

Tuition and Related Fees Procedure

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Functional category	Academic
Parent policy	Tuition and Related Fees Policy
Approval date	July 10, 2023
Effective date	July 10, 2023
Procedure owner	Vice President, Learner Experience
Procedure administrator	Manager, Registrar

Overview

This procedure sets out:

- considerations for establishing or revising fees, and
- steps for review and consultation on establishing or revising fees prior to submission for annual Board of Governor approval.

Authority to establish this procedure is derived from the [NorQuest College Board of Governor's Policy No. 5](#), which delegates authority to the President and CEO to establish policies and procedures for the college's management and operation.

Procedure

Fees subject to this procedure are all fees assessed to a student account by

the Office of the Registrar but not including fees set by the Students' Association.

Tuition and Fees Oversight Committee¹

- This committee is established to maintain an open and fair engagement process leading to the setting of NorQuest College's tuition and fees annually.

Considerations for establishing or revising fees:

- Tuition fees will be set in accordance with the *Public Post-Secondary Institutions' Tuition Fees Regulation*.
- In establishing fees or fee changes, the college will consider:
 - impact on student accessibility,
 - fees charged by other providers for comparable programs and services,
 - cost increases to provide programming and services, and
 - student funding requirements of Government of Alberta Departments.
- Reporting on non-instructional fee revenue and actual expenditures from non-instructional fee revenue will be provided to the Tuition and Fees Oversight Committee annually. The Tuition and Fees Oversight Committee will consider this information in proposing fee changes.
- Mandatory non-instructional fees are to cover only the cost of the services provided for the fee topic.
- All mandatory non-instructional fees are to be clearly identified.
- Each type of fee will have its own fee level.
- Each mandatory non-instructional fee is to fund specific identifiable services for students.

Transparency

- This procedure and its parent policy will be published on the college public website.
- The annual tuition and fee schedule will be published annually on the NorQuest College website, and clearly identify all fees that are assessed to the student account.
- Descriptions of approved fees will be published annually in the NorQuest College calendar and website.

¹ A link to the Terms of Reference for this committee is located in the Related Information section of this procedure.

- Where a new mandatory non-instructional fee is being introduced, the objective of the services to be provided by that fee will be clearly displayed and pro-actively communicated to students, faculty, and staff.

Consultation Considerations:

- Consultation process timelines must support achieving the college budget process completion and approval deadlines.
- The Tuition and Fees Oversight Committee will facilitate consultation between administration, students and faculty.
- Consultation with students and faculty on tuition and related fees will occur annually through the NorQuest College Students' Association (Students' Association) and Academic Council.
- The Students' Association and Academic Council will be advised in advance of consultation meeting dates.
- Consultation with students on determination of instructional and non-instructional fees will take place prior to any Board of Governor approval.
- Academic Council must recommend for approval the tuition and fees to the Board of Governors through the President and CEO.
- Information on the determination of costs associated with the services for which fees are levied will be provided during the consultation process.
- Consultations do not address fees controlled by the Students' Association or fees provided by a third party such as transit passes.
- Feedback resulting from consultation activities will be collected:
 - at the consultation meetings, and
 - for a period of one week following the consultation meeting.
- A response to questions raised will be provided in a timely manner.

Consultation and Approval Steps:

- October/November:
 - Consultation with Senior Leaders to obtain non-instructional fee increases or changes, rationale for changes, and feedback on anticipated tuition fee increases.
 - Consultation with the Students' Association and Academic Council to inform of: anticipated tuition fee increases for a 4-year period, non-instructional fee increases or changes, rationale for the changes, and to obtain feedback.
- December:
 - Tuition and Oversight Committee recommends draft tuition and fees to Executive Committee
 - Draft tuition and related fees are submitted to Government of Alberta
- January/February:
 - Final consultation with Students' Association to review the final recommendation on fees and seek agreement on fee amounts.

- Final draft submitted to Operations Committee for review and recommendation to Academic Council
- Academic Council reviews and recommends final draft to Executive Committee prior to submission to Finance and Audit Committee
- Finance and Audit Committee validates and recommends to Board of Governors for approval.
- March:
 - Final submission to Government of Alberta

Definitions

Tuition Fees: those fees specified in section 2 of the *Public Post-Secondary Institutions' Tuition Fees Regulation*.

Non-instructional Fees: fees assessed to the student account for goods and services that are not tuition fees.

Related information

NorQuest College

- [Tuition and Fees Oversight Committee - Terms of Reference](#)
- [Tuition and Related Fees Policy](#)

External

- [Alberta Post-Secondary Learning Act](#)
- [Public Post-Secondary Institutions' Tuition Fees Regulation \(Tuition and Fees Regulation\)](#)

Next review date

April 2027

Revision history

Date	Version Number	Action
March 2012	V1	New (replaces Standard Practice 2.3).
August 2013	V2	Updated for document links and branding.
October 2013	V3	Revised next review date.
May 2015	V4	Revised.
August 2019	V5 (published as V4-C)	Compliance Office template & reorganization update.
July 2023	V6	Reviewed for the ERP-35 Revenue Accounting Standards.