



## POLICY STATEMENT

Policy Name	<b>Tuition and Fees</b>		
Policy #	<b>1214</b>	Category	<b>Student Services</b>
Policy Sponsor	<b>Associate Vice President, Student Services</b>	Previous Revision Date	<b>April 23, 2018</b>
Policy Approved by	<b>President &amp; CEO</b>	Issue or Revision Date	<b>March 6, 2019</b>
Procedures Approved by	<b>Provost &amp; Vice President Academic</b>	Review Date	<b>March 2024</b>

See the related [PROCEDURES](#).

### PURPOSE

This policy defines tuition and related fees and the accompanying procedures explain the payment of such fees and how refunds are provided.

The policy and procedures documents acknowledge that funding for the provision of post-secondary education is a joint endeavor with contributions shared between government, industry, students, the institution and the communities served. Tuition and fees reflect an investment in high value-added educational experiences that enhance student career success and play an important role in ensuring institutional sustainability in order to continue providing quality educational services.

### SCOPE

This policy applies to tuition and fees for all courses, programs, seminars or other types of training at Saskatchewan Polytechnic (Sask Polytech).

### GUIDING PRINCIPLES

Sask Polytech is committed to the following when setting Tuition and Fees:

1. Providing affordable, accessible education meeting both student and industry needs;
2. Ensuring quality in our academic programs, applied research, student services and institutional supports to maximize student success and maintain globally recognized programs;
3. Determining sustainable differentiated tuition for certain courses, programs, seminars or other types of training to reflect relatively high cost of delivery, student and/or market demand, and earning potential;
4. Striving for transparency and appropriate consultation and communication when setting Tuition and related Fees to ensure timeliness, predictability, and to support student and institutional financial planning processes;

5. Exploring opportunities to diversify and identify new funding sources and generate revenues through a variety of fundraising activities and other related initiatives;
6. Providing financial assistance through scholarships, bursaries, and other funding sources to the extent possible so that tuition and fees do not prohibit access to post-secondary education for qualified candidates;
7. Conducting regular reviews of tuition fee changes to ensure alignment with peer institutions and responsiveness to market conditions.

## **POLICY**

1. In accordance with *The Saskatchewan Polytechnic Act*, Sask Polytech is authorized to fix and determine fees for programs, courses, seminars or other types of instruction.
2. Sask Polytech is committed to the annual review and communication of tuition and related fees.
3. The Provost & Vice-president Academic shall review, set, and approve Tuition and Fees on an annual basis.

## **DEFINITIONS**

**Administrative Fees** are charged for 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, Prior Learning Assessment & Recognition (PLAR) application, and graduation.

**Application Fees** are charged for processing applications and documents associated with the application and admission process. Domestic applications with international documents are subject to an additional assessment fee.

**Program Fees** are categorized as fees that cover consumable and non-consumable costs incurred by students within a program that 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) are charged for providing learning supports, mobile and other types of connectivity on and off campus to access program and course learning and assessment materials.

**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.

**Tuition Fees** are charged for providing the education, training and credentialing of a program. Students are generally assessed tuition fees at a per credit unit rate. Differentiated tuition fees may be assessed based on the relatively high cost of delivery, student and/or market demand, and earning potential, to sustain a program that is not core-funded, and for international students

**Note:** for **Students' Association Fees**, please see section 1.3 of the related procedures.

**Tuition Fees for Domestic Students** apply to Canadian citizens and permanent residents (landed immigrants), including Refugees with approved claims.

**Tuition Fees for International Students** apply to students with a valid permit to study in Canada.

**RELATED POLICIES/DOCUMENTS**

- 1203 Audit Students
- 116 Recognition of Prior Learning: PLAR and Transfer Credit
- 402 Collection & Management of Accounts Receivables
- 411 Travel, Hospitality, and Other Expenses
- Fee Schedule

**APPLICABLE LEGISLATION OR REGULATIONS**

N/A