



Northlands College Policy Tuition and Fees

POLICY STATEMENT

In accordance with Regional Colleges Act, Northlands College uses the tuitions set by the credit granting institution(s) or fees that allow for cost recovery of program delivery. Northlands College will collect funds for applications, tuition, books, learner services fees, and learning materials from or on behalf of learners both domestic and international. This policy applies to all courses and programs of study offered by Northlands College. Tuition and fee amounts are considered annually and may be changed on that basis to remain consistent with operational costs.

PURPOSE:

Northlands College policy #301 (hereinafter referred to as the tuition and fees policy or the policy) will govern the process for adjusting tuition and fees at Northlands College as well as set the procedures regarding tuition and fee calculation, payment, and refund for domestic and international learners.

GUIDING PRINCIPALS:

Northlands College is a learner-centred organization that strives to ensure access to post-secondary education in northern Saskatchewan as well as provide transparency in decision making. As such, Northlands College commits to the following guiding principals for this policy:

1. Providing educational opportunities at Northlands College that are both accessible and affordable to meet both learner and employer needs;
2. Establishing sustainable tuition and fees across all programs, courses, training, and any other educational or support services that reflect both the cost of delivery and the quality and academic excellence of Northlands College.
3. Ensuring complete transparency around financial decision-making through the engagement of appropriate consultation and communication with partners and stakeholders when setting tuition and education related fees.

SCOPE:

This policy applies to tuition fees for all courses, programs, or other types of training or educational services at Northlands College.

POLICY:

1. Northlands College shall collect from learners' tuition and fees that directly relate to a learner's enrollment as well as deposits from applicants against the required tuition and fees.



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2. Consistent with section 12, subsection (f) of *The Regional Colleges Act* of Saskatchewan, the Northlands College Board of Directors shall have final approval of the schedule of tuition and fees Northlands College charges for program tuition and fees.
 - a. The Northlands College Board of Directors shall review and approve standard tuition and fees on an annual basis.
 - b. The Northlands College Board of Directors shall authorize the President and CEO of Northlands College for the review and approval of non-standard, program specific fees to be done on a case-by-case basis.
 - c. The Northlands College Board of Directors shall authorize the President and CEO of Northlands College the responsibility to maintain an appropriate timeframe for each semester for the collection of tuition and fees with the express guiding principles of safeguarding the financial wellbeing of the institution while also promoting access to post-secondary education.
3. The Northlands College Board of Directors reserves the right to maintain differentiated sets of tuition, fees, and deposit requirements between domestic and international learners.
4. An itemized list of purposes for all standard tuition and fees charged to learners by Northlands College shall appear in Appendix A: Purposes of Northlands College Tuition and Fees of this policy.
5. An itemized list of Board of Directors approved rates for all standard tuition and fees charged to learners by Northlands College shall appear in the Appendix B: Approved Rates of Northlands College Tuition and Fees of this policy.
 - a. An itemized list of all non-standard, program specific fees shall be maintained by each Program Director and shall be widely publicized.
6. The Registrar's Office, under the direction of the President and CEO of Northlands College, shall maintain and publicize an updated list of dates by which tuition and fees are due as well as any payment plans that may be applicable to specific programs or courses.
 - a. Generally, tuition and fees will be payable on the first day of classes and will be invoiced accordingly.
 - b. Any outstanding amount for tuition and fees will be considered overdue 30 days after the date the invoice is issued.
 - c. In certain circumstances and for specific programs, the President and CEO may provisionally approve the use of a payment plan for learners that facilitates increased access to post-secondary education without jeopardizing the financial wellbeing of the institution.
7. Learners who are sponsored by external organizations must ensure their sponsoring organization has provided Northlands College with a proof of sponsorship which is due within 30 calendar days of the date on the learner's acceptance letter into a Northlands College course or program.
 - a. Learners who have been sponsored through a proof of sponsorship will not be required to pre-pay tuition or fees.



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- b. Learners who have been sponsored through a proof of sponsorship will not be assessed for penalties for late payments.
8. Until all outstanding accounts with Northlands College are paid in full, including amounts payable by an organization sponsoring a learner enrolled at Northlands College, any college issued marks or certificates will not be released to the student.
9. The applications of applicants to Northlands College programs or courses with existing overdue accounts at Northlands College shall not be processed until the account is paid in full.
10. The President & CEO may provisionally waive tuition and fees in special circumstances.
 - a. Any write-offs of outstanding tuition and fees must be approved by the Board of Directors.
11. Northlands College shall refund the payments of tuition and fees to learners within specific circumstances:
 - a. For standard fees, the Registrar's Office shall maintain and publicize a schedule of eligible tuition and fee refund amounts as well as a list of dates determining when the eligibility of those refunds expire;
 - b. For non-standard, program specific fees, the President & CEO shall be authorized to determine a schedule of tuition and fee refund amounts as well as a list of dates determining when the eligibility of those refunds expire;
 - c. Programs and courses that are cancelled by Northlands College will result in a refund of all tuition and fees paid by enrolled learners;
 - d. Books and Learning Materials Fees are non-refundable once the books or learning materials in question are purchased;
 - e. Refunds for tuition and fees associated with programs brokered by Northlands College through another post-secondary institution shall follow the refund policy of that institution; and,
 - f. In the event of a learner's death, tuition and fees will be refunded to the learner's estate.

GUIDELINES:

1. Tuition and fees for each program should be set at a rate that ensures the sustainability of Northlands College programs and services without presenting an undue financial burden on learners enrolled in Northlands College programs or courses.
 - a. Tuition should be standard across all programs of the College except where a necessary deviation results due to the requirements of a stakeholder or partner outside of Northlands College.
 - b. Tuition and fees for any programs or courses outside of Northlands College's normal offerings that are delivered on behalf of a non-post secondary institution partner or stakeholder or fall under specific governmental policies shall be based on cost recovery as applicable.



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- c. These may include but are not limited to Skill Training Allocation Technical programs or Adult Basic Education programs.
2. For programs brokered by Northlands College from other post-secondary institutions, the amount of tuition charged for programs that Northlands College brokers on behalf of other institutions should not exceed what is charged by the accrediting institution.
3. Tuition and fees for a learner, who does not have a signed letter for sponsorship, will be the financial responsibility of the learner and invoiced accordingly.
4. Part-time learners attending only a portion of a program will pay only the proportion of tuition that is applicable.
 - a. Any other fees such as registration or application fees must be paid in full.
5. Northlands College will strive to maintain multiple options for learners to pay the tuition and fees in order to ease the administrative burden placed on learners.
6. Receipts and duplicates may be issued by Northlands College upon request.
7. Northlands College will deduct all outstanding amounts owed to the College for any reason from any refund or scholarship owing to the learner.



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APPENDIX A – PURPOSES OF NORTHLANDS COLLEGE TUITION AND FEES

Tuition or Fee Name	Fee Type	Definition and Purpose
Administrative Fee	Standard Fee	A fee to cover the general administrative costs associated with the delivery of a program or course.
Application Fee	Standard Fee	A fee to cover the cost of processing applications and assessing Canadian transcripts/documents associated with the application and admission process. Applications that include international documents are subject to an additional assessment fee.
Book and Learning Material Fees	Non-Standard, Program Specific	A fee to cover the cost of providing books and materials necessary for learners to complete the program.
Exam Invigilation Fee	Standard Fee	A fee associated with providing an Exam Invigilation service to both learners and members of the public
Health and/or Dental Insurance Plan Fee	Standard Fee	A fee applicable to all full-time learners enrolled in programs 17 weeks or greater in length to ensure learners have access to appropriate health and dental insurance plans.
International Document Assessment Fee	Standard Fee	A fee required of international applicants to cover the administrative cost of assessing international education documentation. Required prior to any assessment of documentation taking place.
Late Fee	Standard Fee	Late fees are financial penalties applied to learner accounts in the event tuition and fees are not paid in a timely manner.
Learner Services Fee	Non-Standard, Program Specific	Fees that cover the costs for providing services and materials including learner cards, printing paper, book processing and graduation.
Program Fees	Non-Standard, Program Specific	Fees that are required when the program in question contains some form of non-standard associated cost that cannot be reasonably part of general tuition. These may include but are not limited to field schools, culture camps, labs, specialized technological requirements, etc.
Special Program Fee	Non-Standard, Program Specific	Fees that may be for either credit or non-credit programs or courses that are outside the scope of Northlands College normal offerings. The setting of Special Project Program fees shall be based on cost recovery.
Tuition	Standard Fee	Tuition fees are charged for programs and courses that Northlands College wholly delivers. Tuition fees for brokered programs or programs delivered under brokerage agreements are determined on a case-by-case basis.



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APPENDIX B – APPROVED RATES OF NORTHLANDS COLLEGE STANDARD FEE TUITION AND FEES

Tuition or Fee Name	Domestic	International	Date Approved
Administrative Fee			
Application Fee			
Book and Learning Materials Fee			
Exam Invigilation Fee			
Health and/or Dental Insurance Plan Fee			
International Document Assessment Fee			
Late Fee			
Learner Services Fee			
Program Fee			
Special Program Fee			
Tuition			

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