

Tuition and fees policy

Policy Statement

The public expects post-secondary students to contribute to the cost of their education. As such, Bow Valley College shall assess, set, publish and collect approved tuition and mandatory non-instructional fees, in compliance with the *Post-Secondary Learning Act (Alberta 2003)*, Tuition and Fees Regulation (Alberta Regulation 228/2018).

Purpose

To ensure Bow Valley College sets tuition rates and mandatory non-instructional fees regulated by the Government of Alberta are in compliance with the *Post-Secondary Learning Act (Alberta 2003)*, Tuition and Fees Regulation (Alberta Regulation 228/2018) and the Alberta Tuition Framework (2020)

Scope

This policy governs the assessment, approval, and publication of tuition rates and mandatory non-instructional fees levied by Bow Valley College in accordance with the legislation and regulations mentioned above. This policy does **not** apply to:

- Tuition for courses taken by distance delivery by individuals living outside Alberta,
- Tuition for courses provided under a third-party contract,
- Tuition for non-Ministry-approved programming, such as continuing education,
- User fees

For a more detailed description of the various types of fees (both regulated and not), see Definitions.

Principal Objectives

1. The setting of tuition rates and mandatory non-instructional fees levied by the College requires a defined framework that ensures compliance to government legislation and policy as well as adhering to College goals and objectives set out by the Board of Governors.
2. Deans are accountable for the competitive positioning of their programs and tuition is a key component of positioning. Thus, they are responsible to recommend to the Executive the proposed tuition for those programs.
3. Where a director is responsible for fees charged to students, the director will recommend the appropriate level of fees to the Executive, in compliance with any associated policies and regulations.
4. The Director of Finance oversees the process of setting tuition and fees annually and provides suggested tuitions to the deans for their review following which they may propose alternate tuitions or endorse the tuition that has been proposed.
5. The Vice President Academic is responsible to work with the deans to propose alternate recommendations to the Executive in the event that changes they made from what was proposed by the Director of Finance results in non-compliance with the Tuition and Fees Regulation
6. Following an annual student consultation process and a review of proposed tuition and fee rate increases by the Ministry of Advanced Education, the Board of Governors shall set

tuition rates and mandatory non-instructional fees to be levied by the College for the upcoming academic year.

7. Student consultation informs learners of evolving fiscal challenges facing the College and communicates proposed rate adjustments for the upcoming academic year. Student feedback solicited from the consultation is communicated to the Board of Governors.
8. Annual increases in tuition rates and mandatory non-instructional fees subject to government regulations must not exceed caps defined in the Tuition and Fees Regulation (Alberta Regulation 228/2018) and the Alberta Tuition Framework (2020).
9. Exceptional increases in tuition rates exceeding statutory regulation may be permitted if approved by the Ministry of Advanced Education. Such exceptional increases require the support of students in advance of ministerial review.
10. Annual tuition rate and mandatory non-instructional fee increases shall consider the impact on students, program costs, market demand, fill rates, historical trends for the programs, fee levels at other institutions, proposed investments associated with improving the quality of an approved program and other factors as may be relevant.
11. Annual tuition rate and mandatory non-instructional fee increases shall be considered in the context of the overall operating revenue profile of the College, the need to produce a balanced budget, and the need to maintain and enhance the quality, accessibility, and affordability of the student experience.
12. The College shall strive to be cost effective to mitigate the need to increase tuition rates and fees. At the same time, the College shall strive to preserve and improve the quality of its educational programming, college facilities, information infrastructure and learner support services.
13. Mandatory non-instructional fees shall be set at a rate that shall not be greater than the amount that is required to cover the direct and indirect costs for providing those activities or services. The activity or service covered by the fee shall be clearly identifiable. Each mandatory non-instructional service shall have its own fee level.
14. The College shall maintain accounting records to justify mandatory non-instructional fees and shall compare the revenue to the costs of the specific goods and services in respect of each of these fees and share this information with the student association each academic year.
15. Annually the College shall publish all domestic and international tuition rates subject to this policy in an accessible and clear manner, including clear distinction between fees levied by the College and fees collected by the College on behalf of third parties.
16. When the College makes an offer of admission to an international student, the offer will inform the applicant of the maximum amount of the tuition they may be required to pay for each academic year of the approved program in which the international student is enrolled based on the standard length of the approved program.
17. Tuition charged to an international student in an approved program (except students attending as part of a student exchange) will not be set at or increased to an amount that is more than the maximum amount referred to in (11) above while the international student

continues to be enrolled in the program and the duration of the standard length of that program has not elapsed.

Compliance

Employees, contractors, and learners are responsible for knowing, understanding, and complying with Bow Valley College policies, procedures, and any other attached documentation that relate to their position, employment, or enrolment at the College.

Definitions

Tuition:

Fees identified in the Bow Valley College calendar or in a supplement to the calendar as tuition fee or fees for course instruction that are part of programs approved by the Minister under the Programs of Study Regulation. Tuition includes Program Fees, which are fees paid by a student to the College enrolled in courses that are part of programs approved by the Minister under the Programs of Study Regulation.

Mandatory non-instructional fees:

Fees not related to instruction but provide important goods and services to students, and students have expressed a willingness to pay for them. Such fees are not optional and may include fees for activities such as:

- The provision of technology services
- The provision of services to support student health and wellness

Student association membership fees are not considered Mandatory non-instructional fees because students have the independent authority in the Post-secondary Learning Act to set these fees.

Student Association Membership Fees.

Fees levied on the membership of a student association for the maintenance of the association.

User fees:

Fees for goods and services that are not mandatory on the user and include such examples as lockers, parking, etc.

International student tuition fees:

Tuition fees charged to an international student.

Data sheet

Accountable officer

Vice president responsible for Finance

Responsible officer

Director, Finance

Relevant dates

Approved	Board of Governors: BOG220528 -03 as #100-1-12 Board of Governors: BOG200425-4 as #500-1-15 Board of Governors: April 25, 2012 as #500-1-15
Effective	April 25, 2012
Next review	
Modification History	April 2022 moved from category 500 Learners to category 100 Financial Management
Verified by	Office of the President, June 2022*

Related Procedure

Tuition and Fees Procedure (#100-1-12)

Associated policy(ies), procedure(s), and guideline(s)

Alberta Tuition Framework Version 2.0 February 2020
Guidelines for the Alberta Tuition Framework December 2021

Related legislation

Post-Secondary Learning Act (Alberta 2003)
Tuition and Fees Regulation (Alberta Regulation 228/2018),