

## PROCEDURES

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>July 1, 2023</b>
Policy Approved by	<b>President &amp; CEO</b>	Revision Date	<b>July 1, 2024</b>
Procedures Approved by	<b>Provost &amp; Vice President Academic</b>	Review Date	<b>See Policy Review Date or as Required</b>

See the related [POLICY](#).

## PROCEDURES

### 1.0 Fees

#### 1.1 Saskatchewan Polytechnic (Sask Polytech) sets fees in a number of categories that relate to a student's enrolment (please see definitions).

Tuition and fees are set based on principles set out in the Policy and implemented based on the following procedures.

- Fee amounts are posted on the Sask Polytech website.
- Tuition and fees are reviewed annually and proposed adjustments are collected and communicated through established consultation processes, and approved by the Provost and Vice-president Academic.
- The Director, Enrolment Services and Registrar is responsible for ensuring that fee amounts and related information are accurately represented on the Sask Polytech website.

#### 1.2 International Student Tuition Fees

The International Education unit, in consultation with Sask Polytech programs and Financial Services, determines tuition fees by program for international students.

No later than the end of April each year, the Senior Academic Leadership Team and Senior Leadership Team will confirm and approve international tuition amounts for the following academic year. For example, the approved tuition will be known by April 30, 2023, for the 2024-2025 academic year.

International tuition will be assessed and based on market comparability and an average annual cost of living increase of 2%. Should it be determined that the average annual cost of living (three-year average) is higher than 2%, the tuition increase will be adjusted accordingly. International tuition will not be adjusted downward.

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

Refugee claimants (i.e., those whose claims are in progress), with study permits will pay International tuition rates. Upon approval, the domestic tuition rate will apply for all subsequent terms in a program.

International students who become a permanent resident must provide a Permanent Resident Card as proof of permanent residency. As a permanent resident the current semester tuition will not be adjusted; the domestic tuition rate will apply for all subsequent terms in a program.

### **1.3 Students' Association Fees**

Students' Association Fees are set annually by the Saskatchewan Polytechnic Students' Association (SPSA) General Council in accordance with SPSA bylaws, are non-refundable and help to cover the cost of advocacy, programming and services provided by the students' association. Students' Association Fees are assessed for students who attend Sask Polytech. See Fee Schedule for fee amounts.

### **1.4 Prior Learning Assessment and Recognition Fees**

Candidates will pay an assessment fee, in lieu of the 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. Apprenticeship and seat purchase students are exempt from paying PLAR course assessment fees.

Fees are non-refundable and non-transferable. Payment of PLAR fees is subject to the restrictions on credit card usage as per 2.5. See Fee Schedule for fee amounts.

## **2.0 Payment of Tuition and Other Assessed Fees**

- 2.1 During the admission process, a deposit toward tuition and other assessed fees is required to confirm the applicant's acceptance of an admission offer. Domestic and international students are required to pay their deposit in 30 days or less from acceptance.

- 2.1.1 Subject to the following exceptions, all remaining tuition and other assessed fees are payable on a term-by-term basis with payment due by the program start date for each term.

Exceptions:

- 2.1.2 Students enrolled in a program not delineated by term which is longer than 20 weeks may pay their tuition in two equal instalments. Payments for fees will be required with the first instalment. The second payment will be required at or near the mid-point.
- 2.1.3 International students in their first-year of studies with Sask Polytech must pay the tuition and other assessed fees for their first full academic year by their program start date. Full year tuition and other assessed fees may exceed the deposit paid and may differ from the estimate provided in an acceptance letter.
- 2.1.4 For students paying by student loan, Sask Polytech will request direct payment from the National Student Loans Service Centre up to the available amount for tuition and other assessed fees for the full academic year.
- 2.1.5 For sponsored students, Sask Polytech will invoice sponsoring organizations for tuition and other assessed fees for the full academic year.

- 2.1.6 Students in a co-operative education program must pay the co-operative education fees in the academic term preceding the work term. If a student is enrolled in consecutive work terms, payment of any subsequent work terms may be paid for on the first day of the subsequent term.
- 2.2 A late payment fee will be charged on overdue account balances. The amount of the late fee charge will be reviewed annually by Financial Services. Late fees will not be assessed for current apprenticeship students.
- 2.3 Failure to pay tuition and other assessed fees may result in students being discontinued from class and will, with the exception of apprenticeship students, result in the placement of a financial hold on the student account, meaning:
- The student may not apply or register at any Sask Polytech campus until the overdue account has been paid; and
  - Transcripts, grades, certificates, diplomas or degrees and any other completion documentation will be withheld until full payment is made.
- 2.4 In exceptional circumstances the dean has authority to waive tuition and/or other program fees. The Director, Enrolment Services and Registrar or delegate has authority to waive Sask Polytech administrative and application fees.
- Third party fees cannot be waived (e.g., students' association, health and dental).
- 2.5 Online credit card payments for tuition (including tuition deposits) and fees are subject to a non-refundable convenience fee. Credit card payments will not be processed in person or by telephone for base program tuition and other assessed fees. Note: continuing education/extension courses and services are not subject to these payment restrictions and credit cards will be accepted without a convenience fee.

### 3.0 Refunds

Cancellation of a program or course by Sask Polytech will result in a full refund of paid fees. Students who discontinue and notify Enrolment Services accordingly or are discontinued by Sask Polytech are entitled to a refund of tuition and program fees under the following regulations.

- 3.1 Withdrawals from the program or individual program courses on or before the fifth scheduled day of the program are refunded as outlined. (See section 3.3 for continuing education/extension course refunds and section 3.5 for study initiatives offered through the Office of Applied Research and Innovation).

<b>Domestic Applicant Withdrawal</b> after paying deposit	1. Withdrawal date on or before fifth scheduled day of program  2. Students who do not attend or formally withdraw on or before the fifth scheduled day of a program will forfeit entire deposit.	Withdrawal from one program but accepted (and switching) to another or a same Sask Polytech program at a different campus on or before fifth scheduled day of program	Withdrawal from program on or before fifth scheduled day of program with proof of funding denied (including student loans)
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<b>Refund:</b>	1. Full refund of paid tuition and fees Tuition deposit refund of \$100 2. No refund	Transfer paid tuition and fees (including tuition deposit)	Full refund of paid tuition and fees (including tuition deposit)
<b>Administrative Fee:</b>	1. Forfeit \$500 of tuition deposit 2. Forfeit entire deposit	First Switch no fee assessed; subsequent switches \$250 per switch	Not Applicable

<b>International Applicant Withdrawal</b> after paying deposit (including English for Academic Purposes Program - EAP)	Withdrawal date on or before fifth scheduled day of program		Withdrawal from program on or before fifth scheduled day of program with proof of study permit denied.*
<b>Refund:</b>	Refund of paid tuition and fees less non-refundable deposit  In the case of Bundle Programs: Forfeit the deposit for both programs		Full refund of paid tuition and fees (including tuition deposit)
<b>Administrative Fee:</b>	Forfeit of non-refundable deposit		Withdrawal fee \$200 (student visa refusal)

<b>Switch Fee for International Applicants</b>	60 days or more before program start	59 to 30 days before program start	29 days before program start up to and including fifth scheduled day of program
<b>Deferral Fee for International Applicants** (Deferral Fee effective date: January 1, 2024)</b>	No fee	\$500	\$1,000

**\*Note:** International students – applicants withdrawing from EAP will have any monies paid applied to their post-secondary program

**\*\* Students that paid a tuition deposit and receive a study permit refusal letter must provide a copy of the refusal letter and an application withdrawal notice to Saskatchewan Polytechnic within 10 days of the issued date and prior to the start date of the program. Students that follow this process will be eligible for a tuition deposit refund, less applicable administrative fees. Students that do not provide this information within 10 days of notice will forfeit their paid tuition deposit.**

**Students who do not provide a copy of their study permit refusal letter and an application withdrawal notice to Saskatchewan Polytechnic prior to the start of the program will forfeit their paid tuition deposit.**

**\*\*International student deferrals are limited to two times.**

3.2 Withdrawals from programs or individual program courses after the fifth scheduled day of the program for Domestic or International students will be refunded as outlined. (See section 3.3 for continuing education/extension course refunds).

<b>Program Type (non-term)</b>	Withdrawal date on or before 25% completion point of program	Withdrawal date after 25% completion point of program	Withdrawal from subsequent terms not yet started
Certificate of Achievement	25% refund of paid tuition and program fees <sup>1</sup>	No refund of paid tuition or program fees	Not applicable
Applied Certificate			
<b>Program Type (term)</b>	Withdrawal date on or before 25% completion point of term	Withdrawal date after 25% completion point of term	Withdrawal from subsequent terms not yet started
Certificate	25% refund of paid tuition and program fees for the year <sup>1</sup>	No refund of paid tuition or program fees	Full refund of paid tuition and program fees
Advanced Certificate			
Diploma			
Advanced Diploma			
Degree			
Post Graduate Certificate			
<b>Program Type (non-term)</b>	Withdrawal date on or before 25% completion point of program year	Withdrawal date on or between 26% and 50% after completion point of program year	Withdraw date after 50% completion point of program year
Certificate	60% refund of paid tuition and program fees <sup>1</sup>	50% refund of paid tuition and program fees <sup>1</sup>	No refund of paid tuition or program fees
Advanced Certificate*			
Diploma			
Advanced Diploma			

\*International students in their first year of study will not be refunded their deposit.

3.2.1 Audit fees are non-refundable after program/course start date.

### 3.3 Refunds and transfers for Continuing Education/Extension Courses

3.3.1 Students who discontinue prior to the withdrawal deadline for their continuing education/extension credit or non-credit courses are entitled to a full refund, or transfer<sup>2</sup> of their tuition fee.

<sup>1</sup> Camp and conference fees will not be refunded if expenses have already been incurred.

<sup>2</sup> 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.

3.3.2 Withdrawal deadlines for credit courses less than 8 weeks and all non-credit courses:

- Notification of withdrawal 7 calendar days or more prior to start date: full refund
- Notification of withdrawal 6 calendar days or less prior to course start date: no refund
- Notification of withdrawal after course start date: no refund or transfer

3.3.3 Withdrawal deadlines for credit courses longer than 8 weeks:

- Notification of withdrawal 15 calendar days or more prior to start date: full refund
- Notification of withdrawal 14 calendar days prior to or after course start date: refund less administrative fee, or full transfer to another course
- Notification of withdrawal after 14 calendar days from course start date: no refund or transfer

3.3.4 Audit fees are non-refundable after program/course start date.

3.4 Refunds for Faculty of Technology and Skilled Trades Co-operative Education Work Terms:

3.4.1 A student who withdraws from their academic program before the start of the academic term preceding a work term will receive a full refund of the co-operative education fee.

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

3.4.3 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.

3.4.4 A student who is enrolled in two or more consecutive work terms and withdraws during the academic term 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.

3.4.5 In extenuating circumstances the director, Strategic Enrolment Management (SEM) or program head of Co-operative Education, in consultation with the director, enrolment services and registrar or delegate, has the authority to waive the withdrawal fee.

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

3.5 Refunds for Faculty of Business and Management and Faculty of Digital Innovation and Lifelong Learning programs with Co-operative Education Work Terms:

**Withdrawal deadlines for 50% refund are as follows:**

<b>Term</b>	<b>Withdrawal Deadline</b>
May - August work term	February 28/29
September - December work term	June 30
January - April work term	October 31

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

A student who withdraws from their academic program (or from the co-operative education work term process) during the academic term preceding a work term may receive a refund of the co-operative education fee if withdrawal is prior to the withdrawal deadline, less the 50% withdrawal fee. Subsequent work terms will receive a full refund.

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 the 50% withdrawal fee.

In extenuating circumstances the director, Strategic Enrolment Management (SEM) or program head of Co-operative Education, in consultation with the director, enrolment services and registrar or manager of Enrolment Services, has the authority to waive the withdrawal fee or approve exceptional refunds.

No refund for co-operative work term tuition past withdrawal deadline.

### 3.6 Refund for Domestic Educational Tours

3.6.1 A student who withdraws 3 months prior to the tour start will be subject to a non-refundable \$350.00 administration fee. No refund for withdrawals after 3 months prior to tour start date.

3.6.2 Refunds will be issued using the original payment method. For example, credit card payments (within a year of payment) will be refunded to the same credit card; most other payments will be refunded by cheque to the participant's permanent mailing address on record. International students who paid by Flywire are to be refunded through Flywire. Please note that refunds may take up to 4 - 6 weeks for processing. Programs and courses cancelled by Sask Polytech will result in a full refund of paid fees. Deferrals will not be permitted.

3.6 The withdrawal deadline for learners enrolled in the English for Academic Purpose course is 30 calendar days prior to start of class to be eligible to have money transferred to a program of study or refunded for visa refusal.

3.7 In exceptional circumstances the dean or designate has authority to authorize tuition (not including seat deposit) and program fee refunds (Sask Polytech fees only).

## 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.

**Switch Fees** are charged to switch programs and/or campus **and** pertain only to applicants who have been fully accepted (and paid the seat deposit) to a program and are subsequently accepted and switch into another program to which they also applied.

**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.

**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.