

	Approved by: Academic Coordinating Committee
	Authorizer: Executive Director, Registrar Services and International Education
	Effective Date: June 2011
Policy Title: Student Fees Policy	

Policy Statement:

The Board of Governors annually approves tuition fees and ancillary fees for all funded programs and courses offered. Tuition for funded programs and courses follow the Ministry of Training, Colleges and Universities (MTCU) tuition fee framework. All full and part-time students whose enrolment is eligible and reported for funding and who are enrolled at the same time in the same year of the same program level are assessed the same tuition and ancillary fees.

Note:

The collaborative BScN program fees are established outside the standard to coordinate with the partner institution.

Scope:

This policy defines how Conestoga approves fees.

Definitions:

Ancillary Fees

- Fees for items not covered by the tuition fees established for a course or program that students are required to pay upon enrolment.

Full Cost Recovery Course or Program of Instruction

- A course or program of instruction for which the college does not report enrolment for funding through the general purpose operating grant.

Funded

- Activity for which the Ministry of Training, College and Universities (MTCU) provides funding support.

High Demand Program of Instruction (Formerly “additional cost recovery” or ACR)

- A program of instruction eligible for general purpose operating grant funding for which colleges have the discretion to charge fees above the maximum permitted for regular-fee programs. This discretion is allowed for applied degree, post-basic or Baccalaureate of Nursing programs and/or for basic programs which have been determined to meet each of the following three criteria:

1. there is high demand for instructional space;
2. graduates have above-average prospects for employment; and

graduates have the potential to earn an above average income.

International Student

- A foreign national who meets the requirements that authorize enrolment in an educational institution in Canada established under the *Immigration and Refugee Protection Act*.

Post Secondary Program

- A group of related courses leading to one of the following credentials:
 - College Certificate
 - Ontario College Certificate
 - Ontario College Diploma
 - Ontario College Advanced Diploma
 - Ontario Graduate Certificate
 - Baccalaureate Degree in an applied field of study or a joint college/university program that leads to the awarding of a degree by the university partner.

Student Status

- Full-time Cohort Student
 - Admitted to and enrolled in a minimum of 70 percent of the hours, or 66 2/3 per cent of the courses in the current session/level of the program of study.
- Part-time Cohort Student
 - Admitted to and enrolled in a program of study and does not meet the full-time cohort student status.
- Part-time Non-Cohort Student
 - Enrolled in course(s) but not admitted/enrolled in a full time program of study.

Tuition Fees

- Fee for instruction.

Procedure:

Funded Programs/Courses

The Board of Governors annually approves tuition fees and ancillary fees for all funded programs and courses offered by Conestoga. Ancillary fees are established annually using the protocol as outlined in the Policy Framework provided the Ministry Training Colleges and Universities.

Full Cost Recovery (Non-funded) Programs/Courses

Fees are established through a business case analysis.

Upon notification of approved fees, the Office of the Registrar will publish the approved tuition and compulsory ancillary fees on the Conestoga web site.

References:

Program/Course Withdrawal Procedure (Cohort)
Tuition Fee Payment and Deferral Procedure (Cohort)

Revision Log:

Revision Date	Summary of Changes
April 26 2011	Degree Management Committee / Academic Forum - revised
June 7, 2011	Degree Management Committee / Academic Forum - approved
June 13, 2011	Policies and Procedures Committee - approved
June 22, 2011	Academic Coordinating Committee - approved