

TUITION AND FEE POLICY

Policy Statement

The public expect students to contribute to the cost of their tuition. As such, the College shall publish, assess, and collect approved tuition fees, mandatory fees, and non-instructional fees.

In accordance with the *Post-secondary Learning Act* (Alberta 2003), the Board of Governors shall set the tuition fees to be paid by each student. The College shall consult with students on fee increases for both instructional and non instructional fees prior to Board approval.

In accordance with the Public Post-secondary Institutions' Tuition Fees Regulation (Alberta Regulation 273/2006), there are tuition fees regulations to which the College must adhere. Bow Valley College shall also be compliant with any subsequent regulations enacted.

Purpose

To ensure that tuition fees, mandatory fees, and non-instructional fees are set and applied consistently across the institution and are in compliance with the *Post-secondary Learning Act* (Alberta 2003) and the Public Post-secondary Institutions' Tuition Fees Regulation (Alberta Regulation 273/2006).

Scope

This policy governs the assessment, approval, and publication of tuition fees, mandatory fees, and non-instructional fees. It also outlines the consultation process associated with the setting of fees.

Compliance

Employees, contractors, and learners are responsible for knowing, understanding, and complying with Bow Valley College policies, procedures, and guidelines that relate to their position, employment, or enrolment at the College. Non-compliance may create risk for the College and shall be addressed accordingly with reference to disciplinary measures considered in the Code of Conduct.

Principal Objectives

1.0 General

- 1.1 The setting of tuition fees, mandatory fees, and non-instructional fees, excluding Students' Association Fees requires a defined framework that ensures compliance to government legislation and policy as well as adhering to College goals and objectives set out by the Board of Governors.
- 1.2 The College shall strive to be cost effective and to contain and reduce costs and re-allocate its resources internally in a way that reduces the need to increase fees. At the same time, the College shall strive to ensure the quality of its learning and working environments and services provided to students.
- 1.3 Fee increases shall consider the impact on students, program costs, market demand, fill rates, historical trends for the programs, fee levels at other institutions, and other factors as may be relevant, such as information on the student assistance environment.

- 1.4 Fee changes shall be considered in the context of the overall operating revenue profile of the College, the need to produce a balanced budget, and the need to maintain and enhance the quality, accessibility, and affordability of the student experience.
- 1.5 Mandatory and non-instructional fees shall not be greater than the amount that is required to cover the direct and indirect costs for providing those activities or services. The activity or service covered by the fee shall be clearly identifiable. Each type of fee shall have its own fee level.
- 1.6 The College shall maintain accounting records to justify mandatory and non-instructional fees and shall make this information available to students when requested.
- 1.7 The College Calendar shall clearly identify each non instructional fee and clearly distinguish between College fees and student association fees.

2.0 Consultation

- 2.1 Through the BVC Students' Association, a tuition and fee consultation forum shall be created annually to enable all students to have an opportunity to provide input on proposed increases in tuition and fees. The forum shall meet once per year, in the fall.
- 2.2 The College shall form a consultation committee each year to provide a mechanism for consultation between the College and students on institutional services and associated fees contained within this policy. Academic Council, acting as the Committee of the Whole, shall be the Consultation Committee (the terms of reference for the consultation committee is attached to this policy.)
- 2.3 The consultation committee and consultation forum shall be the mechanism to consult, discuss, and provide feedback on proposed fee levels, as well as policies, principles, and procedures with respect to tuition, mandatory, and non-instructional fees. The consultation committee shall receive a report on actual expenditures from non instructional fee revenues. Student Association fees or fees provided by a third party are excluded.
- 2.4 The College shall share financial information as it impacts on tuition, mandatory, and non-instructional fees in order to enhance students' knowledge and understanding of budget issues.
- 2.5 The consulting mechanism shall provide for two meetings of the consultation committee per year including feedback prior to mid December and a further consultation prior to approval by the Board of Governors.
- 2.6 All consultees shall maintain budget confidentiality during the consultation process.

3.0 Approval

- 3.1 Tuition fees, mandatory fees, and non-instructional fees shall be approved by the Board of Governors.

- 3.2 All fees are reported to Advanced Education and Technology through the normal processes of submitting required reports.

4.0 Publication

- 4.1 The Board of Governors shall publish its tuition fees and fee policies in a timely manner.
- 4.2 Three-years' tuition and fees shall be published annually in the comprehensive institution plan and on the college website to facilitate student financial planning. It should be noted that the two outgoing years are projections and could change.

Definitions

Fee: All fees covered by this policy.

Mandatory fees:

Fees that are payable to the institution by students for materials and services that facilitate instruction in the courses included in clause(a), excluding the following:

- Fees for equipment or materials that are retained or leased by students;
- Fees charged in respect of work placements or practicum experience where the persons or unincorporated bodies providing the work placement or practicum experience do not receive funding from the Government in respect of it.
- Tuition fees are fees for instruction and shall be set in accordance with the Public Post-secondary Institutions' Tuition Fees Regulation (Alberta 273/2006).

Non-instructional fees:

Fees payable to the College for services that are non-instructional including, but not limited to, enrolment services and student services. This policy does not cover library fines or fees for a specific event.

Students' council: The council of a student organization.

Tuition fees:

Fees identified in the institution's calendar or in a supplement to its calendar or equivalent as tuition fees or fees for instruction for courses that are part of programs approved by the minister under the *Programs of Study Regulation* (AR 91/2009) or for the purposes of the *Student Financial Assistance Act*, excluding the following:

- courses taken as part of a distance delivery program by individuals who do not reside in Alberta;
- apprenticeship programs under the *Apprenticeship and Industry Training Act*;
- off-campus cost recovery instruction programs;
- courses provided under a third party contract;
- any differential or surcharge in fees that the board of the institution may set for courses taken by individuals who are not Canadian citizens or permanent residents of Canada;

DATA SHEET

Accountable Officer

Vice-President, College Services

Responsible Officer

Director, Business Information and Finance

Relevant Dates

Approved	April 25, 2012
Effective	Immediately following Board approval
Next Review	5 years
Modification History	

Associated Policy(ies)

n/a

Directly Related Procedure(s)

n/a

Related Legislation

Post-secondary Learning Act (Alberta 2003)

Public Post-secondary Institutions' Tuition Fees Regulation (Alberta Regulation 273/2006)

Bow Valley College Tuition and Fee Consultation Committee Terms of Reference

1. Purpose

The Tuition and Fee Consultation Committee is Academic Council acting as the Committee of the Whole. The Tuition and Fee Consultation Committee is the student, faculty and administrative committee that ensures open and effective communication between the students and college administration, in relation to the establishment of tuition and fees.

2. Key functions

The key functions of the committee are to:

- consult, review, consider and discuss issues concerning tuition and fee proposals including the establishment of new fees;
- review the annual report prepared by administration that shall include total annual revenue collected by fee type, the published college budget, and details of the services provided in benefit of the students,
- ensure the effective communication between the college and students represented through the consultation committee.

3. Membership

- President and CEO
- Four senior officials designated by the Board including the Vice-President, Learning, Vice-President, Enrolment and Learner Services and Director, Learning Resource Services
- two members appointed by the Board and confirmed yearly
- and two alternates appointed by the Board
- seven academic staff elected or designated by the Faculty Staff Association who should represent a broad range of programs;
- and two alternates
- seven students elected or designated by the Students' Association who should represent a broad range of programs;
- and two alternates

4. Committee meetings

The consultation committee shall meet twice in the fall of each year to review the annual report as prepared by the college administration. Any additional meetings required to fulfill the committee's mandate shall be at the call of the Chair. A further BVC tuition and fee consultation committee meeting shall be held prior to the Board of Governors approving tuition and fees.

5. Committee support

The office of the Vice President Learning Services shall provide secretariat support to the committee.

Official records of the committee's deliberations shall be held by the office of the Vice President Learning Services. The records of the committee shall be subject to the provincial FOIP legislation and comply with the records retention schedule of the Office of the Vice President Learning Services.