

TUITION AND OTHER FEES

Approval Authority	President
Responsible Executive	Chief Financial Officer (CFO)
Related Policies / Legislation	University Act, s. 27 Board Policy on Tuition and Other Fees (BRP-205.01)

PURPOSE

Under authority delegated by the Board through BRP-205.01, this policy establishes the process for setting, collecting, and administering tuition and other student fees at UFV, the collection of which is authorized by the *British Columbia University Act*, section 27 (l) (m).

SCOPE

This policy applies to all tuition fees and other mandatory and incidental student fees at UFV. This policy does not apply to contract training undertaken at UFV.

DEFINITIONS

In this policy, the following definitions apply:

Incidental fees – Fees assessed for discretionary services, costs, fines and/or penalties.

Mandatory fees – Required student fees other than tuition that include, but are not limited to, application fees, ancillary fees, health and wellness fees, student services fees and course specific fees. These types of fees may include instructional support materials or supplies for the sole use of individual students, costs of field trips, equipment rentals, and special instructional support activities.

Student Society Fees – Duly approved fees assessed by student societies. As required by the University Act, these will be collected and remitted to the student societies.

Tuition fees – Fees for educational services.

Waivers – The procedure of exempting students from the obligation to pay tuition or mandatory fees, with financial support provided by a third party or UFV.

POLICY

Setting, collecting, and administering tuition and other student fees is consistent with the UFV Board of Governor's Policy on Tuition and Other Fees (BRP 205.01).

Tuition and mandatory fees

- The Board of Governors determines and approves tuition and mandatory fees annually.
- Fees may vary between programs and courses as determined by the university and approved by the Board of Governors.
- Mandatory fees for services or materials are designed to recover direct costs or a reasonable estimate of such costs.
- Full or partial tuition fee waivers for designated groups is at the discretion of and determined by the university. Guidelines for waivers are determined by the CFO in consultation with the Provost or designate.

Payment of fees and late penalties

- Semester fee payment deadlines are established by the Registrar.
- Penalties for late payment of fees are established by the Registrar and the CFO.

Incidental fees

- Incidental fees are approved through a committee process or, where appropriate, by the vice president responsible for the area.
- Incidental fees also include fines, which may include but are not limited to library fines, equipment fines, or student conduct related fines.

Student society fees

- UFV collects student society fees established by a majority student referendum in accordance with University Act section 27.1 and the Societies Act for the Student Union Society, CIVL Radio Society and Cascade Society.

Deposit and refund of fees

- Refund deadlines and the proportion of fees refunded for domestic and international students are determined by the Registrar and CFO.
- Refund deadlines and the proportion of fees refunded to continuing studies students are approved through a committee process or, where appropriate, by the vice president responsible for the area.
- Deposits and deposit refunds for domestic and international students are approved through a committee process or, where appropriate, by the Registrar and CFO.

Reporting Requirements

- An annual tuition and fees report must be submitted to the Ministry
- The report must include details of any new or revised fees

Communication of Information

- All information and guidelines referenced in this policy are published on the UFV website.