



## PROCEDURES

Title	<b>Tuition and Fees</b>
Policy No.	D.3.7
Approval Body	Board of Governors
Policy Sponsor	Vice President, Administration & International Development
Last Full Review	March 31, 2021
Last Revised	March 31, 2021

### GENERAL

1. All tuition will be calculated by course credit or equivalent where possible.
2. Tuition and fee information will be available on the College website.
3. Departments/Schools will not publish tuition or fees information in brochures, handouts or other materials. Departmental marketing material should refer to the College website.
4. All publicly available information must include the disclaimer that “tuition and fees are subject to change” and refer to an effective date.
5. Tuition and Mandatory Fees are reviewed annually and changes will be communicated as part of the annual budget process.
6. Domestic students may be required to pay a Tuition Deposit. This information will be provided by the Registration Area in the Acceptance Letter.
7. International students must pay a Tuition Deposit to secure a seat in a program. This information will be provided by International Education.
8. Students must pay all outstanding balances by their payment deadline, unless they have received an approved Fee Deferral.

### RESPONSIBILITIES

9. The Board of Governors is responsible for:
  - a. Approving domestic and international tuition for new programs, upon the advice of the Finance & Audit Committee.
  - b. Approving annual increases to domestic and international tuition, upon the advice of the Finance & Audit Committee.
  - c. Approving all domestic and international mandatory fees, upon recommendation by College Administration.
10. College Administration is responsible for:
  - a. Setting tuition and fees for non-credit Continuing Studies programs.
  - b. Making a recommendation to the Board of Governors regarding domestic and international tuition and all domestic and international mandatory fees.
  - c. Setting all other fees, taking into account the advice of Operations Council.

11. Financial Services is responsible for:
- a. Calculating and recommending tuition and fees.
  - b. Maintaining a central listing of all current tuition fees.
  - c. Maintaining complete and correct tuition payment schedules.

12. The Registrar's Office or delegate is responsible for:
- a. Maintaining tuition and fee information within Banner.

### **ELIGIBILITY FOR DOMESTIC FEES**

13. To be eligible for domestic fees, an applicant must provide proof of their status as a:
- a. Canadian citizen.
  - b. Permanent Resident of Canada.
  - c. Convention Refugee (requires documentation from Immigration, Refugees and Citizenship Canada (IRCC)).
  - d. Foreign Caregiver (as stipulated by IRCC guidelines)
  - e. International Exchange Student (requires evidence of an agreement of exchange with Vancouver Community College).
  - f. Diplomat or consular officer carrying out official duties; or a dependent or spouse of any diplomat or consular officer.
14. Documentary evidence will be required by the College in support of any changes to student status, such as proof of citizenship, Permanent Resident Card or passport demonstrating diplomatic status.
15. Eligibility for domestic fees is assessed and determined by the Registrar or delegate. The decision of the Registrar or delegate is final.
16. All students who are not eligible for domestic fees are expected to pay international fees.

### **TUITION & FEE DEFERRAL**

17. If funding has been secured from an external source (i.e. government student loans, Indigenous bands, or third-party sponsors) but is not yet available by the deadline, a student may apply for a Tuition and Fee Deferral.
18. The Fee Deferral Form, available from the Student Accounts Office, must be completed in full and approved by the Student Accounts Office or delegate.
19. Default of a Fee Deferral by the due date may result in the suspension of instruction or services until all outstanding fees are paid.
20. Students who do not apply for funding in a timely manner may not qualify for a Fee Deferral.
21. Fee Deferrals for the StudentAid BC Program (SABC) purposes will authorize payment of all outstanding fees directly to the College.

### **RELATED POLICY**

Refer to D.3.7 Tuition and Fees Policy.