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Title:	Tuition Fees

GUIDING PRINCIPLE

The intent of this policy is to gather under one heading all topics related to the calculation, collection and refunding of Tuition Fees and to provide consistent and uniform interpretation of these topics throughout the New Brunswick Community College - Special Operating Agency (NBCC - SOA), hereafter called "The Organization".

POLICY STATEMENT

The Organization, as represented by the NBCC-CCNB Executive Committee, collects and administers duly approved tuition fees at rates set out in its Business Plan. The Organization provides timely and client-friendly mechanisms by which justifiable refunds of tuition fees, in whole or in part, may be made.

The tuition fees referenced in this policy may only be amended under the authority of the Assistant Deputy Minister of the Department designated responsible for the Organization.

Tuition fees for international students are higher than those for New Brunswickers.

Note: International students must purchase health insurance from a carrier of the Organization's choosing. The premium is added the tuition fees.

1. "REGULAR" PROGRAM TUITION FEES

(1.1) Tuition fees are established on the basis of a standard academic model, which is based on a range of 32 to 40 weeks.

(1.2) Tuition fees for programs with a duration which falls outside the standard range are calculated on a weekly basis.

(1.3) Tuition fees for Academic Studies are calculated on a "per course" basis rate, with a maximum annual fee.

2. PART-TIME STUDENT TUITION FEES

(2.1) Tuition fees for part-time students in "Regular" programs (less than 60% of a student's full course load within any term) are calculated on a credit basis.

(2.2) Full-time status for tuition fees purposes will remain in effect for the remainder of the term if the student has full-time status on the Friday of the 6th week of the term or 50% of the term if the term is of less than 12 weeks in duration.

(2.3) Tuition fees for students accepted under the Special Admissions procedure and attending on a part-time basis (who will complete the training program over an extended period of time) are not to exceed the regular tuition fees for the training program.

Note: An assessment should be done on an individual basis before the start of the training program in order to establish a separate training plan for each Special Admissions student.

3. CO-OP PROGRAM TUITION FEES

(3.1) Two models of Co-op delivery presently exist: "Internship" Co-op Programs and "Traditional" Co-op Programs. Programs carrying either of these designations are identified in both NBCC and CCNB Business Plan.

(3.2) Tuition Fees for "Internship" Co-op Programs will be calculated at the same rates as those for Regular Programs, regardless of the proportion of training weeks to internship weeks in any given year.

(3.3) Tuition Fees for "Traditional" Co-Op Programs will be calculated at the Regular Program tuition fees rate while in training. Tuition Fees while out on practicum will be 50% of the Regular Program fees rate.

4. TUITION FEES FOR AUDITING COURSES

A fee will be charged to persons auditing courses in a regular program. These persons attend a course but do not have to submit assignments, write examinations or receive a grade. Approval to audit a course must be obtained from the program or

course Department Head (or designate).

5. "NON-REGULAR PROGRAM" TUITION FEES (Contract Training)

(5.1) Where non-regular program tuition fees are applicable, such fees should be charged on a cost-recovery or market-driven basis.

(5.2) Harmonized Sales Tax (HST) is applicable to general interest courses.

6. CORRESPONDENCE COURSE FEES

(6.1) A registration fee will be charged for first-time registration. This fee will not be collected again unless a student is inactive for two consecutive terms.

(6.2) Fees are established on a per course basis for Academic Studies courses, and for post secondary level courses.

7. PAYMENTS DUE DATES – "REGULAR" PROGRAMS

All tuition payments after the Confirmation Fee are due according to the schedule below.. The application fee (7.1) and the confirmation fee (7.2) are valid for the academic year towards which they were originally paid. As such, they may be transferred from one term to another, within the same academic year. Students sponsored by a third party must present proof of sponsorship at registration, in lieu of actual payments.

(7.1) Application Fee

The per program Application Fee is due on submission of application, and is non-refundable. No application fee is required for students registering part-time or in Academic Studies.

(7.2) Confirmation Fee (1st Installment)

The Confirmation Fee, applicable towards the first term tuition fees, is due within 30 days (60 days for International candidates) of notification of acceptance. This is a fee for reserving a seat for the applicant and is non-refundable. The confirmation fee shall not be charged on seat offers made after August 15th, for the upcoming Fall term.

Note: For "International" students, part of this fee is refundable if the student withdraws before the registration date.

(7.3) 2nd Installment

Payment in full of the remainder of 50% of the regular yearly tuition fees is due on the Friday of the first week of class or, on the day the student registers, if he registers after

that date.

(7.4) 3rd Installment

a) For regular programs starting in September, payment in full is due by the 2nd Friday in January.

b) For regular programs with start dates other than September payment is due the Friday following the mid-point of the program.

Note: Consideration may be given to dates that coincide with terms and/or return dates of students from practicums or work terms.

(7.5) Weekly Rates - other than standard academic model

a) ALL "regular" programs of 20 weeks or less in duration

Full tuition is due on or before the start date of the program.

b) For programs extending beyond standard academic model

A 4th installment based on the weekly rate will be charged for each week beyond 40 weeks. The due date for the 4th installment will be the Friday of the 41st week of the program.

8. NON-PAYMENT PENALTIES & COLLECTIONS

(8.1) Students who have a balance owing after the due dates in section 7 of this policy will be charged a late payment fee.

Late payment fees will not be required of students for the funds they will be receiving from their student loan/bursary or Training and Skills Development (TSD) program, provided they can supply proof of student loan/bursary (Certificate of Eligibility) or TSD sponsorship. However, late payment fees, as per due date, will apply and be required of the student for any difference between the amount due and the approved student loan/bursary or TSD amounts.

As for students accepted after the 15th of August, proof that they have applied for a student loan/bursary or a letter from a TSD program official confirming their eligibility will be sufficient.

(8.2) Monthly interest will be charged on the balance owing.

Note: Invoices and statements of account will carry the notation "*Interest will be charged on overdue accounts*".

(8.3) Bank charges relating to non-sufficient funds (NSF) cheques will be charged to the student's account.

(8.4) Students who do not pay their fees as prescribed in this policy will have their registration cancelled by the campus, unless an extension has been granted by the campus Registrar. Extensions will only be granted under exceptional circumstances.

(8.5) Students with outstanding accounts will be ineligible to receive transcripts of marks, certificates, or diplomas, and will not be able to attend graduation exercises or register for any other courses, programs, or services offered by the Organization until the account has been paid in full or a payment plan has been agreed upon. No student can advance to the next term until all tuition fees are paid in full or a payment plan is in place.

(8.6) Every attempt will be made by the Organization to collect on amounts owed for goods or services delivered.

(8.7) Termination of any student must be approved by the campus Principal, or his/her designate.

9. REFUNDS

(9.1) The confirmation fee (1st installment) is not refundable, unless the program or course has been cancelled. (**Note:** the confirmation fee shall not be charged on seat offers made after August 15th, for the upcoming Fall term. Since no confirmation fee shall be charged for seats filled this late, refunds shall be based on "weeks spent in the seat" only. Ex: if a student fitting this description leaves after one week, refund = \$1300 - \$65.)

(9.2) There will be no refunds granted after the start of the 7th week beyond the payment due-dates, per sections 7.3, 7.4 and 7.5 of this policy.

(9.3) Students who withdraw or are terminated from training prior to the Friday of the 6th week of the term beyond the payment due-dates, per sections 7.3, 7.4 and 7.5 of this policy, will be charged on a weekly pro-rated basis for each week or part of the week (Sunday – Saturday) they attend class. A refund for the balance of the fees will be issued. Section 9.3 is not applicable until the monetary value of 9.1 has been exhausted.

(9.4) Co-op Programs

The three points above also apply to students in Co-op programs as per students in "regular" programs, with one variation: should a student not find a co-op placement, he will be entitled to a refund for each work term week not received.

(9.5) International Students in "Regular" Programs

Refunds are calculated as above, prorated to international tuition rates.

(9.6) Contract Training Courses Refund is granted only as stipulated in each

individual contract.

(9.7) Full-time students who drop to part-time status Students who move to part-time status, as defined in section 2 will have tuition recalculated and appropriate refunds granted based on payments made.

(9.8) "Regular" Academic Studies and Pre-Technology Programs

Refund will only be approved for courses that have not started.

(9.9) Correspondence Courses

No refunds will be granted.

Note:

(1) Refunds are initiated by the student, or by the Campus Registrar, by completing a Request for Refund Form. The form must be signed by the student or by the registrar, on behalf of the student. Any refund will be applied against outstanding accounts before any monies are returned to the student or the student's sponsoring agency. A refund processing fee of \$25 will apply. The refund process should be initiated within thirty calendar days of official withdrawal or termination from the program.

(2) Refunds for student loans will be returned to the issuer, as will refunds on amounts paid by a sponsoring agency or company (such as Training and Skills Development payments from the provincial Department designated responsible for the Organization).

10. STUDENT TRANSFERS TO ANOTHER NBCC or CCNB PROGRAM

If a student transfers to another program within the NBCC or the CCNB, the fees paid to date, which apply to the remainder of the original registration, will be credited to the offering to which the student transfers. There will be no additional fee or penalty paid by the student.

11. APPEALS

If a student/applicant wishes to appeal the refusal of a refund, and/or a penalty imposed under this policy, he must submit an appeal in writing to the campus Registrar or designate within 15 working days of being officially notified of the refusal. The matter will be referred to the Campus Director of Administration or designate for final decision.

Other than the controlled documents listed in the table at the end of this policy, the following reference documents may apply:

- Record of Decision #95-32-12, Policy and Priorities Committee of Cabinet
- Board of Management Minutes 96.0591 and 96.0592

- Board of Management Minutes 04.0118

SUGGESTION BOX

Your suggestions for improvement to this document and/or its content

CONTROLLED REFERENCE DOCUMENTS

Num	Document Name	Type	Document Custodian	Document Reviewer(s) Stakeholders	Document Approver
02_2077	Request for Refund	Forms/Templates	Director - QSS Branch	Director of Administration	ADM
05_1070	Chargeback for fraudulent cases - Payment Online	Work Instructions	Director - QSS Branch	NBCC-CCNB Executive Committee	ADM
05_1891	NBCC - The Learning Design Model	Work Instructions	NBCC Executive Director	Manager of Curriculum and Learning Design	NBCC Executive Director
05_2426	Refund Calculation Table 2009-2010 Academic Year	Work Instructions	Director - QSS Branch	Director - QSS Branch	Director - QSS Branch
05_2269	Tuition Fees Table (effective Academic Year 2009-2010)	Work Instructions	Director - QSS Branch	CAS, Directors of Administration	ADM

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