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| Policy Name | Tuition and Fees | | |
| Policy # | #1214 | Category | Student Services |
| Policy Sponsor | Associate Vice President, Student Services | Previous Revision Date | July 18, 2017 |
| Policy Approved by | President & CEO | Revision Date | April 23, 2018 |
| Procedures Approved by | Provost & Vice President Academic | Review Date | April 2019 |

See the related [POLICY](#).

PROCEDURES

1.0 Fees

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

- 1.1 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.
- 1.2 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, PLAR application and graduation.
- 1.3 Tuition Fees are charged for providing the education, training and credentialing of a program. Differentiated tuition 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

Differentiated tuition will be assessed for international (student visa) students.

- 1.4 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, technology fees, and international student programming and services.
 - 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.

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 the students' association and help to cover the cost of advocacy, programming and services provided by the students' association.

3.0 Payment of Tuition and Other Assessed Fees

3.1 All tuition and other assessed fees for the full academic year are generally due on program start date. Both domestic and international students enrolled in certificate, diploma, advanced diploma and degree programs may pay their tuition in two instalments (i.e. two-payment plan) with the following exceptions:

- 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 certificate of achievement or applied certificate programs.
- The instalment plan option is not available to students in a co-operative education program if the second instalment would be due during a work-term.

If the instalment plan option (i.e. two-payment plan) is exercised, a deferred payment of tuition charge will be applied.

3.2 Reference the following table for tuition and fees due dates for programs and students that meet eligibility criteria outlined in 3.1 above.

| Students: | First Payment: | Due Date: | Second Payment: | Due Date: |
|-------------------------------------|---|---|-------------------------------------|--|
| Domestic Students | First part of tuition and full year of program fees | Program start date (all intakes) | Second part of tuition only | January 15 (or other date specified by Registration Services) |
| International Students – first year | \$7,500 toward full-year tuition and program fees <i>*see note</i> | July 1 for fall intakes (August to December) November 1 for winter intakes (January to April) March 1 for spring intakes (May to July) | Remainder of tuition and fees owing | January 15 (or other date specified by Registration Services) |
| International Students – returning | \$7,500 toward full-year tuition and program fees <i>*see note</i> | Program start date (all intakes) | Remainder of tuition and fees owing | January 15 (or other date specified by Registration Services) |

***Note: International students – check with Finance upon arrival on campus to ensure that first semester fees have been paid in full. Your deposit of \$1,000 and first tuition payment of \$7,500 may not cover full amount due for first semester.**

- 3.3 A late payment charge will be assessed on past-due accounts. The interest rate charged will be reviewed annually by Financial Services.
- 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 dean has authority to waive tuition and/or other fees. The registrar or manager of Registration Services has authority to waive administrative and application fees.

Online credit card payments for tuition (including tuition deposits) and fees are subject to a non-refundable convenience fee of 1.75%. Credit card payments will not be processed in person or by telephone. Note: continuing education/extension programs and services are not subject to these payment restrictions and credit cards will be accepted without a convenience fee.

4.0 Refunds

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.

- 4.1 Withdrawals during the admission process on or before third scheduled day of the program are refunded as outlined:

| Domestic Applicant Withdrawal after paying deposit | Withdrawal date on or before third scheduled day of program | Withdrawal from one program but accepted to another or a same Sask Polytech program at a different campus on or before third scheduled day of program | Withdrawal from program on or before third scheduled day of program with proof of funding denied (including student loans) |
|--|---|---|--|
| Refund: | Full refund of paid tuition and fees (less tuition deposit) | Transfer paid tuition and fees (including tuition deposit) | Full refund of paid tuition and fees (including tuition deposit) |
| Penalty: | Forfeit \$500 deposit | Withdrawal fee \$250 | Withdrawal fee \$250 |

| | | | |
|---|---|---|--|
| International (study visa) Applicant Withdrawal after paying deposit | Withdrawal date on or before third scheduled day of program | Withdrawal from one program but accepted to another or a same Sask Polytech program at a different campus on or before third scheduled day of program | Withdrawal from program on or before third scheduled day of program with proof of study permit denied. |
| Refund: | Full refund of paid tuition and fees (less tuition deposit) | Transfer paid tuition and fees (including tuition deposit) | Full refund of paid tuition and fees (including tuition deposit) |
| Penalty: | Forfeit \$1000 deposit | Withdrawal fee \$500 | Withdrawal fee \$500 |

4.2 Withdrawals from programs on or after the third scheduled day will be refunded as outlined:

| | | | |
|------------------------------------|--|---|--|
| Program Type (non-semester) | Withdrawal date on or before 25% completion point of program | Withdrawal date after 25% completion point of program | Withdrawal from subsequent semesters not yet started |
| Certificate of Achievement | 25% refund of paid tuition and program fees ¹ | No refund of paid tuition or program fees | Not applicable |
| Applied Certificate | | | |

| | | | |
|--------------------------------|---|--|--|
| Program Type (semester) | Withdrawal date on or before 25% completion point of semester | Withdrawal date after 25% completion point of semester | Withdrawal from subsequent semesters not yet started |
| Certificate | 25% refund of paid tuition and program fees for the year ¹ | 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 | | | |

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|------------------------------------|---|--|--|
| Program Type (non-semester) | 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 ¹ | 50% refund of paid tuition and program fees ¹ | No refund of paid tuition or program fees |
| Advanced Certificate | | | |
| Diploma | | | |
| Advanced Diploma | | | |

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

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

4.3 Refunds and transfers for Continuing Education/Extension Courses

4.3.1 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 transfer² of their tuition fee.

4.3.2 The withdrawal deadline for credit courses 8 weeks or less and for all 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 longer than 8 weeks is 14 calendar days prior to course start date. If notification of withdrawal is received between 14 calendar days prior and 14 calendar days after course start date 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 Audit fees are non-refundable after program/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.

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.

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.

- 4.4.6 In extenuating circumstances the dean or associate dean, in consultation with the registrar or manager of registration services, 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.
- 4.5 In exceptional circumstances the dean has authority to authorize tuition and fee refunds.

APPENDIX A 2018-19 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 online (reduced rate) \$50.00
 - submitted on paper..... \$75.00
 - additional international document assessment fee\$100.00*
- International application submitted online \$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 fee³.....\$1.00 per credit unit
- Continuing education/extension, home study, televised and online course withdrawal fee withheld from students who withdraw after the posted deadline:
.....\$100.00 per credit course
- Co-op withdrawal fee \$125.00
- Domestic student tuition deposit withdrawal fee (except SCBScN) \$250.00
- International student tuition deposit withdrawal fee (except SCBScN) \$500.00

3.0 Tuition Deposits and Tuition Fees

During the admission process, a non-refundable deposit toward tuition is required to confirm applicants' acceptance of admission offer:

- Tuition deposit for domestic applicants (not applicable to Skills Training) \$500.00
- Tuition deposit for international (student visa) applicants \$1000.00
- Tuition deposit for credit extension courses⁴ \$100.00 per course

Students are generally assessed tuition fees at a per credit unit rate:

- Collaborative Programs:University of Regina tuition
 - Saskatchewan Collaborative Bachelor of Science in Nursing (SCBScN)
 - Collaborative Nurse Practitioner Program (CNPP)

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.

- Standard Core-funded and Skills Training programs.....\$79.45 per credit unit
- International student tuition..... See Appendix D
- Accounting (Post-Graduate Certificate) \$168.60 per credit unit
- Construction Management (Bachelor Degree) \$233.10 per credit unit
- Business Management (Post-Graduate Certificate) \$168.60 per credit unit
- Dental Hygiene \$104.75 per credit unit
- Medical Radiologic Technology \$104.60 per credit unit
- Power Engineering Technology \$83.15 per credit unit
- Practical Nursing.....\$91.25 per credit unit
- Psychiatric Nursing (Bachelor Degree)..... \$233.10 per credit unit
- Psychiatric Nursing (Diploma).....\$91.25 per credit unit
- Co-operative Education work terms..... \$767.30 flat fee
- Work experience coursesRate x 3 credit units
- PLAR assessment fee See Appendix E
- Extension to study time..... Rate x 2 credit units per week or part week

Other tuition fees are set and published independent of this policy:

- Continuing education/extension programs and courses
- Revenue-generating programs and courses
- Online programs and courses

All tuition and fees are listed by program in the campus-specific tuition and fees schedules located on our website.

4.0 Program Fees

4.1 Print Materials Fee

A print materials fee is paid by all students admitted to core-funded programs.⁵ This fee is \$1.75 per credit unit. This fee includes the cost of print services and print materials that are not sold through the bookstore.

4.2 Lab Fee

A lab fee is paid by all students admitted to core-funded programs with a laboratory component.⁵ 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 are charged for transportation, lodging, and food for these events. See Appendix C for camp and conference fees.

⁵ Includes unclassified students permitted by the program head to register in base program.

4.4 Technology Fee (Information Technology Services & Learning Technologies)

A technology fee is charged for providing learning supports, 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 \$2.00 per credit unit for all credit courses (including continuing education/extension; excluding Basic Education and apprenticeship).

4.5 International Education Programming and Service Fee

- Fee for International students
- \$25.00 per semester to a maximum of \$50.00 per year

4.6 Exemptions

Students in Basic Education, SCBScN and revenue-generating 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/Extension Deferred Exam..... \$50.00
- Deferred payment of tuition..... \$100.00
- 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 \$75.00⁶
- International document assessment \$100.00⁷
- Library processing..... \$15.00
- Late payment of tuition or fees..... the greater of \$100.00 or 1% per month
- Non-sufficient Funds (NSF) \$25.00
- The fees and rates for Proctoring of non-Saskatchewan Polytechnic examinations (individuals and groups) can be found online on the Saskatchewan Polytechnic Testing Services website.

⁵ Includes unclassified students permitted by the program head to register in base program.

⁶ For students not admitted to program.

⁷ For assessment of international documents for regional college and Saskatchewan Polytechnic applicants/students.

APPENDIX B 2018-19 LAB FEES

1.0 Construction

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

2.0 Health Sciences

2.1 All core-funded certificate and diploma programs will charge \$2.50 per credit unit to a maximum of \$76.50 per semester or a maximum of \$153.00 for the academic year with the following exceptions:

- Advanced Care Paramedic Year 1 (Regina Campus) \$488.00
(\$250.00 lab fee + \$64.00 certificate fee + \$58.00 per semester PDA (Personal Digital Assistant) fee x 3 semesters)
- Advanced Care Paramedic Year 2 (Regina Campus) \$58.00
(\$58.00 per semester PDA fee x 1 semester)
- Advanced Care Paramedic Year 1 (Saskatoon Campus) \$372.00
(\$250.00 lab fee + \$6.00 certificate fee + \$58.00 per semester PDA fee x 2 semesters)
- Advanced Care Paramedic Year 2 (Saskatoon Campus) \$174.00
(\$58.00 certificate fee + \$58.00 per semester PDA fee x 2 semesters)
- Combined Laboratory and X-ray Technology Year 2 \$192.50
(to a maximum of \$76.50 standardized lab fee + \$58.00 per semester PDA fee x 2 semesters)
- Continuing Care Assistant \$248.00
(to a maximum of \$153.00 standardized lab fee + \$95.00 lab kit fee)
- Dental Assisting \$419.00
(to a maximum \$153.00 standardized lab fee + \$150.00 Dental Clinic fee + \$58.00 per semester PDA fee x 2 semesters)
- Dental Hygiene Year 2 \$419.00
(to a maximum \$153.00 standardized lab fee + \$150.00 Dental Clinic fee + \$58.00 per semester PDA fee x 2 semesters)
- Health Information Management Year 2 \$410.00
(to a maximum \$153.00 standardized lab fee + semester 2 \$257.00 for software hosting fee)
- Medical Laboratory Technology Year 2 \$134.50
(to a maximum of \$76.50 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 \$211.00
(to a maximum \$153.00 standardized lab fee + \$58.00 per semester PDA fee x 1 semester)
- Medical Radiologic Technology Year 2 \$174.00
(\$58.00 per semester PDA fee x 3 semesters)
- Pharmacy Technician \$503.00
(to a maximum \$153.00 standardized lab fee + \$350.00 pharmaceutical supply fee)

- Primary Care Paramedic..... \$424.00
(*\$250.00 lab fee + \$58.00 certificate fee + \$58.00 per semester PDA fee x 2 semesters*)
- Veterinary Technology Year 1..... \$333.00
(*to a maximum \$153.00 standardized lab fee + \$120.00 immunization fee + \$20.00 per semester animal usage fee x 3 semesters*)
- Veterinary Technology Year 2..... \$483.00
(*to a maximum \$153.00 standardized lab fee + semester 3 \$20 animal usage fee+ semester 5 & 6 \$240.00 animal usage fee + \$70.00 pharmaceutical supply fee*)

2.2 The following programs will not be assessed lab fees:

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

2.3 All core-funded applied certificate programs will charge \$2.50 per credit unit to a maximum of \$76.50.

3.0 Hospitality and Tourism

3.1 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

3.2 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

4.0 Human Services and Community Safety

4.1 All core-funded programs will charge \$2.25 per credit unit.

4.2 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
- Security Officer
- Victim Services Coordination
- Youth Care Worker certificate and diploma

5.0 Information and Communications Technology

5.1 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

5.2 The following programs will not be assessed lab fees:

- Library and Information Technology Years 1 and 2

6.0 Mining, Energy and Manufacturing

All core-funded programs will charge \$2.50 per credit unit to a maximum of \$76.50 per semester or \$153.00 for the academic year.

7.0 Natural Resources and Built Environment

All core-funded programs will charge \$2.50 per credit unit to a maximum of \$76.50 per semester or \$153.00 for the academic year, with the following exception:

- BioScience Technology Year 1 \$173.00
(to a maximum \$153.00 standardized lab fee + \$20.00 animal usage fee)

8.0 Nursing

8.1 The following programs will charge \$2.50 per credit unit to a maximum of \$76.50 per semester or \$153.00 per academic year:

- Perioperative Nursing/LPN – standardized lab fee
- Perioperative Nursing/RN – standardized lab fee
- Practical Nursing Year 1 \$590.00
(\$250.00 lab fee + \$340.00 EMD software fee)
- Practical Nursing Year 2 \$250.00
(lab fee)
- Psychiatric Nursing Year 1 \$450.00
(\$200.00 lab fee + \$250.00 EMD software fee)
- Psychiatric Nursing Year 2 \$200.00
(lab fee)
- Psychiatric Nursing Year 3 \$100.00
(lab fee)

- Bachelor of Psychiatric Nursing Degree Completion Program – standardized lab fee

8.2 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)

9.0 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
2018-19 CAMP AND CONFERENCE FEES

1.0 Health Sciences

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|-------------------------------------|----------|
| Addictions Counselling Year 1 | \$175.00 |
| Addictions Counselling Year 2 | \$175.00 |

2.0 Hospitality and Tourism

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|---|-----------------------|
| Culinary Arts Year 1..... | \$150.00 |
| Food and Nutrition Management Year 1..... | \$450.00 |
| Food and Nutrition Management Year 2..... | \$125.00 |
| Hotel and Restaurant Management Year 1 | \$300.00 |
| Hotel and Restaurant Management Year 2 | \$ 80.00 |
| Recreation and Community Development Year 2 | CAMP 280 \$1,000.00 |
| Recreation and Community Development Year 2 | CAMP 281 \$1,000.00 |
| Recreation and Community Development Year 2..... | Conference ..\$800.00 |

3.0 Human Services and Community Safety

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|-------------------|----------|
| Esthetician | \$250.00 |
| Hairstylist | \$250.00 |

4.0 Mining, Energy and Manufacturing

| | |
|---|-----------------------|
| Geomatics and Surveying Engineering Technology Year 1 | CAMP 220.... \$138.00 |
| Geomatics and Surveying Engineering Technology Year 3 | CAMP 200.... \$138.00 |
| Mining Engineering Technology Year 1 Semester 3..... | CAMP 105.... \$138.00 |

5.0 Natural Resources and Built Environment

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|--|-----------------------|
| Civil Engineering Technologies: Civil Construction and Water Resources Year 1 Semester 2 | CAMP 225.... \$138.00 |
| Civil Engineering Technologies: Water Resources Year 2 Semester 4..... | CAMP 226.... \$800.00 |
| Environmental Engineering Technology Year 1 Semester 2 | CAMP 225.... \$138.00 |
| Integrated Resource Management Year 1 | CAMP 102.... \$450.00 |
| | CAMP 305.... \$250.00 |
| Integrated Resource Management Year 2 | CAMP 304.... \$488.00 |
| | CAMP 411.... \$732.00 |
| | CAMP 412.... \$413.00 |
| Resource and Environmental Law Year 1 | CAMP 102.... \$450.00 |
| | CAMP 305.... \$250.00 |
| Resource and Environmental Law Year 2 | CAMP 402.... \$732.00 |
| | CAMP 413.... \$413.00 |
| | CAMP 403.... \$332.00 |
| | RLAW 401.... \$232.00 |

6.0 Nursing

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| Psychiatric Nursing Year 2..... | \$100.00 |
|---------------------------------|----------|

APPENDIX D
2018-19 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 with the exception of programs with differentiated fees and continuing education/extension courses.

The tuition differential factor charged to an international student initially will remain constant during the 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.

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
2018-19 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 \$270.00 or the course tuition fee, whichever is less; unless one of the following specific methods of assessment is performed:

- Challenge test (\$110.00)
- Practicum (\$180.00)
- Block course assessments Maximum \$560.00
- Program level certification..... Maximum of 50% of full program base tuition

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.

Payment of PLAR fees is subject to the restrictions on credit card usage as per 3.6 – namely, credit cards may only be used for payments made online and the payment is subject to a 1.75% convenience fee. Payment may be made without a convenience fee by cash (up to \$500), cheque, debit card or through an electronic bill payment from a Canadian bank.

APPENDIX F

2018-19 STUDENTS' ASSOCIATION FEES

Students who attend Saskatchewan Polytechnic will pay non-refundable students' association fees. The students' association fees are set annually by the Saskatchewan Polytechnic Students' Association General Council in accordance with the Saskatchewan Polytechnic Students' Association Bylaws. These fees are used to support advocacy, student programs, events and services that enhance the post-secondary experience.

1.0 Students enrolled in Post-Secondary Programs (*Includes continuing education/extension daytime programs and credit Skills Training*) will be assessed fees as follows:

| Credential | Annually | |
|--|----------|--------------------|
| | SA Fee | Infrastructure Fee |
| Certificate* | \$120.00 | \$40.00 |
| Diploma* | \$120.00 | \$40.00 |
| Advanced Diploma* | \$120.00 | \$40.00 |
| Bachelor Degree* | \$120.00 | \$40.00 |
| Post-Graduate Certificate* | \$120.00 | \$40.00 |
| *Students returning to complete one semester | \$60.00 | \$20.00 |
| Advanced Certificate | \$60.00 | \$20.00 |
| Applied Certificate | \$60.00 | \$20.00 |
| Apprenticeship | \$30.00 | \$10.00 |
| Certificate of Achievement | \$30.00 | \$10.00 |

2.0 Literacy and Adult Basic Education (LAE) Programs

- On-campus fee per seat per year \$120.00

3.0 Continuing Education/Extension Evening/Distance Learning/Online Delivery Programs or Courses

- Per training day \$0.25

4.0 Saskatchewan Collaborative Bachelor of Science in Nursing (SCBScN)/Collaborative Nurse Practitioner (CNPP)

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

5.0 Health and Dental Plans

Students enrolled in on-campus programs of 12 weeks or more in length will be assessed a \$255.00 combined Health and Dental Plan fee per year (excluding SCBScN, CNPP and LAE Programs). You may opt out of this fee by providing proof of existing coverage within 30 days of your program start date.

