

## TUITION AND FEES CONSULTATION

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

<b>Category:</b>	B. Financial & Administrative
<b>Parent Policy:</b>	B12
<b>Approval Date:</b>	September 15, 2023
<b>Effective Date:</b>	September 15, 2023
<b>Procedure Owner:</b>	Registrar & Director, Student Services

<b>Overview:</b>	<p>This procedure sets out steps and considerations for establishing and/or revising fees for Provider and Program Registry System (PAPRS) approved programs.</p> <p>Fees subject to this procedure are Tuition and Program Fees, Mandatory Non-Instructional Fees (MNIF), International Rate, Housing fees, Meal Plan Fees and Academic User Fees assessed to a student account by the Office of the Registrar, but not including fees set by the Students' Association.</p>
<b>Procedures:</b>	<p><b>Tuition and Fees Oversight Committee</b></p> <ol style="list-style-type: none"> <li>The Tuition and Fees Oversight Committee consists of the following roles or designates:             <ul style="list-style-type: none"> <li>Registrar &amp; Director of Student Services (Chair)</li> <li>Chief Financial Officer (CFO)</li> <li>Vice President, Student Experience</li> <li>Associate Registrar, Operations and Reporting</li> <li>Director, Business Services</li> </ul> </li> <li>This committee is established to maintain an open and fair engagement process leading to the setting of Olds College's tuition and fees annually.</li> </ol> <p><b>Considerations for Establishing or Revising Fees</b></p> <ol style="list-style-type: none"> <li>Tuition and Mandatory Non-Instructional Fees (MNIF's) fees will be set in accordance with the Post-Secondary Learning Act's Tuition Fees Regulation (TFR).</li> <li>In establishing fees or fee changes, the College will consider:             <ol style="list-style-type: none"> <li>impact on student accessibility, demand and outcomes;</li> <li>fees charged by other providers for comparable programs and service;</li> <li>cost to provide programming and services.</li> </ol> </li> <li>Fee revenue and actual expenditures will be considered by the Tuition and Fees Oversight Committee in proposing new and/or revising current fees.</li> <li>In addition to a consistent per-credit tuition rate, tuition may be charged at a program level (program fee) and/or course level (course fee).</li> </ol>

### Consultation Considerations

1. The Executive Leadership Team (ELT) will provide guidance on annual changes for fees regulated under the Tuition and Fee Regulation (TFR).
2. The Tuition and Fees Oversight Committee will facilitate appropriate consultations with administration and students.
3. Consultation process timelines must support achieving the College budget process completion and approval deadlines, and government submission deadlines.
4. Information on the costs associated with the services for fees will be provided by Business Services during the consultation process.
5. Consultations do not address fees controlled by the Students' Association or fees provided by a third party.
6. Consultation with administration will be conducted with academic leaders (Deans and the Senior Manager, Continuing Education) for tuition and fees, MNIF stakeholders (CLC, Athletics, IT, TLCI, Registrar, and Health and Wellness), academic user fee stakeholders and Director, Residence and Ancillary Services.
7. Consultation with program areas occurs through the Deans as necessary.
  - a. Recommendations to program or course fees and exceptional increases come from the Dean.
8. Consultation with students will occur annually through the Students' Association of Olds College (SAOC) in accordance with the Tuition and Fees Regulation in the Post-Secondary Learning Act to allow for ongoing input by the students' council.
  - a. A member of the Tuition and Fees Oversight Committee, or delegate, will establish a consultation meeting with the SAOC to provide a statement of anticipated tuition and mandatory non-instructional fees for a 4-year period. At this meeting, the SAOC will be provided with information to compare the revenue and actual costs in respect to each mandatory non-instructional fee.
  - b. A member of the Tuition and Fees Oversight Committee, or delegate, will establish a second consultation meeting with the SAOC to review the proposed fees including any changes.
  - c. A record of the consultations will accompany the final recommendation to be approved by the Board of Governors.

### Consultation and Approval Steps

#### September:

- The Executive Leadership Team (ELT) will provide guidance on annual changes for fees regulated under the Tuition and Fee Regulation (TFR).
- Annual "kick-off" presentation with academic leaders (Deans and Continuing Education), MNIF stakeholders (CLC, Athletics, IT, TLCI, Registrar, and Health and Wellness) and Director, Residence and Ancillary Services.
- The Tuition and Fees Oversight Committee recommends any changes to the international rate, if applicable, to the Executive Leadership Team ELT.
- The Executive Leadership Team (ELT) recommends the final international rate to the Board of Governors for approval.
- The Board of Governors approves the international rate.

#### September - November:

- Consultations to review fee increases or changes, rationale for changes, and feedback on anticipated changes.
  - Consultations with Deans in regards to tuition.

- Consultations with MNIF stakeholders in regards to MNIF's.

November/December:

- Consultation with the Students' Association (SAOC).

December:

- Tuition and Fees Oversight Committee submits draft tuition and fees to the Executive Leadership Team (ELT) for review.
- Consultations with appropriate stakeholders in regards to academic user fees.
- Consultation with Director, Residence and Ancillary Services in regards to residence and meal plan rates.

January:

- Director, Residence and Ancillary Services recommends housing and meal plan rates and fees to the Tuition and Fees Oversight Committee for approval.
- Academic user fees recommended to the Tuition and Fees Oversight Committee for approval.
- The Executive Leadership Team (ELT) recommends final tuition and fees to the Board of Governors for approval.

February/March:

- The Board of Governors approves tuition and fees.
- Final submission to Alberta Advanced Education with sign-off from the Chief Financial Officer.

**Definitions:**

**Program Fee or Course Fee:** Tuition fees charged in addition to per-credit tuition for materials and services that facilitate instruction (excluding fees for materials that are retained or leased by the student). These fees can be charged at the course or program level.

Also refer to B12 Tuition and Fees Policy for additional definitions.

**Related Information:**

[Tuition and Fees Webpage](#)  
[Tuition and Fees Regulation](#)  
 B12 Tuition and Fees Policy  
 B12 Registration, Payments and Refunds Procedure

**Review Period:**

3 Years

**Revision History:**

New: September 2020  
 Revised: April 2021  
 Revised: January 2023  
 Revised: September 2023