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## Tuition and Other Student Fees

Policy Number:	2331
Key Process Area:	Finance
Owner:	VP FA
Current Approved Date:	Sept 27, 2018

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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 Program tuition and other student fees. This policy applies to Non-Government-funded Programs only to the extent to which Government-funded Program 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 (e.g. contract training).

## **1.0 DEFINITIONS**

### **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.

### **Contract Training**

- a learning activity prepared for or delivered to a client on a contractual basis. At the business level, contract training has two main yet distinct objectives: retraining the existing labor force and training the labour force for future jobs in emerging sectors. Generally, contract training is not funded through the provincial grant to the Province and is offered to the public at a higher rate, thereby enabling the College to recoup, in whole or in part, the delivery costs incurred. This type of training is sometimes called **customized** when, for example, the format or part of the content was specifically requested by the client or **professional development** when it provides personal enrichment.

### **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.

**Non-Government-funded Program**

- a program that is not subsidized through the provincial grant to the Colleges, may or may not be offered at the Government-funded tuition rate, and does not form part of the seat capacity as expressed in the Training Plan (also called contract training).

**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.

**Government-funded Program**

- a program that is subsidized through the provincial grant to the Colleges, is offered at the Government-funded tuition rate, and forms part of the seat capacity as expressed in the Training Plan. From time to time, government may wish to temporarily add to the Government-funded seat program from a source other than the provincial grant to the Colleges.

**Right of Offset**

- the right of the College to offset student or general receivables related to any particular 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.

## 2.0 IMPLEMENTATION

### 2.1 General

- 2.1.1 For purposes of this policy, the Academic Year is assumed to include the Summer term, subsequent Fall, Winter and Spring terms.
- 2.1.2 Depending on the program and offering, the Summer term may require additional tuition and other student fees.

### 2.2 Program Tuition for Full-Time Students

- 2.2.1 All Full-Time students shall be charged Program Tuition at the rate approved by the Minister and as may be amended from time to time.
- 2.2.2 Tuition fees are established on the basis of 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 pro-rated to the standard weekly fee.
- 2.2.4 For purposes of proration (of charges for Part-Time Students), tuition fees are established on the basis of 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 International Supplementary Fees for Full-Time Students

- 2.3.1 All International, Full-Time students shall be charged International Supplementary Fees at the rate approved by the Minister, and as may be amended from time to time.

2.3.2 International Supplementary Fees are established on the same basis as Program Tuition.

2.3.3 International Supplementary Fees are pro-rated on the same basis as Program 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 Program Tuition and International Supplementary Fees for Part-Time students shall be charged based on each Government-funded course's credit units in the following manner:  $(\text{Enrolled course credit units} / 2 \text{ credit units}) \times \text{standard credit unit fee}$ .

2.4.3 Program Tuition and International Supplementary Fees for zero credit courses shall be deemed to have one credit.

2.4.4 Program Tuition and International Supplementary Fees for Government-funded courses charged in any academic term shall not exceed full-time Program Tuition and International Supplementary Fees applicable to that Academic term.

## 2.5 Program Tuition and Supplementary International Fees for Course Audit

2.5.1 Students who are approved by the program or course Department Head (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 Department Head (or designate) to audit a course shall be charged at a rate of one-half of the Program Tuition and International Supplementary Fees for Part-Time Students.

## 2.6 Program Tuition and International Supplementary Fees for Academic Upgrading

2.6.1 Academic Upgrading is deemed to include courses related to Academic Studies, Pre-Sciences and General Educational Development (GED).

2.6.2 All students of Academic Upgrading shall be charged at the normal rate of Program Tuition and International Supplementary Fees for Full-Time or Part-Time students, as applicable.

2.6.3 Academic Upgrading courses shall each be deemed to comprise three credits for the purposes of calculating tuition and other student fees.

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

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

2.7.2 Part-Time students enrolled in traditional co-op programs shall be charged:  
a) At the standard weekly rate of Program Tuition and International Supplementary Fees while attending theory courses.

- b) At a rate of one-half of the standard weekly rate of Program Tuition and International Supplementary Fees while attending their Co-Op Work Term or Practicum.

## 2.8 Compulsory Student Fees

### 2.8.1 Application Fee

- a) All applicants shall be charged a non-refundable Application Fee at the rate approved by the Minister, 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.
- h) No application fee shall be charged to students wishing to enroll as a part-time or Academic Upgrading (excepting Pre-Sciences) student. Academic Upgrading (Pre-Sciences) shall be charged the non-refundable Application Fee.

### 2.8.2 Confirmation Deposit

- a) All domestic students admitted to a program shall be charged a non-refundable Confirmation Deposit at the rate approved by NBCC 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 Minister 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) Confirmation Deposits shall directly offset Program Tuition, International Supplementary Fees and related fees where a student enrolls. Students who do not enroll forfeit their Confirmation Deposit.
- e) For programs having a fall start, Confirmation Deposits for students are due on or prior to the earliest of:
  - i) Thirty (30) calendar days of notification of acceptance prior to July 15th
  - ii) Fifteen (15) calendar days of notifications of acceptance after July 15th and prior to August 15th

- iii) Seven (7) calendar days of notifications of acceptance after August 15th and prior to September 1st
- iv) End of next business day, for notifications of acceptance after September 1st

Notification shall be deemed to be the documented date on which communication sent to student's last known contact information.

- f) For programs having a winter start, Confirmation Deposits for students are due on or prior to the earliest of:
  - i) (Thirty) 30 calendar days of notifications of acceptance prior to November 15th
  - ii) (Fifteen) 15 calendar days of notifications of acceptance after November 15th and prior to December 15th
  - iii) Seven (7) calendar days of notifications of acceptance after December 15th and prior to January 2nd
  - iv) End of next business day for notifications of acceptance after January 2nd
- g) Notification shall be deemed to be the documented date on which communication sent to student's last known contact information.
- h) 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.

### **2.8.3 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 Student Government in consultation with the College and as may be amended from time to time. Fees levied by Student Government are collected on behalf of Student Government and shall not represent a material ongoing revenue or loss to NBCC.

### **2.8.4 Insurance**

- a) Subject to eligibility requirements of the Council of Student Executives, 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 Council of Student Executives Inc (CSE) 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 CSE 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.

### **2.8.5 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 Minister 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 Program Tuition and International Supplementary Fees.

## 2.9 Other Student Fees and Charges

### 2.9.1 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, payment plan).

**2.9.2 NSF Fee:** Students for which NSF (insufficient funds) payments are returned to NBCC shall be charged a fee as set by NBCC and as may be amended from time to time.

**2.9.3 Invigilation Fee:** Students requesting and/or requiring invigilation shall be charged an *hourly* fee as set by NBCC and as may be amended from time to time.

**2.9.4 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.

**2.9.5 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.

## 2.10 Payment Due Dates

**2.10.1** For programs of 30-40 weeks starting normally in fall and winter, Program Tuition, International Supplementary Fees and Technology and Learning Resource Fee shall be charged and due in equal instalments in each of the Fall and Winter terms of an Academic Year. Payment Due Date is the end of business on Friday of the first week of classes. Calendar dates corresponding to the payment due dates for each academic term shall be specified in the Academic Calendar of events of the College on an annual basis.

**2.10.2** For programs of 30-40 weeks not starting normally in fall and winter, Program Tuition, International Supplementary Fees and Technology and Learning Resource Fee shall be charged and due in pursuant to a schedule published by the Registrar. Students shall be informed of such schedules on enrollment.

**2.10.3** For programs with a duration which falls outside the standard range, Program Tuition, International Supplementary Fees and Technology and Learning Resource Fee shall be charged and due as follows:

- a) For programs having duration of less than 30 weeks, by end of business on Friday of the first week of classes.
- b) For programs having duration greater than 40 weeks, amounts related to the first 30-40 weeks shall be due pursuant to 2.9.2. Amounts related to subsequent weeks shall be due prior to end of business on Friday of the 41<sup>st</sup> week of the program.

**2.10.4** Payment Due Dates for Part-Time Students shall be the same as those for Full-Time Students.

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

**2.11.1 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.

**2.11.2 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.

### **2.11.3 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 and 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.

### **2.11.4 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 Program 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 Program 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 Program Tuition, Supplementary International Fee, Technology and Learning Resource Fee and Student Activity Fee.

**2.11.5 Exceptions:**

- a) For Academic Upgrading, refund(s) will only be approved for courses that have not started.
- b) 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.

**2.12 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 Program Tuition and International Supplementary 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.

**2.13 Appeals**

**2.13.1** 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.

**2.13.2** 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.

**2.14 Delegation**

**2.14.1** The Registrar is delegated the right and responsibility for interpretation of this policy in the assessment of tuition and other student charges.

**2.14.2** The Registrar shall notify the Director of Finance regarding significant adjustments made to students' accounts as a result of interpreting this policy for the sole purpose of evaluating this policy and related controlled reference documents.

**3.0 OTHER RELATED DOCUMENTS**

Request for Refund (2331.2597)

Student Tuition and Fees (2331.4483)

NSF Cheque Guidelines (2331.4751)

Administration of International Health Insurance Fees (2331.4860)