



CREDIT TUITION AND STUDENT FEES PROCEDURE

PROCEDURE #:	500.02.01.01
SECTION:	Executive Administration
RELATED POLICY:	500.02.01 Tuition Policy
ORIGINAL APPROVAL DATE:	April 25, 2012 (as Board of Governors Student Fee Consultation Policy)
LATEST APPROVAL DATE:	October 16, 2018
APPROVING AUTHORITY:	Original signed by the President and CEO

Purpose

The purpose of this procedure is to document the procedures and guidelines pertaining to the establishment and administration of the Alberta College of Art and Design (ACAD) student fees as per the 500. Executive Administration: Tuition Policy.

Scope

Pursuant to the Alberta Post-Secondary Learning Act, and the related Tuition Fees Regulation, the Board of Governors of a public post-secondary institution shall set the tuition fees and other mandatory credit program fees for materials and services that facilitate instruction for students attending the institution. In addition, each institution may establish non-instructional fees and deposits to cover the direct and indirect costs for providing other student services not directly related to instruction.

Definitions

ACADSA:	The ACAD Students Association
Non-mandatory Fees:	Fees for equipment or materials that are retained or leased by students.
Student Association Fees	Fees levied to students by ACADSA
Tuition Fees	Fees defined in the Post-Secondary Learning Act as tuition fees or fees for instruction for credit courses that are part of programs approved by the Minister, and mandatory non-instructional fees that are payable to the institution by students for materials and services that facilitate instruction in credit courses.



CREDIT TUITION AND STUDENT FEES PROCEDURE

Procedure

1 General

- 1.1 Tuition fees related to credit instruction shall be approved by the ACAD Board of Governors.
- 1.2 ACAD reserves the right to change tuition and fees when necessary and shall consult, discuss, and provide feedback to students on proposed fee levels, as well as policies, principles, and procedures with respect to credit tuition fees, other credit program fees, and non-instructional activity/services fees.
- 1.3 Tuition and non-mandatory fees for credit instruction shall be published annually in the ACAD Academic Calendar available online from the ACAD website.

2 Approval Process

- 2.1 Tuition fees subject to the Tuition Fees Regulation, and non-mandatory student fees shall be reviewed annually by the Student Fee Consultation committee (“the committee”).
- 2.2 The committee will submit recommendations, through the Chair of the committee, for proposed changes to tuition and other mandatory instructional and non-instructional fees annually to the Finance and Audit Committee of the Board of Governors.
- 2.3 Final recommendations for any adjustments to these fees will be brought to the Board of Governor's for approval upon recommendation of the Finance and Audit Committee.
- 2.4 In the event that the consultation process is unable to reach a consensus recommendation ACADSA may provide a written response addressed to the Finance and Audit Committee of the Board of Governors to accompany the tuition fees recommendation.

Roles and Responsibilities

3 Student Fee Consultation Committee

- 3.1 A Student Fee Consultation Committee will be established by November 1st of each year, as outlined in the attached Terms of Reference, to provide a consultation mechanism by which ACAD and students will be able to discuss proposed changes to tuition fees and non-mandatory fees at ACAD. This committee will be responsible to ensure compliance to the Post-Secondary Learning Act, and the associated Tuition Fees Regulation.
- 3.2 Members of this committee will include an equal number of administrative and student representatives to be appointed by the President and CEO and ACADSA respectively. The committee shall have no less than three representatives each.



CREDIT TUITION AND STUDENT FEES PROCEDURE

- 3.3 The committee will have a clear process for communication and consultation with ACADSA through the student representatives on the committee.
- 3.4 The committee will meet at least two times per year, once in the fall term and once in the winter term with a potential subsequent third meeting in the prior to budgets being finalized and recommended to the Board of Governors for the next academic year.

4 Consultation Process and Outcomes

- 4.1 The consultation process with students will clearly establish the purpose of each fee and the service for which each fee is established.
- 4.2 The consultation process will review the anticipated, but not binding, tuition and other non-mandatory fee increases for the forthcoming 4-year period (one budget and three planning years). The process will allow for student input into the budget process relative to the determination of fees on a year-by-year basis.
- 4.3 The consultation process will seek general agreement from student representatives that each fee levied is a fair and equitable representation of the service provided for each fee.
- 4.4 Fees established through the consultation process, and as approved by the Board of Governors, will be accurately reflected in the Tuition and Student Fees Schedule published for each academic year.
- 4.5 Student representatives will be apprised of key budget decisions impacting the quality of programs and the use and application of revenue from tuition and other fees to support program and service decisions. Each member will respect the institution's budget confidentiality.
- 4.6 ACADSA executives may provide suggestions and opinions on the level and type of fees either directly to the Committee or through the student representatives on the committee.
- 4.7 Student committee members can request additional institutional services and indicate student willingness to pay for these services.
- 4.8 The committee may by student referendum recommend a new fee for acceptance. However, the ultimate decision on setting and approving a new mandatory instructional and non-instructional fee will rest with the Board of Governors.



CREDIT TUITION AND STUDENT FEES PROCEDURE

5 Student Fee Consultation Committee Meetings

- 5.1 The agenda and supporting materials shall normally be distributed to members seven (7) calendar days in advance of the committee meeting.
- 5.2 Quorum at committee meetings shall be 50% plus one member.
- 5.3 Approved minutes shall constitute the authorized proceedings of the committee.

6 Payment of Fees

- 6.1 All tuition fees, non-mandatory fees, and Student Association fees are due and payable on the fee payment deadline as published in the Academic Calendar, typically the 10th day of each semester.
- 6.2 Students with outstanding balances will be unable to register, access transcripts, or access ID cards, and may lose access to other ACAD services.
- 6.3 A student who has not paid all fees by the tenth day of instruction will be subject to a late payment penalty. On the 21st day of instruction, a second late payment penalty will be applied to outstanding balances.
- 6.4 A student who has not paid all fees by the twenty-first day of instruction may have his/her registration revoked by the Registrar, and will not be eligible for refund of fees paid to date.
- 6.5 The Registrar may, in extenuating situations and at his/her discretion, authorize the deferral of a student's fees in whole or in part. Non-degree students are not eligible for deferral of fees.
- 6.6 Students having accounts overdue to ACAD or reciprocal institutions will be subject to:
 - 6.6.1 The withholding of marks, transcripts and/or credentials.
 - 6.6.2 Ineligibility for registration in subsequent academic years.
 - 6.6.3 Any other collection efforts deemed appropriate by the Registrar.

7 Refund of Fees

- 7.1 A student who officially withdraws from ACAD may be eligible for refund of tuition and other student fees based on the published refund schedule in the Academic Calendar and as per 7.4 below. Some fees are non-refundable.
- 7.2 Refunds are calculated on the basis of the official date of withdrawal. The official date of withdrawal, for purposes of assessing a refund, will be the date a completed withdrawal form is submitted to the Registrar's Office.



CREDIT TUITION AND STUDENT FEES PROCEDURE

- 7.3 Where a student's fees have been paid through a student loan, the refund will be forwarded to the appropriate bank to be applied toward the student's outstanding loan.
- 7.4 Tuition and Other Credit Program Fees Refund Schedule
- 7.5 For refund purposes, full-time student fees are apportioned equally over the two semesters of instruction. Part-time student fees are applied only to the semester in which the student is registered. Specific deadlines for refunds are set out in the Academic Calendar section of the ACAD Calendar.
- 7.6 The following refunds of tuition and other program credit fees are allowed:

Semester Of Instruction	Week Of Withdrawal	Refund – FallSem (%)	Refund – WinterSem (%)
Fall Semester	1-2	100%	100%
	3-4	50%	100%
	5-15	0%	100%
Winter Semester	1-2	N/A	100%
	3-4	N/A	50%
	5-15	N/A	0%

- 7.7 Requests for refunds beyond the deadlines outlined in the refund schedule may be considered for students who are obliged to withdraw from the institution for medical or compassionate reasons. Students must submit documentation of extenuating circumstances to the Registrar's Office in order for their requests to be considered.

8 Estimated Costs of Material by Program

- 8.1 The Vice President, Administration, or Vice President Academic and Provost, or delegate(s), shall update the Estimated Costs of Materials as detailed in the Academic Calendar subsequent to Board of Governors approval of tuition and student fees.

Reference/Related Documents

Post-Secondary Learning Act and Tuition Fees Regulation

100. Board of Governors: Code of Conduct Policy

200. Finance: Financial Management Policy

500. Executive Administration: Tuition Policy



CREDIT TUITION AND STUDENT FEES PROCEDURE APPENDIX A: STUDENT FEES COMMITTEE TERMS OF REFERENCE

1 Preamble

- 1.1 The Board of Governors of the Alberta College of Art and Design has established this committee to provide for a consultation mechanism by which students at ACAD will be able to discuss tuition and other mandatory instructional credit and non-instructional service fees.

2 Mandate

- 2.1 In accordance with 500 Executive Administration: Credit Tuition and Student Fees Procedure, the Student Fee Consultation Committee shall consult, discuss, and provide feedback on proposed fee levels as well as related institution procedures and principles with respect to fees. The committee will also provide a mechanism for consultation and discussion of proposed or planned changes to fees impacting the annual budgets of the institution.

3 Membership

- 3.1 Members will include the following:
- 3.1.1 Vice President, Academic and Provost or Designate
 - 3.1.2 Vice President, Administration or Designate
 - 3.1.3 Registrar
 - 3.1.4 3 students designated by ACADSA
- 3.2 The President will appoint one of the senior members of the Administration on the Committee to be Chair.
- 3.3 The Chair of the Finance and Audit Committee will be designated as an ex-officio member of the committee and may attend any duly constituted meetings.

4 Timelines and Process

- 4.1 The committee will meet at least two times per year, once in the fall term and once in the winter term with a potential subsequent third meeting prior to budgets being finalized and recommended to the Board of Governors for the next academic year.
- 4.2 It is required that the committee will convene its first meeting no later than November 1st of each academic year, with the objective of reaching a consensus recommendation on tuition and other fees for the subsequent year. The recommendation must also include an estimate of fees for the subsequent three-year period.



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- 4.3 Based on the deliberations of the committee the following process will be followed:
- 4.3.1 The Chair will ensure that appropriate consultation and discussion of tuition and other fees occurs with feedback provided to the Finance and Audit Committee based on the committee's recommendation.
 - 4.3.2 The Chair will inform the President and the institution's Budget Committee of the committee's recommendations as part of the annual budget process.
 - 4.3.3 The Chair of the Finance and Audit Committee will report to the Board of Governors on its review of the committee's recommendation.
 - 4.3.4 In the event that the consultation process is unable to reach a consensus ACADSA may provide a written response addressed to the Finance and Audit Committee to accompany the tuition fees recommendation.
 - 4.3.5 All decisions of the Board of Governors are final.