

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	September 9, 2026
Effective date	September 9, 2026
Procedure owner	Vice President, Students & External Relations
Procedure administrator	Director, Enrolment Operations & Registrar

Overview

This procedure sets out:

- considerations for establishing or revising tuition and fees, and
- steps for review and consultation on establishing or revising tuition and fees prior to submission for annual Board of Governors 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 tuition and fees assessed to a student account by the Office of the Registrar, but do not include fees set by the Students' Association.

Tuition and Fees Oversight Committee¹

- This committee maintains an open and fair engagement process when NorQuest College sets tuition and fees annually.

Considerations for establishing or revising fees:

- Tuition fees will be set in accordance with the [Tuition and Fees Regulation](#).
- In establishing fees or fee changes, the college will consider the [Tuition & Fees Oversight Committee principles](#) which are reviewed and updated annually to ensure ongoing alignment with organizational strategy and values.
- Mandatory Non-Instructional Fee (MNIF) revenue and actual expenditures from MNIF revenue information will be provided to the Tuition and Fees Oversight Committee annually. The Tuition and Fees Oversight Committee will consider this information when proposing fee changes.
- Per the Alberta Tuition Framework:
 - Each type of fee has its own fee level.

MNIFs must be for specific goods or services, or for a group of related goods and services, and must be no more than cost-recovery.

Transparency

- This procedure and its parent policy will be published on the College website.
- The annual tuition and fee schedule will be published annually on the NorQuest College website and clearly identify and describe all fees that are assessed to the student account.

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

- Where a new MNIF is introduced, or an existing MNIF is changed substantially, the nature and cost of the good(s) and service(s) will be formally communicated to students.

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.
- Consultations with students and faculty on tuition and related fees will occur annually through the Student's Association of NorQuest College (SANQC) and Academic Council.
- SANQC and Academic Council will receive advance notice of consultation meeting dates.
- Consultation with students will take place prior to Board of Governors approval.
- Consultations do not address fees controlled by SANQC or a third party.
- 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:

- Consultation with senior leaders to request proposals for any new tuition and fees or changes to existing tuition and fees.
- Consultations with SANQC:
 - To inform of:
 - i. anticipated tuition fee increases for a 4-year period,
 - ii. MNIF increases, and
 - iii. rationale for the changes
 - To seek approval for:
 - i. new MNIFs, and
 - ii. substantive changes to existing MNIFs
 - and to obtain feedback.

- Consultation with 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.
- Tuition and Fees Oversight Committee recommends draft tuition and fees to Executive Team
- Executive Team recommends draft tuition and fees to Finance and Audit Committee
- Finance and Audit Committee validates and recommends tuition and fees to Board of Governors for approval
- Board of Governors approval
- Final submission to Government of Alberta

Definitions

Tuition Fees: Has the meaning ascribed to it under section 2(h) of the [Tuition and Fees Regulation](#).

Mandatory Non-instructional Fees: Has the meaning ascribed to it under section 2(f) of the [Tuition and Fees Regulation](#).

Related information

NorQuest College

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

External

- [Alberta Post-Secondary Learning Act](#)
- [Alberta Tuition Framework](#)
- [Guidelines to Alberta Tuition Framework](#)
- [Tuition and Fees Regulation](#)

Next review date

September 2030

Revision history

Date	Version Number	Action
March 2012	v01	New (replaces Standard Practice 2.3).
August 2013	v02	Updated for document links and branding.
October 2013	v03	Revised next review date.
May 2015	v04	Revised.
August 2019	v05 (published as v04-C)	Compliance Office template & reorganization update.
July 2023	v06	Reviewed for the ERP-35 Revenue Accounting Standards.
September 2026	v07	Updated the role of Academic Council, added additional links, removed in-cycle timelines, and revised wording for clarity. Updated the title of the owner and updated the administrator as per the new organizational structure.