

TUITION AND ASSOCIATED FEE ADMINISTRATION POLICY

Policy Section:	Student and Academic Support Services	Effective Date:	July 1, 2024
Policy Owner:	Vice President Academic and Student Experience	Last Revised:	March 25, 2024
Policy Administrator:	Associate Vice President, Student Experience & Registrar	Review Scheduled:	Every 4 years
Approver:	Executive Committee		

The official controlled version of this document is held with the Legislative Compliance / Policy & Procedure Coordinator.

A. POLICY STATEMENT

Keyano College strives to be a responsive institution focused on institutional sustainability. Our goal is to provide students with opportunities while promoting a maximum fill rate of our programs.

1. Background

This policy is being drafted to outline the structure for allocating student payments and implementation of a financial commitment prior to the start of the term to improve student commitment to Keyano. Implementing a structured system of allocation will ensure transparency, fairness, and efficient management of funds. By requiring an admission deposit, student commitment should be enhanced early in the admission pipeline. By requiring full tuition and associated fees prior to the start of term, the Office of the Registrar is able to determine the student count and better responds to waitlisted students and fill program capacities.

2. Guiding Principles

- 2.1 The College will be guided by the following principles in administering the collection of tuition and fees:
- a. **Clear communication** – Students will be informed of fee administration details through their Keyano email and on the website.
 - b. **Accessibility** – Students on waitlists will have classes accessible.
 - c. **Enrollment management** – Classes will be filled by students who have made a financial commitment.
 - d. **Legislative compliance** – Administer the policy in compliance with all legislative requirements.

3. Policy Objective

- 3.1 To manage tuition and associated fee in a consistent and fair manner while meeting and applying legislative requirements.

4. Scope

- 4.1 This policy applies to students, the Office of the Registrar, the Finance Department and the Executive.

B. DEFINITIONS

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| (1) Acceptance: | When a student meets admission requirements and there is space in a program, the student is offered a seat in the program |
| (2) Admission Deposit: | A non-refundable fee which secures a student's spot in a program. This money is applied to tuition |
| (3) Associated Fees: | Student Association fee, Student Association building fee, Campus Rec fee, Technology Fee, Registration fee, Health and Dental fee, and Laboratory fees |
| (4) College: | Means Keyano College |
| (5) Policy: | Means the Tuition and Associated Fee Administration Policy |
| (6) Registration: | The act of choosing classes |
| (7) Tuition: | Mandatory instructional fees that are payable to the institution by students for materials and services that facilitate instruction |

C. RELATED POLICIES

- None

D. RELATED LEGISLATION

- *Post-Secondary Learning Act*

E. RELATED DOCUMENTS

- Keyano College Credit Calendar (available on Keyano College website)
- Tuition and Associated Fee Administration Procedure

F. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
March 25, 2024	New Policy and Procedure	All	Assistant Registrar	AVP Student Experience and Registrar