

STUDENT FEES POLICY

Authorizer: Vice President, Academic/Student Affairs & Human Resources

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POLICY STATEMENT:

The Board of Governors annually approves tuition fees and ancillary fees for all funded programs and courses offered. Tuition for funded programs and courses follow the Ministry of Colleges and Universities (MCU) tuition fee framework. All full and part-time students whose enrolment is eligible and reported for funding and who are enrolled at the same time in the same year of the same program level are assessed the same tuition and ancillary fees.

SCOPE:

This policy applies to all Conestoga programs and courses except for the collaborative BScN program fees which are established outside the standard and with the partner institution.

DEFINITIONS:

Compulsory Ancillary Fees

Ancillary fees that a student is required to pay to enrol in or successfully complete any course or program of instruction. There are two types of compulsory ancillary fees

- Program ancillary fees which are compulsory for students in applicable programs; and
- Institutional ancillary fees which are compulsory for all students.

Optional Ancillary Fees

Fees for services students may choose to access.

Full Cost Recovery Course or Program of Instruction

A course or program of instruction for which the college does not report enrolment for funding through the general-purpose operating grant.

Funded Activity

Activity for which the Ministry of Colleges and Universities (MCU) provides funding support.

High Demand Program of Instruction (Formerly “additional cost recovery” or ACR)

A program of instruction eligible for general purpose operating grant funding for which colleges have the discretion to charge fees above the maximum permitted for regular-fee programs.

This discretion is allowed for applied degree, post-basic or Baccalaureate of Nursing programs and/or for basic programs which have been determined to meet each of the following criteria:

- there is high demand for instructional space;
- graduates have above-average prospects for employment; and
- and graduates have the potential to earn an above average income.

International Student

A foreign national who meets the requirements that authorize enrolment in an educational institution in Canada established under the *Immigration and Refugee Protection Act*.

Post-Secondary Program

A group of related courses leading to one of the following credentials:

- College Certificate
- Ontario College Certificate
- Ontario College Diploma
- Ontario College Advanced Diploma
- Ontario Graduate Certificate
- Baccalaureate Degree in an applied field of study or a joint college/university program that leads to the awarding of a degree by the university partner.

Student Status

- Full-time Cohort Student
 - Admitted to and enrolled in a minimum of 70 percent of the hours, or 66 2/3 per cent of the courses in the current session/level of the program of study.
- Part-time Cohort Student
 - Admitted to and enrolled in a program of study and does not meet the full-time cohort student status.
- Part-time Non-Cohort Student
 - Enrolled in course(s) but not admitted/enrolled in a full-time program of study.

Tuition Fees

Fees charged to students represented their contribution towards the operating and capital costs of academic program delivery and general overhead for the institution.

RESPONSIBILITIES:

Board of Governors

- Approve tuition and ancillary fees (mandatory and optional) for all programs of instruction and courses delivered.

Director of Finance

- Prepares tuition and ancillary fees in accordance with Ministry Binding Policy Directives for presentation to and approval by Board of Governors

Director, Registrarial Services

- Interprets MCU Binding Policy Directives and Operating Procedures
- Ensures policies and procedures are followed and processes are in place for the set up and preparation of the fee schedules for all courses and programs in consultation with the Director of Finance.
- Ensures policies, procedures and processes are in place and followed for invoicing, fee collection, and refunding of student fees.

POLICY ELABORATION:

The Ministry of Colleges and Universities Tuition and Ancillary Fees Directives apply to Canadian citizens, Aboriginal students within the meaning of the Indian Act, permanent residents within the meaning of the Immigration and Refugee Protection Act 2002.

International students who hold a study permit are subject to an international student fee premium as governed by the Ministry of Colleges and Universities Fee Directives.

The Board of Governors approves tuition and ancillary fees for all funded programs of study and courses operated by the College. If the program or course is funded, the tuition fee must be established annually within the framework provided.

Post-Secondary Funded Programs:

The tuition fee is determined by multiplying the annual tuition fee set by the MCU, by the tuition fee factor for that program, and dividing the product by the number of years in the program. This calculation must be updated annually.

- With the approval of the Board of Governors, High Demand fees may be introduced within the parameters outlined in the MCU Fees Directive.

College Graduate Certificate:

With the approval of the Board of Governors, High Demand fees may be introduced for students in Graduate Certificate programs.

College Certificate Programs

The fees are set annually but charged at a weekly rate. The fees are calculated by multiplying the weekly rate by the number of weeks, or duration, of the program.

Apprenticeship:

Fees are charged based on a daily rate set by the MCU. For part-time programs, the daily rate is pro-rated to an hourly rate based on the scheduled number of hours of instruction per day.

Upon notification of approved fees, the Office of the Registrar will publish approved tuition, compulsory and optional ancillary fees on the Conestoga web site and coordinate the student invoicing and fee payment/collection procedures.

REFERENCES:

International Student Withdrawal and Refund Process
Program Withdrawal and Refund Procedure
Student Enrolment Procedure Full Time Cohort Programs
Student Fee Invoicing and Payment Procedure

REVISION LOG:

April 26, 2011	Degree Management Committee/Academic Forum – revised
June 7, 2011	Degree Management Committee/Academic Forum – approved
June 13, 2011	Policies and Procedure Committee – approved
June 22, 2011	Academic Coordinating Committee – approved
December 11, 2019	Academic Forum
January 13, 2020	Academic Coordinating Committee