

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
B.202	Vice-President, Finance and Administration		
Policy Name			
Tuition and Other Fees Policy			
Approved by	Replaces	Category	Next Review
Board		A	March 2024
Date Issued	Date Revised	Related Policies, Reference	
November 21, 2017	March 2021	<i>University Act Ministry Tuition Limit policy B.202.1 Tuition and Other Fee Procedures B.206 Budget Policy Academic Schedule University Calendar</i>	

1. PURPOSE

- 1.1 This policy establishes the framework and overarching principles for setting, collecting, and administering tuition and other student fees at Capilano University (“University”) in accordance with the *British Columbia University Act*, section 27(2)(m)(i-vi) that empowers the Board “to set, determine and collect the fees” for university activities.

2. DEFINITIONS

“domestic student” a 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.

“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 student” a student who is not a domestic student.

“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).

“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, this policy and related 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. POLICY

- 4.1 The Board will ensure that tuition and other fees charged by the University
- a) comply with the requirements of the *University Act* and the direction set by the Ministry including the Ministry's *Tuition Limit policy*, and
 - b) are consistent with the University's mission and strategic goals.
- 4.2 Tuition fee increases for domestic and international students and any new mandatory fees must be approved by the Board.
- 4.3 Capilano University is committed to supporting Indigenous students and removing unnecessary burdens in achieving their education goals.
- 4.4 For new courses and programs, the tuition fee
- a) will be based upon an assessment of underlying incremental and fixed costs, and
 - b) must be approved by the Vice-President, Finance and Administration.
- 4.5 International student fees for courses and programs will be set at a minimum level to recover costs and may also generate additional revenue to support the University.
- 4.6 While the Board retains the right to review all fees, it delegates the following responsibilities to the Vice President Finance and Administration or designate
- a) setting all new incidental fees,
 - b) administering all fees, payments, refunds and penalties charged/due to students of the University,
 - c) collecting and remitting student fees on behalf of the *Student Society* or other organization as mandated by section 27.1 of the *University Act*, other relevant legislation, or as established by a majority student referendum.
- 4.7 Fee information and information about refund deadlines and process will be published on the University website and in other locations and manners as appropriate and helpful.
- 4.8 Mandatory fees collected to fund a targeted service ("targeted funds") must be used exclusively for the intended purpose as approved by the board.