

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:	May 8, 2015
Effective Date:	July 1, 2015
Procedure Owner:	Vice President, Teaching and Learning
Procedure Administrator:	Dean, Research and Strategic Enrolment

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.

Procedures:

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.

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

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.
- 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.

Definitions:
Related NorQuest College Information:
Related External Information:
Next Review Date:
Revision History:

- 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

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.

- Tuition and Fees Oversight Committee - Terms of Reference
- [Tuition and Related Fees Policy](#)
- [Alberta Post-Secondary Learning Act](#)
- Public Post-Secondary Institutions' Tuition Fees Regulation ([Tuition and Fees Regulation](#))

April 2019

March 2012: new (replaces Standard Practice 2.3)
 August 2013: update for document links and branding
 October 2013: revised next review date
 May 2015: revised
 August 2019: Compliance Office template & reorganization update