

TUITION AND FEE POLICY PLAIN LANGUAGE SUMMARY

Policy Statement

What is the policy?

The public think that learners should pay for some of their own **tuition**. This policy says that the College will publish, evaluate, and collect **tuition fees**, mandatory **fees**, and non-instructional **fees**.

According to Alberta law, the Board of Governors of the College sets the **tuition fees**. The College will talk with learners about **fee** increases before the Board approves them.

Bow Valley College must follow Alberta laws and regulations about **tuition fees**.

Tuition is the money you pay to study at a college.

A **fee** is any money you have to pay. There are different kinds of fees at the College.

Purpose

What is the policy for?

The purpose of this policy is to make sure that Bow Valley College follows Alberta laws and regulations about tuition fees, **mandatory** fees, and **non-instructional** fees.

College fees include **tuition fees**, **mandatory** fees, and **non-instructional** fees.

A **mandatory** fee is a fee you must pay. A **non-instructional fee** is a fee for a service outside of your courses.

Scope and Compliance

Who does the policy affect?

This policy is about the assessment, approval, and publication of **tuition fees**, **mandatory fees**, and **non-instructional fees**. It is also about the process of talking with learners before changing tuition fees.

This policy is for all Bow Valley College learners and employees. All employees, learners, and contractors at Bow Valley College are responsible for knowing, understanding, and following policies and procedures.

If someone does not follow this policy there is a risk for the College. If a person does not follow this policy, they will face penalties under the Employee and Learner Codes of Conduct.

Main Objectives

1. General

- 1.1. There must be rules for setting tuition fees, mandatory fees, and non-instructional fees. These rules do not include Students' Association Fees. The rules must follow Alberta law and the College goals set by the Board of Governors.
- 1.2. The College will work hard to be cost-effective. This means the College will try to limit, change, or reduce costs instead of increasing tuition fees. The College will also work hard to keep the quality of the learning environment and student services.
- 1.3. When the College increases fees, it will look at:
 - 1.3.1. how the increase affects learners
 - 1.3.2. program costs
 - 1.3.3. market demand
 - 1.3.4. how many students take a program
 - 1.3.5. how the programs have worked in the past
 - 1.3.6. fees at other colleges
 - 1.3.7. other important information, including student assistance (or funding)
- 1.4. When the College changes fees, it will also look at:
 - 1.4.1. the overall financial situation of the College
 - 1.4.2. the need to make a balanced budget
 - 1.4.3. the need to keep or improve the quality, accessibility, and affordability of college programs
- 1.5. Mandatory and non-instructional fees will not be higher than what is needed to cover the costs for those services. The fee will clearly say which service it covers.
- 1.6. The College will keep accounting records to explain mandatory and non-instructional fees. This information is available to learners when requested.

- 1.7. The College calendar will list non-instructional fees. The calendar will show the difference between College fees and Student Association fees.

2. Consultation

- 2.1. There will be a tuition and fee meeting in the fall of each year. This meeting is called the Consultation Forum. This meeting gives learners a chance to say their opinions about **proposed** tuition and fees.

When an increase is **proposed**, it has not been approved yet. There is still a chance to discuss and change it.

- 2.2. The College will make a Consultation Committee each year. The Academic Council will be the Consultation Committee. This committee will talk with learners about services and fees.
- 2.3. The Consultation Forum and the Consultation Committee are the way that the College discusses fees. They are also the way the College discusses policies and procedures about fees.

The Consultation Committee will get a report on actual spending of non-instructional fees. This does not include Student Association fees or other third party fees.

- 2.4. The College will share financial information about tuition, mandatory fees, and non-instructional fees so that learners can learn about budgets.
- 2.5. The Consultation Committee will have two meetings a year. One meeting will give feedback before mid-December. One meeting will happen before fees are approved by the Board of Governors.
- 2.6. Everyone who participates in the consultation about fees will keep the budget confidential. This means they will not talk about the budget with other people.

3. Approval

- 3.1. The Board of Governors approves tuition fees, mandatory fees, and other non-instructional fees.
- 3.2. The College will report all fees to Advanced Education and Technology.

4. Publication

- 4.1. The Board of Governors will publish its tuition fees and policies quickly.

4.2. The College will publish proposed tuition and fees for the next three years so that learners can plan. The College will publish this information in the Comprehensive Institution Plan and on the College website. This information could change.

Definitions

Fee: A fee is money you pay for a service.

Mandatory fees: Mandatory fees are money you pay to the College for materials and services for a course. Mandatory fees do not include:

- Fees for equipment or materials that learners rent
- Fees for work placements or practicum experience where the government does not give the employer funding
- Tuition fees

Non-instructional fees: These are fees that you pay the College for services that are not part of your course or program. They include enrolment services and student services. This policy does not cover library fines or fees for an event.

Students' council: The students' council is part of the student organization.

Tuition fees: Tuition fees are money you pay to take a course or program. They are published in the College's calendar. Tuition fees are for courses approved by the government. They do not include:

- distance courses taken by learners who do not live in Alberta
- apprenticeship programs
- off-campus cost recovery instruction programs
- any extra fees or money paid by a person who is not a Canadian citizen or a permanent resident of Canada

BOW VALLEY COLLEGE TUITION AND FEE CONSULTATION COMMITTEE

TERMS OF REFERENCE

1. Purpose

The Tuition and Fee Consultation Committee is the Academic Council. This committee makes sure there is clear, open communication between learners and the College about tuition and fees.

2. Key Functions

The main jobs of the committee are to:

- Discuss issues about tuition and fees, including making new fees.
- Review the annual report by the College. This report includes the total amount of money collected through fees, the College budget, and the services for learners.
- Make sure there is effective communication between the College and learners. This is done through the Consultation Committee.

3. Membership

- President and CEO
- Four senior officials chosen by the Board. They include the Vice-President, Learning; Vice-President, Enrolment and Learner Services; and Director, Learning Resource Services
- Two members chosen by the Board every year and two alternates
- Seven academic staff members and two alternates. They are chosen by the Faculty Staff Association. They should represent a variety of programs.
- Seven students and two alternates. They are chosen by the Students' Association. They should represent a variety of programs.

4. Committee Meetings

The Consultation Committee meets twice in the fall of every year. In these meetings they review the annual report. The chair of the committee can call more meetings.

The Consultation Committee holds another meeting before the Board of Governors approves tuition and fees.

5. Committee Support

The Office of the Vice-President, Learning Services will help the committee with office support.

The official records of the committee will be in the office of the Vice-President, Learning Services. The office will follow the regulations for keeping these records private.