# POLICY AND PROCEDURE STATEMENT

| SUBJECT: | CATEGORY: | NO. |
|---|---|---|
| **Tuition and Fees** | **Student Services** | **1214-G** |

## PREAMBLE

Saskatchewan Polytechnic is committed to the annual review and communication of tuition and related fees. This policy defines tuition and related fees and the accompanying procedures explain the payment of such fees and how refunds are provided. The Saskatchewan Polytechnic Fee Schedule is incorporated into the appendices of this policy and will be updated annually.

## POLICY

In accordance with *The Saskatchewan Polytechnic Act,* Saskatchewan Polytechnic is authorized to fix and determine fees for programs, courses, seminars or other types of instruction. This policy applies to tuition fees for all courses, programs, seminars or other types of training at Saskatchewan Polytechnic. Tuition is set taking into account the following principles:

- Affordable, accessible education meeting both student and employer needs;
- Sustainable differential fees across courses, programs, seminars or other types of training to reflect cost of delivery and/or demand;
- Quality and enhanced excellence in our academic programs, research, student services and institutional supports;
- Transparency and appropriate consultation and communication when setting all tuition and related fees.

As part of the budget planning process, the Saskatchewan Polytechnic board of directors shall review and set fees on an annual basis.

## PROCEDURES

### 1.0 Fees

**Saskatchewan Polytechnic sets fees in the following categories that directly relate to a student's enrolment:**

1.1 Application Fees cover the cost of processing applications and Canadian documents associated with the application and admission process. Applications with international documents are subject to an additional assessment fee.

1.2 Administrative Fees cover administrative costs for providing services for the duration of a program. Included in the administrative fees are costs associated with student ID cards, transcripts, transfer credit, PLAR application and graduation.

1.3 Tuition Fees are charged for providing the education, training and credentialing of a program. Differential tuition fees may be based on the cost of delivery, on whether the program is high demand, has the potential on completion for high earnings, is needed to sustain a program which is not core funded, and/or includes financial support for students to support financial accessibility. Differential tuition fees will also be assessed for international students.

1.4 Program Fees are categorized as fees that cover consumable and non-consumable costs incurred by students within a program and which cannot reasonably be considered part of the general cost of education. Such fees cover a portion of the costs associated with print materials, laboratory classes, required camps or conferences and technology fees.

- Technology Fees (Information Technology Services & Learning Technologies) cover the cost of providing mobile and other types of connectivity on- and off-campus to access program and course learning and assessment materials.

1.5 Service Fees apply to miscellaneous fee items not covered by the administrative fee and are charged to the user of the service rather than the general student body.

## 2.0 Students' Association Fees

2.1 Students who attend Saskatchewan Polytechnic will pay a students' association fee. See Appendix F.

2.2 Students' Association Fees are set annually by each students' association and help to cover the cost of advocacy, programming and services provided by the campus students' associations. These fees are collected by Saskatchewan Polytechnic and forwarded to the students' associations in a timely manner.

## 3.0 Payment of Tuition and Other Assessed Fees

3.1 All tuition and other assessed fees for the full academic year are due at the time of registration. Students enrolled in certificate, diploma and degree programs may pay their tuition and program fees in two instalments (i.e. two-payment plan). The first instalment is due at the time of registration and the second instalment is due on or before a date determined by registration services (normally January 15). If the instalment plan option is exercised, a deferred payment of tuition charge will be applied.

For new international students, all tuition and other assessed fees for the full academic year are due 60 calendar days prior to the program start date. For returning international students, all

tuition and other assessed fees for the full academic year are due at the time of registration. All international students enrolled in certain certificate, diploma and degree programs may be eligible to pay their tuition and program fees in two instalments (i.e. two-payment plan). For new international students, the first instalment is due 60 calendar days prior to the program start date whereas for returning international students the first instalment is due at time of registration. For both new and returning international students, the second instalment is due on a date determined by registration services (normally January 15). If the instalment plan option (i.e. two-payment plan) is exercised, a deferred payment of tuition charge will be applied.

3.2 The instalment plan option is not available to students who are paying through a student loan or other funding agency whereby tuition and fees are paid directly to Saskatchewan Polytechnic. The instalment plan option is not available to students who are enrolled in an applied certificate program, except for students enrolled in applied certificate programs that exceed a 20-week time frame. Students in a co-operative education program are not eligible for the instalment plan option if the second instalment would be due during a work-term. International students are eligible for the instalment plan option.

3.3 A late payment charge will be assessed on past-due accounts. The interest rate charged will be reviewed annually by finance.

3.4 Failure to pay tuition and other assessed fees may result in students being discontinued from class and will result in the placement of a financial hold on the student account, meaning:

- The student may not apply or register at any Saskatchewan Polytechnic campus until the past-due account has been paid; and
- Transcripts, grades, certificates, diplomas or degrees and any other completion documentation will be withheld until full payment is made.

3.5 In exceptional circumstances the program dean has authority to waive tuition and/or other fees and authorize refunds. The registrar has authority to waive administrative and application fees.

## 4.0 Refunds

4.1 Cancellation of a program or course by Saskatchewan Polytechnic will result in a full refund of paid fees. Students who discontinue and notify registration services accordingly or are discontinued by Saskatchewan Polytechnic are entitled to a refund of tuition and program fees under the following regulations.

4.2 Refunds for programs (includes core funded, cost-recovery, skills training and on-line programs) are subject to the following withdrawal deadlines:

- Up to and including 30 days prior to program start for domestic students; and
- Up to and including 60 days prior to program start for international (study visa) students.

4.2.1 Students who withdraw prior to or on the above withdrawal deadline are entitled to a full refund of paid tuition, program fees and students' association fees, **including** the tuition

deposit. A withdrawal fee will be withheld:

- $125 for domestic students; and
- $300 for international students.

4.2.2 Students who withdraw after the above withdrawal deadline, but on or before the sixth scheduled day of their program, are entitled to a full refund of paid tuition, program fees and students' association fees, **less** the tuition deposit.

Tuition deposits are transferable to other Saskatchewan Polytechnic programs within the same academic year. A withdrawal fee will be withheld:

- $125 for domestic students; and
- $300 for international students.

4.2.3 Refund penalties for domestic students will be waived if student funding is denied from an external agency (including student loans) after the withdrawal deadline.

International students who discontinue due to study permit rejection and submit a copy of the study permit rejection to International Education on or before the sixth scheduled day of class **may** be entitled to a full refund of their paid tuition, program fees and students' association fees, **including** the tuition deposit. A withdrawal fee of $300 will be withheld:

4.2.4 For students who discontinue after the sixth scheduled day (semester one) of a semester-delivered certificate, diploma or degree program, the following will apply to each semester:

- Refund of 25 percent of tuition and program fees[1] for the semester if they discontinue on or before 50 percent completion of the semester length.
- No refund for the semester beyond 50 percent completion of the semester length.
- Full refund of tuition and program fees for subsequent semesters not yet started.

4.2.5 For students who discontinue after the sixth scheduled day of an applied certificate program or advanced certificate program, the following will apply:

- Refund of 25 percent of tuition and program fees[1] if they discontinue on or before 50 percent completion of the program length.
- No refund beyond 50 percent completion of the program length.

[1] *Camp and conference fees will not be refunded if expenses have already been incurred.*

4.2.6 For students who discontinue after the sixth scheduled day of a non-semester certificate, diploma program, the following will apply:

- Refund of 60 percent of tuition and program fees[1] if they discontinue on or before 25 percent completion of the program length.
- Refund of 50 percent of tuition and program fees[1] if they discontinue between 26 and 50 percent completion of the program length.
- Refund of 15 percent of tuition and program fees[1] if they discontinue between 51 and 75 percent completion of the program length.
- No refund after 75 percent completion of the program length.

4.2.7 Audit Fees are non-refundable after program/course start date.

4.3 Refunds and transfers for Continuing Education Courses

4.3.1 Students who discontinue prior to the withdrawal deadline for their continuing education credit or non-credit courses are entitled to a full refund, or transfer[2] of their tuition fee.

4.3.2 The withdrawal deadline for non-credit courses is 7 calendar days prior to course start date. No refund or transfer on or after withdrawal deadline.

4.3.3 The withdrawal deadline for credit courses is 14 calendar days prior to course start date. If notification of withdrawal is received between 14 calendar days prior and either 14 calendar days after course start date or the course end date, whichever is earlier, students are entitled to a full refund of their tuition fee less the $100 administrative fee listed in the Fee Schedule. Alternatively, students can opt to transfer the full amount to another course. No refund or transfer for withdrawals after 14 calendar days from course start date.

4.3.4 No refund for audited courses after course start date.

4.4 Refunds for Co-operative Education Work-Terms

4.4.1 A student who withdraws from his/her academic program before the start of the semester preceding a work-term will receive a full refund of the co-operative education fee.

---

[1] *Camp and conference fees will not be refunded if expenses have already been incurred.*

[2] *Transfers must be within the same academic year and are permitted as follows:*

- *From one credit offering to another credit offering, belonging to the same school;*
- *between non-credit courses of the same type;*
- *between courses defined as equivalent;*
- *between campuses or televised sites; and*
- *between delivery types.*

*Transfer requests outside of these guidelines are subject to dean's approval and are granted in exceptional circumstances only.*

4.4.2 A student who withdraws from his/her academic program (or from the co-operative education work-term process) during the semester preceding a work-term will receive a refund of the co-operative education fee, less a $125.00 withdrawal fee.

4.4.3 A student, whether enrolled in a mandatory or optional co-operative education program, who is unsuccessful in obtaining a work-term placement eligible for credit, will receive a refund of the co-operative education fee, less a $125.00 withdrawal fee.

4.4.4 A student who is successful in obtaining a work-term placement eligible for credit and who is subsequently required to discontinue for academic reasons will be withdrawn from the work-term and will receive a refund of the co-operative education fee, less a $125.00 withdrawal fee.

4.4.5 A student who is enrolled in two or more consecutive work-terms and withdraws during the academic semester or work-term prior to a work-term will receive a refund of the co-operative education fee, less a $125.00 withdrawal fee assessed on the earliest work-term not yet started. Subsequent work-terms will receive a full refund.

4.4.6 In extenuating circumstances the dean, in consultation with the registrar, has the authority to waive the $125.00 withdrawal fee.

4.4.7 No refund for co-operative work-term tuition after work-term start date.

**RELATED POLICIES/DOCUMENTS:**

Audit Students – #1203

Recognition of Prior Learning: PLAR and Transfer Credit – #116

## APPENDIX A
## 2016-17 SASKATCHEWAN POLYTECHNIC FEE SCHEDULE

### 1.0 Application Fees

A non-refundable application fee must be submitted with each application for admission into a Saskatchewan Polytechnic program:

- Domestic applications:
  - submitted on-line (reduced rate) ..... $50.00
  - submitted on paper..... $75.00
  - additional international document assessment fee.....$100.00*
- International application submitted on-line ..... $150.00
  - Note: includes international document assessment fee
- Saskatchewan Collaborative Bachelor of Science in Nursing (SCBScN) .....$100.00**

*additional fee for Canadian citizens and permanent residents with international documents

**based on University of Regina fee structure

Programs delivered through a regional college, Gabriel Dumont Institute, Skills Training and Basic Education are exempt from Saskatchewan Polytechnic application fees.

### 2.0 Administrative Fees

- Non-refundable administrative fee[3] .....$0.75 per credit unit
- Continuing education, home study, televised and on-line course withdrawal fee withheld from students who withdraw after the posted deadline: ... .....$100.00 per credit course[5]
- Co-op withdrawal fee ..... $125.00
- Domestic student tuition deposit withdrawal fee (except SCBScN) ..... $125.00
- International student tuition deposit withdrawal fee (except SCBScN) ..... $300.00

---

[3] *Basic Education programs and Skills Training programs are exempt. Includes unclassified students permitted by the program head to register in base program.*

[4] *Only permitted for students waiting for student loan or sponsorship funding.*

[5] *Amount per credit course $100 or course tuition, whichever is less; Total to a maximum of program tuition deposit amount.*

## 3.0 Tuition Fees

Students are assessed tuition fees for courses taken:

- Tuition deposit for programs (not applicable to Skills Training)..... $500.00
- Tuition deposit for international applicants ..... $1000.00
- Tuition deposit for continuing education[4].....$100.00 per credit course[5]
- Continuing education programs and courses .....Tuition fee as published
- Core funded and Skills Training programs .....$73.50 per credit unit
- Cost recovery programs and courses.....Tuition fee as published
- International student tuition .....See Appendix D
- SCBScN..... University of Regina tuition
- Collaborative Nurse Practitioner Program (CNPP) ..... University of Regina tuition
- Bachelor of Psychiatric Nursing (BPN) .....$233.10 per credit unit
- Business Management Post-Graduate Certificate.....$162.15 per credit unit
- On-line programs and courses .....Tuition fee as published
- Co-op tuition..... $709.45
- Work experience .....Rate of 3 credit units
- PLAR assessment fee.....See Appendix E
- Extension to study time[6]……..... Rate of 2 credit units per week or part week

## 4.0 Program Fees

### 4.1 Print Materials Fee

A print materials fee is paid by all students admitted to core funded programs.[7] This fee is $1.50 per credit unit to a maximum of $40.50 for all applied certificate and advanced certificate programs and $81.00 per year ($40.50 per semester) for all certificate, diploma or degree programs. This fee includes the cost of print services and print materials that are not sold through the bookstore.

Exceptions are:

- Psychiatric Nursing diploma program will be charged a print materials fee of $2.50 per credit unit to a maximum of $81.00 per academic year ($40.50 per semester).

---

4 *Only permitted for students waiting for student loan or sponsorship funding.*

5 *Amount per credit course $100 or course tuition, whichever is less; Total to a maximum of program tuition deposit amount.*

6 *Core funded programs only.*

7 *Includes unclassified students permitted by the program head to register in base program*.

4.2 Lab Fee

A lab fee is paid by all students admitted to core funded programs with a laboratory component.[7] The lab fee covers a portion of the cost associated with breakage/ maintenance/repair/replacement/calibration of lab equipment; program supplied protective equipment and safety wear; high cost consumables; and a technology enhancement component to ensure that hardware and software are current. See Appendix B for program lab fees.

4.3 Camp and Conference Fees

Camp and conference fees include the cost of transportation, lodging, and food for these events. See Appendix C for camp and conference fees.

4.4 Technology Fees (Information Technology Services & Learning Technologies)

Technology fees include the cost of providing mobile and other types of connectivity on- and off-campus to access program and course learning and assessment materials.

- Students will be assessed a Saskatchewan Polytechnic-wide technology fee.
- This fee is $1.50 per credit unit for all credit courses (including continuing education; excluding Basic Education and apprenticeship).

4.5 Exemptions

Students in Basic Education, SCBScN and cost recovery programs are generally exempt from program fees.

## 5.0 Service Fees

- Audit (non-refundable) ..... 75% of tuition
- Canadian Language Benchmark Assessment (CLBA) and CLBA Transcript (non-refundable) ..... $250.00
- Continuing Education Deferred Exam ..... $50.00
- Deferred payment of tuition ..... $75.00
- Duplicate completion document (certificate, diploma, degree, etc.) ..... $30.00
- Duplicate student identification ..... $15.00
- Duplicate CPR, First Aid and/or TLR card ..... $15.00
- Freedom of Information Requests:
  - i) Applications ..... $20.00
  - ii) Processing (first hour free – fee payable thereafter) ..... $30.00 per hour
- Grade/student appeal ..... $30.00
- Application for Graduation ..... $75.00[8]
- International document assessment ..... $100.00[9]

---

7 *Includes unclassified students permitted by the program head to register in base program*.
8 *For students not admitted to program.*
9 *For assessment of international documents for Regional College and* Saskatchewan Polytechnic *applicants/students.*

- Keyboarding/typing test ..... $40.00
- Library processing .....$5.00 (uncatalogued pb novels); $15.00 all other
- Late payment of tuition or fees ..... the greater of $75.00 or 1% per month
- Non-sufficient Funds (NSF) ..... $25.00
- Proctoring of non-Saskatchewan Polytechnic examinations (individuals) per person per hour[10] ..... $25.00

[10] *Group or contract rates may be established.*

**APPENDIX B**
**2016-17 LAB FEES**

## 1.0. Animal and BioSciences

All core funded certificate and diploma programs will charge $2.50 per credit unit to a maximum of $70.80 per semester or a maximum of $141.60 for the academic year with the following exceptions:

- BioScience Technology Year 1..... $161.60
  *(to a maximum $141.60 standardized lab fee + $20.00 animal usage fee)*

- Veterinary Technology Year 1 ..... $301.60
  *(to a maximum $141.60 standardized lab fee + $120.00 immunization fee + $20.00 per semester animal usage fee x 2 semesters)*

- Veterinary Technology Year 2 ..... $401.60
  *(to a maximum $141.60 standardized lab fee + semester 3 $20 animal usage fee + semester 4 $240.00 animal usage fee)*

## 2.0 Construction

All core funded programs will charge $3.25 per credit unit.

## 3.0 Health Sciences

3.1 All core funded certificate and diploma programs will charge $2.50 per credit unit to a maximum of $70.80 per semester or a maximum of $141.60 for the academic year with the following exceptions:

- Advanced Care Paramedic Year 1 ..... $315.60
  *(to a maximum $141.60 standardized lab fee + $58.00 per semester PDA fee x 3 semesters)*

- Advanced Care Paramedic Year 2 ..... $58.00
  *($58.00 per semester PDA fee x 1 semester)*

- Combined Laboratory and X-ray Technology Year 1 ..... $176.60
  *(to a maximum $141.60 standardized lab fee + $35.00 N-95 mask fit testing)*

- Combined Laboratory and X-ray Technology Year 2 ..... $186.80
  *(to a maximum of $70.80 standardized lab fee + $58.00 per semester PDA fee x 2 semesters)*

- Cytotechnology Year 1 ..... $211.60
  *(to a maximum of $141.60 standardized lab fee +$70.00 N-95 mask and canister mask fit testing)*

- Dental Assisting..... $407.60
  *(to a maximum $141.60 standardized lab fee + $150.00 Dental Clinic fee + $58.00 per semester PDA fee x 2 semesters )*

- Dental Hygiene Year 1 ..... $291.60
  *(to a maximum $141.60 standardized lab fee + $150.00 Dental Clinic fee)*

- Dental Hygiene Year 2 ..... $291.60
  *(to a maximum $141.60 standardized lab fee + $150.00 Dental Clinic fee)*

- Health Information Management Year 1 ..... $229.60
  *(to a maximum $141.60 standardized lab fee + $88.00 for software hosting fee)*

- Health Information Management Year 2 ..... $326.60
  *(to a maximum $141.60 standardized lab fee + semester 2 $185.00 for software hosting fee)*

- Medical Laboratory Technology Year 1 ..... $211.60
  *(to a maximum of $141.60 standardized lab fee + $70.00 N-95 mask and canister mask fit testing)*

- Medical Laboratory Technology Year 2 ..... $128.80
  *(to a maximum of $70.80 standardized lab fee + $58.00 per semester PDA fee x 1 semester)*

- Medical Laboratory Technology Year 3 ..... $58.00
  *($58.00 per semester PDA fee x 1 semester)*

- Medical Radiologic Technology Year 1..... $234.60
  *(to a maximum $141.60 standardized lab fee + $58.00 per semester PDA fee x 1 semester + $35.00 N-95 Mask fit testing)*

- Medical Radiologic Technology Year 2..... $174.00
  *($58.00 per semester PDA fee x 3 semesters)*

- Pharmacy Technician ..... $291.60
  *(to a maximum $141.60 standardized lab fee + $150.00 pharmaceutical supply fee)*

- Primary Care Paramedic ..... $257.60
  *(to a maximum $141.60 standardized lab fee + $58.00 per semester PDA fee x 2 semesters)*

3.2 The following programs will not be assessed lab fees:

- Cytotechnology Year 2
- Addictions Counselling Years 1 and 2
- Therapeutic Recreation Years 1 and 2

3.3 All core funded applied certificate programs will charge $2.50 per credit unit to a maximum of $70.80.

## 4.0 Hospitality and Tourism

4.1 All core funded programs will charge $2.25 per credit unit. The following are exceptions:

- Culinary Arts .....$3.50 per credit
- Food and Nutrition Management Year 1 ..... $3.50 per credit
- Hotel and Restaurant Management Year 1.....$3.50 per credit
- Professional Cooking.....$3.50 per credit

4.2 The following programs will not be assessed lab fees:

- Food and Nutrition Management Year 2
- Hotel and Restaurant Management Year 2
- Recreation and Community Development Year 1

**5.0 Human Services and Community Safety**

5.1 All core funded programs will charge $2.25 per credit unit.

5.2 The following programs will not be assessed lab fees:

- Aboriginal Policing Preparation
- Correctional Studies Years 1 and 2
- Disability Support Worker
- Educational Assistant
- Funeral Service
- Indigenous Peacekeeping
- Security Officer
- Victim Services Coordination
- Youth Care Worker certificate and diploma

**6.0 Information and Communications Technology**

6.1 All core funded programs will charge $2.25 per credit unit, with the following exception:

- Graphic Communications Years 1 and 2 ..... $325.00 per year

6.2 The following programs will not be assessed lab fees:
- Library and Information Technology Years 1 and 2

**7.0 Mining, Energy and Manufacturing**

All core funded programs will charge $2.50 per credit unit to a maximum of $70.80 per semester or $141.60 for the academic year.

**8.0 Natural Resources and Built Environment**

All core funded programs will charge $2.50 per credit unit to a maximum of $70.80 per semester or $141.60 for the academic year.

## 9.0 Nursing

9.1 The following programs will charge $2.50 per credit unit to a maximum of $70.80 per semester or $141.60 per academic year:

- Orientation to Nursing in Canada for Internationally Educated Nurses
- Perioperative Nursing/LPN
- Perioperative Nursing/RN
- Practical Nursing Year 1 ..... $381.60
  *(to a maximum $141.60 standardized lab fee + $240.00 EMD software fee)*
- Practical Nursing Year 2 ..... $141.60
  *(standardized lab fee)*
- Primary Care Nurse Practitioner
- Psychiatric Nursing Year 1 ..... $381.60
  *(to a maximum $141.60 standardized lab fee + $240.00 EMD software fee)*
- Psychiatric Nursing Year 2 ..... $141.60
  *(standardized lab fee)*
- Psychiatric Nursing Year 3 ..... $70.80
  *(standardized lab fee)*
- Bachelor of Psychiatric Nursing Degree Completion Program

9.2 The following programs are exempt from lab fees:

- Saskatchewan Collaborative Bachelor of Science in Nursing (SCBScN) – Years 1, 2, 3 and 4
- Collaborative Nurse Practitioner Program (CNPP)

## 10.0 Transportation

All core funded programs will charge $3.25 per credit unit, except Commercial Pilot.

- Commercial Pilot Year 1 ..... $100.00
  *(Flight Simulator Lab fee)*
- Commercial Pilot Year 2 ..... $400.00
  *(Flight Simulator Lab fee)*

## APPENDIX C
## 2016-17 CAMP AND CONFERENCE FEES

### 1.0 Health Sciences

Addictions Counselling Year 1 ..... $175.00
Addictions Counselling Year 2 ..... $175.00

### 2.0 Hospitality and Tourism

Food and Nutrition Management Year 1 ..... $125.00
Recreation and Community Development Year 2 ..... CAMP 280 $440.00
..... CAMP 281 $440.00

### 3.0 Human Services and Community Safety

Esthetician ..... $250.00
Hairstylist ..... $250.00

### 4.0 Mining, Energy and Manufacturing

Engineering Design and Drafting Technology Year 1 Semester 2..... CAMP 220.... $110.00
Geomatics and Surveying Engineering Technology Year 1..... CAMP 220.... $110.00
Geomatics and Surveying Engineering Technology Year 3..... CAMP 200.... $110.00
Mining Engineering Technology Year 1 Semester 2..... CAMP 100.... $110.00

### 5.0 Natural Resources and Built Environment

Civil Engineering Technologies Year 1 Semester 2..... CAMP 225.... $110.00
Environmental Engineering Technology Year 1 Semester 2 ..... CAMP 225.... $110.00
Geographic Information Science for Resource Management ..... GIS 351..... $200.00
Integrated Resource Management Year 1 ..... CAMP 102.... $360.00
..... CAMP 305.... $200.00
Integrated Resource Management Year 2 ..... CAMP 304.... $390.00
..... CAMP 411.... $585.00
..... CAMP 412.... $330.00
Resource and Environmental Law Year 1 ..... CAMP 102.... $360.00
..... CAMP 305.... $200.00
Resource and Environmental Law Year 2 ..... CAMP 411.... $580.00
..... CAMP 413.... $330.00
..... CAMP 414.... $265.00
..... RLAW 401.... $185.00
Water Resources Engineering Technology Year 1 Semester 2..... CAMP 225.... $110.00
Water Resources Engineering Technology Year 2..... CAMP 226.... $640.00

### 6.0 Nursing

Psychiatric Nursing Year 2..... $100.00

## APPENDIX D
## 2016-17 INTERNATIONAL STUDENT TUITION

The International Education unit, in consultation with the Saskatchewan Polytechnic programs, shall determine tuition fees by program for international students. Tuition by program will generally be charged at a rate of three to four times regular tuition.

The tuition differential amount an international student is charged initially will remain constant during an international student's normal program completion time; however, regular tuition increases will apply.

Fees for international students in the SCBScN program will reflect the University of Regina's international tuition rates.

International students in Continuing Education programs and courses will be charged published domestic tuition rates.

Refugee 'claimants' will pay domestic tuition rates, but will be considered international for admission purposes. Refugees (with approved claims) will have Permanent Residency status and for all purposes will be considered domestic students.

## APPENDIX E
## 2016-17 PRIOR LEARNING ASSESSMENT AND RECOGNITION FEES

Prior Learning Assessment and Recognition (PLAR) fees are guided by the PLAR Administrative Standards which states "The fee schedule will be based on the cost of services performed and not determined by the amount of credit awarded."

Candidates will pay an assessment fee, in lieu of base tuition, for the course(s) challenged. The assessment fee will be directed to the program responsible for the assessment and is valid for the student's enrolment period.

The fee for each course assessment will generally be $261.70 or the course tuition fee, whichever is less; unless one of the following specific methods of assessment is performed:

- Challenge test..... ($105.95)
- Practicum..... ($175.15)
- Block course assessments..... Maximum $540.65
- Program level certification..... Maximum of 50% of full program base tuition

When programs can demonstrate justifiable recovery costs, additional fees may be required. If a program determines that a fee guideline is set too high for the service performed, then a lower course assessment fee may be set.

PLAR fees shall be predetermined and valid for at least one academic year. Fees will be reviewed annually to ensure alignment with current tuition rates.

Course assessment fees will be submitted by the program head into the PLAR inventory database for consultation and approval through the PLAR office.

When third party agreements for PLAR are contracted costs may be negotiated to meet specific training, assessment and procedural needs.

Apprenticeship and seat purchase students are exempt from paying PLAR course assessment fees.

PLAR fees for international students will follow the above schedule of fees as these are based on the cost of service performed.

Fees are non-refundable and non-transferable.

## APPENDIX F

## 2016-17 STUDENTS' ASSOCIATION FEES

Students who attend Saskatchewan Polytechnic will pay a non-refundable students' association fee. The students' association fees are set annually by each students' association. Payment of students' association fees is due at the time of registration. *Note: Students returning for one semester in a year will be assessed half of the full-time fee.*

### 1.0 Applied Certificate, Certificate, Advanced Certificate, Diploma and Degree Programs *(Includes continuing education daytime programs and credit Skills Training)*

Students enrolled in certificate, diploma and degree programs of 20 weeks or more in duration will pay an annual full-time student fee. Students in programs of less than 20 weeks in duration will pay an annual part-time fee.

- Moose Jaw Campus
  Programs 20 weeks or longer..... $110.00
  Programs less than 20 weeks ..... $55.00

- Prince Albert Campus
  Programs 20 weeks or longer..... $120.00
  Part-time fee ..... $60.00

- Regina Campus
  Programs 20 weeks or longer..... $100.00
  Programs less than 20 weeks ..... $50.00

- Saskatoon Campus
  Programs 20 weeks or longer..... $120.00
  Part-time fee ..... $60.00

### 2.0 Basic Education Programs

The Basic Education on-campus student fee shall apply per seat purchased per year.

- Moose Jaw Campus..... $105.00
- Prince Albert Campus ..... $120.00
- Regina Campus ..... $100.00
- Saskatoon Campus..... $120.00

## 3.0 Apprenticeship Programs

Students enrolled in Apprenticeship programs will pay this fee *for each of* levels 1, 2, 3, 4 and Upgrader:

- Moose Jaw Campus *(including on-line delivery)*..... $25.00
- Prince Albert Campus (*excluding on-line delivery*) ..... $30.00
- Regina Campus *(including on-line delivery*) ..... $20.00
- Saskatoon Campus (*excluding on-line delivery)*..... $30.00

## 4.0 Continuing Education Evening/Distance Learning Programs or Courses

Students enrolled in continuing education evening/distance learning programs or courses will pay the following fee *per training day:*

- Moose Jaw Campus..... $0.25
- Prince Albert Campus ..... $0.25
- Regina Campus[11] (*for continuing education evening, distance and non-credit daytime – one or two days)*..... $0.20
- Regina Campus[11] (*for continuing education daytime courses credited to a program and non-credit Skills Training)* ..... $0.65

- Saskatoon Campus..... $0.25

## 6.0 Saskatchewan Collaborative Bachelor of Science in Nursing (SCBScN)

*The amount is set in collaboration with the University of Regina Students' Union (URSU). Students' Association fees for SCBScN are collected by the University of Regina and transferred to Saskatchewan Polytechnic as per agreement.

## 7.0 Health and Dental Plans

Students enrolled full-time in programs of 20 weeks or more in length will be assessed a $218.00 combined Health and Dental Plan fee per year (excluding SCBScN).

---

[11] *External programs, groups, or courses residing on campus would be assessed per campus practice or policy (e.g., Vocational Transition program).*

## 8.0 Students' Association Infrastructure Fee (Prince Albert and Saskatoon)

The purpose of this fee is to ensure that the SPSA is able to expand and maintain its facilities in a sustainable manner.

The fee structure approved:

- Prince Albert Campus
  Programs 20 weeks or longer..... $40.00
  Part-time fee ..... $20.00
  Apprenticeship fee ..... $10.00

- Saskatoon Campus
  Programs 20 weeks or longer..... $40.00
  Part-time fee ..... $20.00
  Apprenticeship fee ..... $10.00