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## Tuition and Other Student Fees

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Owner:	VP FA
Current Approved Date:	Pending Council Review

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### POLICY STATEMENT

Pursuant to Section 23(2) of New Brunswick Community Colleges Act (assented March 26, 2010) tuition and other compulsory student fees shall be subject to approval by the Minister of Post-Secondary Education, Training and Labour.

New Brunswick Community College (NBCC) annually proposes such amounts to the Minister through its Annual Business Plan Proposal to Government.

NBCC also applies such other fees and charges as is reasonable in the operation of a post-secondary institution and corporation.

### PURPOSE

This policy is to promote clarification and consistency in the application of NBCC's tuition and other student fees and related refunds.

### SCOPE AND LIMITATIONS

This policy applies to Government-funded Tuition and other student fees. This policy applies to Non-Government-funded Programs only to the extent to which Government-funded Tuition and other student fees are applied to Non-Government-funded Programs.

This policy does not apply to Non-Government-funded Programs for which tuition or other student fees are amounts negotiated with the Province of New Brunswick (e.g., apprenticeship) as well as other public entities, private entities, or individuals.

### 1.0 DEFINITIONS

#### Academic Term

the Academic Terms are recognized as Summer -July to August, Fall - September to December, Winter - January to Mid- April, and Spring – Mid-April to June.

#### Academic Year

The Academic Year stretches over a twelve month period from July 1<sup>st</sup> of one year to June 30<sup>th</sup> of the next year

#### Government-funded Program

- a credit-based, post-secondary program that is subsidized through the provincial grant to the College, is offered at the Government- funded tuition rate, and forms part of the seat capacity as expressed in the enrolment plan.

#### Full-Time Student

- a student enrolled in 60% or more of the credit units applicable to the Program and offering for the related academic term.

**Mandatory Fees and Service Charges**

- non-optional charges to students other than *Tuition and Other Compulsory Student Fees* related to goods or services provided by the institution.

(even where policies allow for evidence-based opt-out of the related item)

**Non-Government-funded Program**

- a program, course or learning that is not credit-based, post-secondary level or subsidized through the provincial grant to the College, which may or may not be offered at the Minister-approved tuition rate.

**Part-Time Student**

- a student enrolled in less than 60% of the credit units applicable to the Program and offering for the related academic term.

**Right of Offset**

- the right of the College to offset student or general receivables related to any student using funds paid to the College and credited to that student's account, in a manner consistent with the College's normal priority of payment policies and/or procedures.

**Student Association**

- as defined in the New Brunswick Community Colleges Act is an association, whether incorporated or otherwise, of students of a corporation recognized by that corporation as being representative of students for the purpose of administering the affairs of the students. New Brunswick Community College recognizes NBCC Student Union Inc, (NBCCSU) as this association.

**Tuition and Other Compulsory Student Fees**

- non-optional charges to students related to courses at a post-secondary level for which the New Brunswick Community Colleges Act requires approval by the Minister of Post-secondary, Education, Training and Labour.

## **2.0 IMPLEMENTATION**

### **2.1 General**

**2.1.1** Depending on the program, offering, and intake, part-time or prorated Tuition and Student Fees may apply to the Spring and/or Summer terms.

**2.1.2** Tuition, Supplementary International Fees and the Technology and Learning Resource Fee are deemed *Tuition and Other Compulsory Student Fees* for the purposes of this policy and under the meaning of the New Brunswick Community Colleges Act. All other fees and charges are considered Mandatory Fees and Service Charges.

### **2.2 Tuition for Full-Time Students**

**2.2.1** All Full-Time students shall be charged Tuition at the rate approved by the Minister and as may be amended from time to time.

**2.2.2** Tuition fees are established based on a standard academic model, which is based on a range of 30 to 40 weeks. For purposes of proration and determination of a standard weekly fee, standard programs are assumed to have 30-week duration per Academic Year.

**2.2.3** Tuition fees for programs with a duration which falls outside the standard range are prorated to the standard weekly fee.

- 2.2.4 For purposes of proration (of charges for Part-Time Students), tuition fees are established based on a standard academic model, which is based on 20 credit units per Academic Year (i.e., five courses per Academic Term each having two (2) credit units).
- 2.2.5 Courses having credit units which fall outside this standard are pro-rated to the standard credit unit fee.

## 2.3 Supplementary International Fees for Full-Time Students

- 2.3.1 All International, Full-Time students shall be charged Supplementary International Fees at the rate approved by the Minister, and as may be amended from time to time.
- 2.3.2 Supplementary International Fees are established on the same basis as Tuition.
- 2.3.3 Supplementary International Fees are pro-rated on the same basis as Tuition.

## 2.4 Part-Time Students and Maximum Tuition and Fees

- 2.4.1 For the purposes of this policy, Part-Time students are those students enrolled in less than 60% of the credit units applicable to the program and offering for the related academic term.
- 2.4.2 Tuition and Supplementary International Fees for Part-Time students shall be charged based on each Government-funded course's credit units in the following manner: (Enrolled course credit units / 2 credit units) x standard credit unit fee.
- 2.4.3 Tuition and Supplementary International Fees for zero credit courses shall be deemed to have one credit.
- 2.4.4 Tuition and Supplementary International Fees for Government-funded courses charged in any academic term shall not exceed full-time Tuition and Supplementary International Fees applicable to that Academic term.

## 2.5 Tuition and Supplementary International Fees for Course Audit

- 2.5.1 Students who are approved by the program or course Academic Chair (or designate) to audit a course cannot participate in assignments, examinations, or receive a grade.
- 2.5.2 Students who are approved by the program or course Academic Chair (or designate) to audit a course shall be charged at a rate of one-half of the Tuition and Supplementary International Fees for Part-Time Students.

## 2.6 Tuition and Supplementary International Fees for Co-op Programs (Internship and/or Traditional)

- 2.6.1 Students enrolled in Co-Op Programs shall be charged at the normal full-time or part-time rate of Tuition and Supplementary International Fees as applicable.

## 2.7 Mandatory Fees

### 2.7.1 Application Fee

- a) All applicants shall be charged a non-refundable Application Fee at the rate approved by the institution, and as may be amended from time to time.
- b) Application Fee is due when an application is submitted.
- c) Application Fee includes a full-time application to first choice of program and second choice of program.

- d) Upon enrollment, no application fee shall be charged for an enrolled student's application to attend their first or second choice of program at a different NBCC campus.
- e) All applications by an enrolled student to a program other than their first choice or second choice for that Academic Year, or subsequent Academic Year, shall be charged the non-refundable Application Fee.
- f) Should an application be denied by the Registrar for roll forward to a subsequent Academic Year, or withdrawn by either applicant or Registrar, subsequent applications shall be charged the non-refundable Application Fee.
- g) Should an application be approved by the Registrar for roll forward to a subsequent Academic Year, no additional application fee shall be charged.

### 2.7.2 Confirmation Deposit

- a) All domestic students admitted to a program shall be charged a non-refundable confirmation deposit at the rate approved by the institution and as may be amended from time to time.
- b) All international students admitted to a program shall be charged a non-refundable confirmation deposit, which may differ from domestic students, at the rate approved by the institution and as may be amended from time to time.
- c) International students may be approved, at the discretion of the Registrar, a one-time deferral of their confirmation deposit until such time as the College may offer their first or second choice of program.
- d) All confirmation deposit amounts shall be publicly available at rates approved by the institution and as may be amended from time to time.
- e) Confirmation Deposits shall directly offset applicable *Tuition and Other Compulsory Student Fees* as well as *Mandatory Fees and Service Charges* where a student is enrolled by the institution. Students who do are not enrolled forfeit their Confirmation Deposit.
- f) An exception shall be granted, and a refund granted in the case of program offerings for which students are enrolled but which NBCC, at its discretion, subsequently suspends or cancels for that Academic Term and/or Academic Year.

### 2.7.3 Student Activity Fee

Pursuant to the New Brunswick Community Colleges Act, all students admitted to a program shall be charged an activity fee at the rate set by the Student Association in consultation with the College and as may be amended from time to time. Fees levied by the Student Association are collected on behalf of the Student Association and shall not represent a material ongoing revenue or loss to NBCC.

### 2.7.4 Insurance

- a) Subject to eligibility requirements of the Student Association, domestic and international students admitted to a program shall be charged a non-refundable health and dental insurance fee at the rate approved by the Student Association and as may be amended from time to time. Eligibility requirements and other information shall be available to students via a public website. Insurance fees are collected on behalf of the Student Association and shall not represent a material ongoing revenue or loss to NBCC.

- b) Subject to eligibility requirements of NBCC, international students admitted to a program shall be charged a health insurance fee at the rate approved by NBCC and as may be amended from time to time. Eligibility requirements and other information shall be available to students via a public website. Insurance fees are collected on behalf of the service provider and shall not represent a material ongoing revenue or loss to NBCC.

#### **2.7.5 Technology and Learning Resource Fee**

- a) All full-time students admitted to a program shall be charged a Technology and Learning Resource Fee at the rate approved by the NBCC and as may be amended from time to time.
- b) All part-time students admitted to a program shall be charged a Technology and Learning Resource Fee on the same basis as Tuition and Supplementary International Fees.

### **2.8 Service Charges**

#### **2.8.1 Late Payment Fee**

- a) Students having an outstanding account receivable exceeding one hundred dollars (\$100) after the payment due date may be charged a fee as set by NBCC and as may be amended from time to time.
- b) Late payment fees shall not be charged to students whose full account balance is subject to an approved alternative payment due date (e.g., sponsored students, student loan/bursary, Training and Skills Development (TSD) program).

**2.8.2 NSF Fee:** Students for which Non-Sufficient Funds (NSF) payments are returned to NBCC shall be charged a fee as set by NBCC and as may be amended from time to time.

**2.8.3 Transcript Fee:** Students requesting a manual transcript shall be charged a fee as set by NBCC, and as may be amended from time to time.

**2.8.4 Certificate/Diploma Replacement Fee:** Students requesting a certificate/diploma replacement shall be charged a fee as set by NBCC and as may be amended from time to time.

### **2.9 Payment Due Dates**

**2.9.1** Tuition and Other Student Fees shall be subject to publicly available due dates approved by the institution and as may be amended from time to time.

**2.9.2** Due dates shall be annually published by the Registrar's Office in the Academic Calendar.

### **2.10 Refunds of Tuition, Supplementary International Fees and Technology and Learning Resource Fee**

**2.10.1 Right of Offset:** Refund(s) shall be applied against outstanding student accounts receivable before any monies are returned to the student, or any student sponsor.

**2.10.2 Refund to Sponsor:** Refund(s) of student loans, bursaries or other similar funding shall be returned to the issuer in accordance with the terms of the loan, bursary, or other agreement.

**2.10.3 Timeliness of Refund Request:** Regarding a change in academic load from Full-Time to Part-Time or withdrawal, a Request for Refund should be initiated no later than:

- a) For programs of 30-40 weeks starting normally in Fall or Winter, Friday of the 4th week of the academic term i.e., Fall term or Winter (includes Spring) term.
- b) For programs of 30-40 weeks not starting normally in Fall and Winter, or having duration outside of the standard range, on the calendar date corresponding to 25% of the business days between the start and end of the academic term.

**2.10.4 Calculation of Refunds:**

- a) Refunds based on change in academic load may be based on the student's effective academic load on the date of Request for Refund and no later than Friday of the 4th week of the academic term for programs of 30-40 weeks (or on the calendar date corresponding to 25% of the business days between the start and end of the academic term).
- b) Refunds based on change in domestic/international status may be based on the student's effective status on the date of Request for Refund and no later than Friday of the 4th week of the academic term for programs of 30-40 weeks (or on the calendar date corresponding to 25% of the business days between the start and end of the academic term).
- c) Requests for Refunds related to a student's withdrawal or termination effective on or before Friday of the 2nd week of the academic term shall be calculated at 100% of Tuition, Supplementary International Fee, Technology and Learning Resource Fee and Student Activity Fee less 100% of Confirmation Deposit. Right of Offset shall apply.
- d) Requests for refunds related to a student's withdrawal or termination effective on or before Friday of the 4th week of the Academic Term shall be calculated at 50% of Tuition, Supplementary International Fee, Technology and Learning Resource Fee and Student Activity Fee less 0% of Confirmation Deposit. Right of Offset shall apply.
- e) Requests for Refunds related to a student's withdrawal or termination after end of business on Friday of the 4th week of the Academic Term shall be calculated at 0% of Tuition, Supplementary International Fee, Technology and Learning Resource Fee and Student Activity Fee.

**2.10.5 Exceptions:**

- a) Should a Traditional Co-Op Student not find a co-op placement, they will be entitled to a refund of funds credited to the student's account for each work term week not received.

## 2.11 Student Transfers

If a student is approved for transfer during the Academic Year to a Government-funded Program of the Collège Communautaire du Nouveau-Brunswick (CCNB), the fees applicable to their original registration and enrollment paid to NBCC will be transferred to CCNB by the College for application to their new registration and enrollment without Request for Refund. Any increase/decrease in Tuition and Supplementary International Fee applicable to their new registration and enrollment will be charged/refunded as applicable. There will be no additional application fee charged related to their new registration and enrollment.

## 2.12 Appeals

- 2.12.1** If a student/applicant wishes to appeal any application or interpretation of this policy, they must submit an appeal in writing to the Associate Registrar or designate within 15 business days of receiving notification. Students/applicants are deemed notified of the Associate Registrar's (or designate's) decision based on documented transmittal by NBCC to the student's/applicant's last known contact information.
- 2.12.2** If a student/applicant wishes to further appeal the conclusion of the Associate Registrar or designate, they may request within 15 business days of receiving notification of that conclusion a one-time escalation to the Registrar. The decision of the Registrar shall be final.

## 2.13 Delegation

- 2.13.1** The Registrar is delegated the right and responsibility for interpretation of this policy in the assessment of tuition and other student charges.
- 2.13.2** The Registrar shall notify the Director of Finance and/or Vice President Finance and Administration regarding significant deviations from this policy as a result of such interpretations.

## 3.0 OTHER RELATED DOCUMENTS

Administration of International Health Insurance Fees (2331.4860)

NSF Cheque Guidelines (2331.4751)

Request for Refund (2331.2597)

Student Tuition and Fees (2331.4483)

Due Date Standard for Tuition and Other Student Fees (2331.5359)