

 <b>CAPILANO UNIVERSITY</b>		<b>PROCEDURE</b>	
Procedure No.		Officer Responsible	
<b>B.202.1</b>		<b>Vice-President, Finance and Administration</b>	
Procedure Name			
<b>Tuition and Other Fees Procedures</b>			
Policy This Procedure is Under			Date of Next Policy Review
<b>B.202 Tuition and Other Fees Policy</b>			<b>March 2024</b>
Date Issued	Date Revised	Related Policies, Reference	
<b>June 2021</b>	<b>Replaces OP.212</b>	<i>University Act  Ministry Tuition Limit policy  B.202.1 Tuition and Other Fee Procedures  B.206 Budget Policy  Academic Schedule  University Calendar</i>	

## TABLE OF CONTENTS

<b>1.</b>	<b>PURPOSE .....</b>	<b>2</b>
<b>2.</b>	<b>DEFINITIONS.....</b>	<b>2</b>
<b>3.</b>	<b>SCOPE.....</b>	<b>3</b>
<b>4.</b>	<b>PROCEDURES.....</b>	<b>3</b>
4.1	RESPONSIBILITIES AND ADMINISTRATION .....	3
4.2	TUITION AND OTHER FEES .....	3
4.3	APPLICATION FEES .....	3
4.4	COMMITMENT DEPOSITS .....	3
4.5	FEE ASSESSMENTS .....	4
4.6	FEE PAYMENT DEADLINES.....	4
4.7	DEREGISTRATION AND RE-REGISTRATION .....	4
4.8	FEE DEFERRALS .....	4
4.9	LATE REGISTRATION .....	5
4.10	LATE PAYMENT FEES.....	5
4.11	REFUNDS.....	5
4.12	TUITION WAIVERS .....	6
4.13	TARGETED FUNDS.....	7
4.14	JAY TREATY AND RESIDENCY STATUS CHANGE.....	7
4.15	INDIGENOUS STUDENTS.....	8

## 1. PURPOSE

These procedures administer the process of establishing and collecting tuition and other fees paid by students of Capilano University (“University”) as authorized by *B.202 Board Policy on Tuition and Other Fees*.

## 2. DEFINITIONS

“**Academic year**” means the 12-month time period from September 1 to August 31.

“**Add/drop period**” A designated time period at the beginning of each term during which students can adjust their schedule by adding or dropping courses.

“**Applicant**” an individual who applies for admission to a credit program(s) at the University. This includes current students who wish to change programs.

“**Commitment deposit**” a non-refundable, non-transferrable payment by an applicant that signifies the applicant’s acceptance of an offer of admission to the University.

“**Credit course**” a course that when successfully completed, provides credit towards a degree, diploma or similar certificate issued by the University.

“**Consumable fees**” mandatory fees charged for materials or services that are required for a course (e.g. field trips, consumable supplies).

“**Deregistration**” the process of removing or deregistering students from a course or courses for the non-payment of tuition and other fees payable by the published fee payment deadline for the term.

“**Domestic applicant or student**” an applicant or student who is a Canadian citizen, a permanent resident, has refugee status confirmed by the Government of Canada, a diplomat, or is a dependent of a person with diplomatic status.

“**Financial hold**” a restriction placed on a student account whereby a student is denied access to University services and refused permission to enroll or re-enroll in courses.

“**Incidental fees**” fees for discretionary administrative services, fines and/or penalties. Such fees include but not limited to transcripts, grade appeal fees, and letters/forms.

“**International applicant or student**” an applicant or student who is not a domestic applicant or student.

“**Late registration**” registration in a course or courses after add/drop period that requires the permission of the instructor, Dean and University Registrar.

“**Mandatory fees**” include consumable fees, student association or society fees collected on behalf of student associations, capital construction support (e.g., building fees) and other mandatory fees (e.g., application fees and technology fees).

“**Non-credit course**” courses intended for personal or professional interest and typically offered through *Continuing Studies*.

“**Refund period**” is the prescribed period within a term where a student is eligible for a refund.

“**Sponsoring agency**” a third-party providing sponsorship funding to pay for a student’s tuition and other fees.

“**Tuition fees**” the amount charged for the instructional component of a course including a standard tuition fee per credit hour plus a surcharge per credit hour where applicable.

### **3. SCOPE**

- 3.1 Subject to the exceptions prescribed in section 3.2, these procedures apply to all tuition fees, mandatory fees and incidental fees levied by the University.
- 3.2 The setting and administration of tuition and incidental fees for programs and courses offered by Continuing Studies is determined by the Continuing Studies department on a cost recovery and revenue generating basis and is outside the scope of these procedures. These procedures do govern employee benefits related to tuition waivers for non-credit courses.

### **4. PROCEDURES**

#### **4.1 Responsibilities and Administration**

- 4.1.1 The Vice-President, Finance and Administration or Director, Financial Services is responsible for establishing and administering all tuition and other fees in compliance with board policy and Ministry directives.
- 4.1.2 The Finance Department is responsible for:
  - a) publishing the approved schedule of tuition and other fees for the upcoming academic year on the University website
  - b) reviewing and approving tuition and other fee information in printed materials
  - c) collecting all approved tuition and other fees and
  - d) making decisions and communicating with students and/or employees regarding the refund and reversal of all tuition and other fees in accordance with this policy.
- 4.1.3 Any exceptions to these procedures must be pre-authorized by the Vice-President, Finance and Administration or Director, Financial Services.

#### **4.2 Tuition and other fees**

- 4.2.1 Students are required to pay applicable tuition fees, mandatory fees and incidental fees (collectively “tuition and other fees”). Tuition and other fees vary by course and program.

#### **4.3 Application fees**

- 4.3.1 *S2019-01 Admissions Policy* establishes the principles and regulations for admission of applicants to credit programs at the University.
- 4.3.2 Application fees will be charged for all new applicants, or returning students who have missed three (3) or more consecutive major terms. Current students who wish to change programs will not be charged an application fee.
- 4.3.3 Application fees vary for domestic and international applicants in consideration of the underlying administrative costs incurred to confirm assertions made by the applicant.

#### **4.4 Commitment deposits**

- 4.4.1 Subject to the exemptions prescribed in section 4.4.2 and 4.4.3, Domestic and International applicants are required to pay a commitment deposit to confirm acceptance of an offer of admission from the University.
- 4.4.2 Self-identified Indigenous learners who receive an offer of admission are exempt from requirements to pay a commitment deposit.

- 4.4.3 International students who apply or enroll in an exchange program between the University and another academic institution, are not required to pay the commitment deposit.
- 4.4.4 Commitment deposits vary for domestic and international applicants in consideration of the underlying administrative costs. Commitment deposits are identified in the applicant's offer of admission from the University.
- 4.4.5 Upon registering for courses, commitment deposits are applied to the student's account balance reducing the total tuition and other fees owing for the term.
- 4.4.6 Subject to the exceptions prescribed in section 4.4.7, commitment deposits are non-refundable.
- 4.4.7 International students who are unable to attend the University because they have been denied a study permit/visa for reasons other than providing false documentation are eligible for a refund of the commitment deposit.

#### **4.5 Fee assessments**

- 4.5.1 Tuition and other fees are assessed at the time of registration. Students assume full financial responsibility for all fees regardless of whether they have applied for financial assistance.

#### **4.6 Fee payment deadlines**

- 4.6.1 All tuition and other fees must be paid in full for each term in accordance with the payment deadlines published on the University website.

#### **4.7 Deregistration and Re-registration**

- 4.7.1 Students not otherwise eligible for a fee deferral as prescribed in section 4.8 who have not paid tuition and other fees in accordance with the prescribed deadlines, will be deregistered from all courses if the unpaid amount exceeds \$200.
- 4.7.2 Subject to the exceptions prescribed in section 4.7.3, if a student is deregistered and subsequently re-registers, a re-registration fee will be assessed.
- 4.7.3 For international students that deregister prior to start of term due to delay in receiving study permit/visa and subsequently re-register in the term when study permit/visa is received, the re-registration fee will be waived.

#### **4.8 Fee deferrals**

##### ***Fee deferral for financial assistance***

- 4.8.1 Students may apply for fee deferrals in accordance with the process prescribed by *Financial Aid and Awards* published on the University website. Approval of a fee deferral must be supported by evidence of financial assistance covering the applicable fees, including
  - a) an approved Canadian government student loan or *Sallie Mae* U.S. student loan,
  - b) an approved scholarship or award directly payable to the University from a donor other than the University,
  - c) approval to receive *Work BC Skills Development Employment Benefits* funding,
  - d) eligibility for an *Adult Upgrading Grant (AUG)*, and/or
  - e) a *Capilano Excellence Scholarship (CAPX)*.

### **Other fee deferrals**

- 4.8.2 Fees deferrals may be approved for other reasons subject to the provision of satisfactory evidence of
- a) financial assistance from a third-party agency covering the applicable fees, and/or
  - b) payment in transit at the payment deadline date.

### **4.9 Late registration**

- 4.9.1 Students who register in a course or courses after the add/drop period will be charged a late registration fee.

### **4.10 Late payment fees**

- 4.10.1 Student accounts with an outstanding balance will be assessed a late payment charge of \$50 per month for each month end that a balance is outstanding.
- 4.10.2 Students who fail to pay tuition and other fees and/or have unpaid University charges (e.g. library fines, bookstore fines, emergency loans) will have a financial hold placed on their student account and will be denied access to University services (e.g. letters, transcripts) or refused permission to enroll or re-enroll in courses.
- 4.10.3 Outstanding tuition and other fees owed by a student to the University will be deducted from the student's loan or any other financial assistance administered by the University, prior to the release of the loan or other financial assistance funding to the student.
- 4.10.4 Unpaid student account balances at the end of the current term will be administered in accordance with University's collection procedures, which include any legal collection method and the use of third-party collection agencies.

### **4.11 Refunds**

- 4.11.1 Students who reduce the number of courses in which they are enrolled during a term, may be granted a refund if the course change is made during the refund period as prescribed in section 4.11.4, and the amount is greater than prescribed in section 4.11.3.
- 4.11.2 Except as provided for in sections 4.4.7 and 4.11.1, tuition and other fees and commitment deposits are not refundable.
- 4.11.3 For continuing students, the minimum amount refunded for tuition and other fees paid by students is \$25. Amounts less than \$25 will be retained on the student's account and applied to future charges. Students who do not continue courses or programs or withdraw from the University will be refunded the full amount of their student account balance.
- 4.11.4 Eligibility for a refund of tuition fees and the amount refunded is prescribed as follows

Timeframe	Tuition Fee Refund <sup>1</sup>	
	Domestic Students	International Students <sup>2</sup>
Prior to start of term	100%	100%
During the add/drop period	80%	80%
After the add/drop period	0%	0%

<sup>1</sup>This excludes non-refundable commitment deposit.

<sup>2</sup>Refunds for international students' amounts vary by country. International students should refer to their Letter of Offer for applicable refunds.

- 4.11.5 Refunds are processed six weeks after the start of the term and issued directly to the student or sponsoring agency where applicable. Fees paid with financial aid from federal or provincial agencies or sponsors will be refunded to the lending or sponsoring agency.
- 4.11.6 Refunds for international students are paid by wire transfer (i.e. *Flywire*) to the account from which the funds were initially received and will be charged a wire transfer fee.

#### **4.12 Tuition waivers**

##### ***Tuition waivers for students***

- 4.12.1 Domestic students who have attained the age of 65 as of the end of the add/drop period in the term can apply to waive the standard tuition fee per credit hour component of the tuition fee. The student is still required to pay the surcharge per credit hour component of the tuition fee and all other student fees.

##### ***Tuition waivers for University employees for credit courses***

- 4.12.2 Tuition waivers for university employees for credit courses are governed by the *CFA Collective Agreement Article 9.13* and the *MoveUP Collective Agreement Article 29.10(a) (c)*.
- 4.12.3 Eligible University employees are entitled to unlimited number of credit courses provided they are employed for the duration of the course term. If an employee ceases to be employed by the University before completion of a course, they may be required to pay the tuition fees for the course.
- 4.12.4 Tuition waivers for credit courses cover the following fees:
- a) Tuition fees category: the instructional component of a course including a standard tuition fee per credit hour plus a surcharge per credit hour where applicable
  - b) Mandatory fees category: student association fees and student technology fees
- 4.12.5 Tuition waivers for credit courses **does not** cover the following fees and thus employees are responsible for paying:
- a) Mandatory fees category: application fees and consumable fees
  - b) Incidental fees category: all incidental fees
- 4.12.6 Eligible university employees must receive approval from their respective administrator prior to enrolment in the course by completing the *Credit Course Fee Waiver Form* available on the University intranet site.
- 4.12.7 Eligible University employees include:
- a) Faculty - all faculty employees with Regular status and non-regular faculty employees who have worked at least one section in the term for which they are seeking a waiver, or at least two sections in the current or previous academic year
  - b) Staff/Administrators/Exempt - employees who work twenty or more hours per week and have been working for the University for at least four months, and
  - c) Retirees - as defined in the applicable collective agreement for the retiree (CFA 9.13.1 or MoveUP 29.06(D)).

##### ***Tuition waivers for University employees for non-credit courses***

- 4.12.8 Tuition waivers for university employees for non-credit courses are governed by the *CFA Collective Agreement Article 9.13* and the *MoveUP Collective Agreement Article 29.10(a) (c)*.

- 4.12.9 Eligible University employees are entitled to three non-credit courses per year (calendar year for staff, exempt and administrators and academic year for faculty) but only after the minimum course enrolment has been met by fee payers to cover the cost of the course.
- 4.12.10 Tuition waivers for non-credit courses covers the fee for the course.
- 4.12.11 Tuition waivers for non-credit courses does not cover books, materials, travel and other fees and thus employees are responsible for paying.
- 4.12.12 Approval must be received from Human Resources prior to enrolment in the course by completing the *Continuing Studies Waiver Form* available on the University intranet site.
- 4.12.13 Eligible University employees include:
- a) Faculty - all faculty employees with Regular status entitled to a total of 3 non-credit courses per academic year
  - b) Staff/Administrators/Exempt – employees, their spouse and children entitled to a combined total of 3 non-credit courses per calendar year
  - c) Retirees - as defined in the applicable collective agreement for the retiree (CFA 9.13.1 or MoveUP 29.06(D)).

#### **4.13 Targeted funds**

- 4.13.1 In accordance with section 4.8 of *B.202 Tuition and Other fees Policy*, mandatory fees collected to fund a targeted service (“targeted funds”) must be treated as internally restricted funds such that any over or underspending relating to the targeted service, is accounted for in accordance with fund accounting principles.

#### **4.14 Jay Treaty and Residency Status Change**

- 4.14.1 As a commitment to fulfill the recommendations of Canada’s Truth and Reconciliation Commission, Capilano University supports the UN Declaration on the Rights of Indigenous Peoples and acknowledges the intention of the Jay Treaty of 1795. As per the intention of this Treaty, Native American students from the United States are eligible for domestic tuition rates and for purposes of this policy and procedure are provided the exemptions listed under section 4.16.
- 4.14.2 International students that have received written confirmation on residency status change such as permanent residency, convention refugee status or diplomat status must submit documentation to the Registrar’s Office during the add/drop date for status change and domestic fees to apply to current term.

## 4.15 Indigenous Students

4.15.1 Capilano University is committed to supporting Indigenous students and removing unnecessary burdens in achieving their education goals. The following table provides clarity on provisions related to tuition and other fees provided to Indigenous students.

Tuition procedures section	Exemption provided	
4.3 Application fees	No	
4.4 Commitment deposits	Yes	Section 4.4.2 Self-identified Indigenous learners who receive an offer of admission are exempt from requirements to pay a commitment deposit.
4.7 Deregistration and re-registration	No	Indigenous students that <b>will not be receiving</b> financial assistance from a third-party agency will be de-registered if payment is not received by the fee payment deadline and will be responsible for any late payment fee charges.
4.10 Late payment fees	Yes	Section 4.8.2 (a) Fee Deferrals Indigenous students that <b>are expecting to receive</b> financial assistance from a third-party will not be de-registered if the confirmation and/or funding has not been received by the fee payment deadline. Finance will place a fee deferral on the student account and will reverse any late payment fees charged in error.