tuition and fees are assigned as follows:
  - Douglas College Board – Credit Tuition and Mandatory Fees for Instruction as approved through Board by-law.
  - Douglas Students' Union (DSU) – Mandatory student fees collected on behalf of the DSU such as student union fees, student activity fees, health and dental plan fees, and U-Pass.
  - Senior Management Team – Incidental and other fees not otherwise approved by the Douglas College Board or DSU.
  - Fees and charges for non-credit courses shall be determined and/or revised by the appropriate Vice-President, Academic and Provost, or Administrative Services and CFO.
5. Tuition and mandatory fees are assessed at the time of registration and the student assumes financial responsibility regardless of financial assistance applied for.
6. The College may from time to time waive tuition and fees for eligible groups in exceptional circumstances.
7. Credit course tuition fees are calculated based on the number of credits multiplied by the applicable fee per credit.
8. Non-credit course tuition fees are established on a program by program basis.
9. The College will create mechanisms to assist students and employees to receive financial support and to access external financial aid programs. The College will also create its own mechanisms of support including scholarships, awards, bursaries and waivers.

**E. PROCEDURES**[Internal Standard Operating Procedures](#)

- SOP-081, How to Apply and Register for a DC Credit course and College Study Benefit Waiver (For Employees)

**F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES**

- [Fees and Related Information](#)
- [Douglas College Foundation](#)
- [Financial Aid and Awards Office](#)
- [Promotional Tuition Fee Voucher Procedures](#)

**G. RELATED ACTS AND REGULATIONS**

- [Board By-law: B.G007.05 – Fees and Charges for Instruction](#)
- [College and Institute Act](#) (R.S.B.C. 1996 c. 52)
- Ministry of Advanced Education, Skills & Training – [Tuition Limit Policy](#)

**H. RELATED COLLECTIVE AGREEMENT CLAUSE**

- Collective Agreement between Douglas College and British Columbia Government and Service Employees' Union (BCGEU), Art. 21.6, College Study Benefits