

Policy Name	Tuition and Fees		
Policy #	1214	Category	Student Services
Policy Sponsor	Associate Vice President, Student Services	Previous Revision Date	June 26, 2019
Policy Approved by	President & CEO	Revision Date	July 1, 2021
Procedures Approved by	Provost & Vice President Academic	Review Date	See Policy Review Date or As Required

NOTE: THESE PROCEDURES EFFECTIVE JULY 1, 2021

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 Office of the 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, determines tuition fees by program for international students. Tuition will be charged at a rate of two and a half to four times regular tuition, regardless of mode of delivery of the 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 (i.e., those whose claims are in progress), with study permits will pay domestic tuition rates.

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 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. 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 is required to confirm the applicant's acceptance of an admission offer.

2.1.1 All remaining tuition and other assessed fees for the full academic year are generally due on program start date for domestic and International students. 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 Sask Polytech.
- students who are enrolled in certificate of achievement or applied certificate programs.
- students in a co-operative education program if the second instalment would be due during a work-term.
- International students in the first year of their studies at Sask Polytech.

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

2.1.2 International students will need to check with Financial Services upon arrival on campus to ensure that any outstanding fees for the year are paid in full by the program start date.

2.2 Please reference the following table for tuition and fees due dates for programs and students that meet eligibility criteria outlined in 2.1 above.

Students:	First Payment:	Due Date:	Second Payment:	Due Date:
Domestic Students	First part of tuition and full	Program start date (all intakes)	Second part of tuition only	January 15

	year of program fees			(or other date specified by Enrolment Services)
International Students – English for Academic Purposes Program (EAP)	Total EAP tuition and deposit to post-secondary;	Upon Acceptance		

Students:	First Payment:	Due Date:	Second Payment:	Due Date:
International Students – first year	\$10,000 toward full-year tuition and program fees	30 days after acceptance If currently enrolled in EAP, 30 days before program start date	Remainder of tuition and fees owing	Program start date (all intakes)
International Students – returning	\$8,500 toward full-year tuition and program fees *see note	Program start date (all intakes)	Remainder of tuition and fees owing	January 15 (or other date specified by Enrolment Services)
International Students enrolling in subsequent program	\$2,500 toward full-year tuition and program fees *see note	30 days after acceptance	Remainder of tuition and fees owing	January 15 (or other date specified by Enrolment Services)

***Note: International students – check with Financial Services upon arrival on campus to ensure that first semester fees have been paid in full. Your deposit or first tuition payment may not cover full amount due for first semester.**

- 2.3 A late payment charge will be assessed on past-due accounts. The interest rate charged will be reviewed annually by Financial Services.
- 2.4 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 Sask Polytech 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.
- 2.5 In exceptional circumstances the dean has authority to waive tuition and/or other program fees. The registrar or manager of Enrolment Services has authority to waive Sask Polytech administrative and application fees.

Third party fees cannot be waived (e.g., students' association, health and dental).

Online credit card payments for tuition (including tuition deposits) and fees are subject to a non-refundable convenience fee which is currently 2.25% but is subject to change. Credit card payments will not be processed in person or by telephone. 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).

Domestic Applicant Withdrawal after paying deposit	Withdrawal date on or before fifth scheduled day of program	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)
Refund:	Full refund of paid tuition and fees Tuition deposit refund of \$100	Transfer paid tuition and fees (including tuition deposit)	Full refund of paid tuition and fees (including tuition deposit)
Administrative Fee:	Forfeit \$500 of tuition deposit	First Switch no fee assessed; subsequent switches \$250 per switch	Not Applicable

International Applicant Withdrawal after paying deposit (including English for Academic Purposes Program - EAP)	Withdrawal date on or before fifth scheduled day of program	Withdrawal from one program but accepted (and switching) to another or a same Sask Polytech program at a different campus	Withdrawal from program on or before fifth scheduled day of program with proof of study permit denied.
Refund:	Refund of paid tuition and fees less \$10,000 deposit	Transfer paid tuition and fees (including tuition deposit)	Full refund of paid tuition and fees (including tuition deposit)
Administrative Fee:	Forfeit deposit of \$10,000	Switch Fee applies (see table below)	Withdrawal fee \$200
Switch Fee for International Applicants	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

	No fee	\$500	\$1,000
--	--------	-------	---------

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

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).

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			
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			

*With the exception of Orientation to Nursing in Canada for Internationally Educated Nurses (ONCIEN) Applied Certificate, which is classified as Program Type (Semester).

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 transfer² of their tuition 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.

3.3.2 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.

3.3.3 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 administrative fee (See 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.

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

3.4 Refunds for Co-operative Education Work Terms

3.4.1 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.

3.4.2 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.

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 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.

3.4.5 In extenuating circumstances the dean or designate, in consultation with the registrar or manager of Enrolment Services, has the authority to waive the \$125.00 withdrawal fee.

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

3.5 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.

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.