

Title  
Tuition Fee and Refund Policy

Effective Date  
June 1, 2015

Replaces  
N/A

**Purpose:**

To set fee schedules for College programs and courses within the context of Ministry of Training, Colleges and Universities (MTCU) directives

**Procedure:**

1. The Registrar is accountable for the administration of the MTCU and College tuition fee policies. This includes:
  - 1.1. Interpreting MTCU Binding Policy Directives and Operating Procedures;
  - 1.2. Preparing fee schedules for all courses and programs in consultation with the Dean's and the Associate Vice President, Student Services;
  - 1.3. Assessing individual payments and refunds;
  - 1.4. Collecting fees.
  
2. Students in MTCU funded and College approved programs are considered full-time for the purpose of establishing fees if they:
  - 2.1. are registered in a program that has been approved as a post-secondary program by the MTCU or by the College;
  - 2.2. are enrolled in at least 70% of the student contact hours or 66 2/3% of the courses required for the program in a given term or reporting period;
  - 2.3. have paid, or made formal arrangements to pay, the tuition fees for the program, determined by the Tuition and Ancillary Fees Minister's Binding Policy Directives or the College, and any other applicable fees; and
  - 2.4. have not officially withdrawn prior to the enrolment count date in the reporting period.
  
3. Students in apprenticeship programs are considered full-time for the purpose of establishing fees if they:
  - 3.1. are registered in a program approved as apprenticeship by the MTCU;
  - 3.2. are carrying a full course load as offered by the College;
  - 3.3. have paid, or made formal arrangements to pay, the classroom fee for the program as determined by the MTCU, and any other applicable fees; and,
  - 3.4. have not officially withdrawn prior to the enrolment count date of apprenticeship programs in the reporting period.
  
4. Students are given a part-time status if they:
  - 4.1. are registered in less than 70% of the student contact hours or less than 66 2/3% of the courses required for the program in a given term or reporting period;
  - 4.2. are assessed tuition fees at an hourly rate in accordance with the MTCU policy;
  - 4.3. have paid, or made formal arrangements to pay, the tuition fee for the program, determined by the MTCU Tuition Fee Directives, and any other applicable fees; and
  - 4.4. are registered in one or more courses as a course registrant.

No. <i>ST14</i>	Page 2 of 5
Approved by: Senior Team April 8, 2015	
Effective Date June 1, 2015	Replaces N/A

5. The MTCU Tuition Fee Directives apply to Canadian citizens and permanent residents within the meaning of the Immigration and Refugee Protection Act 2002.
6. International students who hold a study permit are subject to a prescribed international student fee premium.
7. **Tuition Fee Structure**
  - 7.1. The total fees to be paid by students consist of the following:
    - 7.1.1. Regular tuition fee is expressed as an annual amount for Post-Secondary and Graduate Certificate programs charged at a semester rate, and per credit for part-time studies.
    - 7.1.2. Compulsory ancillary fees are fees levied either by the college or by student governments' over and above the student tuition fee. Items such as, but not limited to, student association fees, co-op work terms, learning materials, equipment and clothing retained by the student, items used in the production of items that become the property of the student are subject to the MTCU Policy Directives.
  - 7.2. Supporting documentation for all compulsory ancillary fees must be submitted to the Registrar annually prior to the presentation of Fees Schedules to the President's Student Advisory Committee (PSAC).
8. **Calculation of Student Fees**
  - 8.1. Fees Schedules are reviewed and updated annually, and approved by the Board of Governors. The total fees, expressed in dollars are listed in specific dated publications (web and print) produced by the College.
    - 8.1.1. Regular Tuition Fee - Full-time Students
      - 8.1.1.1. **Post-Secondary Funded Programs:** The MTCU has assigned each post-secondary program a number of program funding units and a tuition fee factor. The regular tuition fee is determined by multiplying the annual tuition fee set by the MTCU, by the tuition fee factor for that program, and dividing the product by the number of years in the program. This calculation must be updated annually. Note: With the approval of the Board of Governors, High Demand fees may be introduced within the parameters outlined in the MTCU Fees Directive.
      - 8.1.1.2. **College Graduate Certificate:** With the approval of the Board of Governors, High Demand fees may be introduced for students in Graduate Certificate programs.
      - 8.1.1.3. **College Certificate Programs (Tuition Short):** Fees are charged on a weekly basis. The fees are set annually but charged at a weekly rate. The fees are calculated by multiplying the weekly rate by the number of weeks, or duration, of the program.
      - 8.1.1.4. **Apprenticeship:** Fees are charged based on a classroom fee schedule set by the MTCU. For part-time programs, the rate is pro-rated to an hourly rate based on the scheduled number of hours of instruction per day.
      - 8.1.1.5. **International Students (Post-Secondary, or Graduate Certificate or Tuition Short):** Students who attend classes on a study permit are charged the regular tuition

Title  
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fee plus the applicable international student premium in the amount established annually by the College and approved by the Board of Governors.

8.1.1.6. **Students on a co-op work term:** An administrative fee determined annually by the College is charged for each work term of a co-op program.

**8.1.2. Regular Tuition Fee - Part-time Students**

8.1.2.1. All students enrolled with a part-time status in courses or programs that are funded are charged a fee set per credit. Part-time students attending classes on a study permit pay per credit plus applicable international student premium. Note: With the approval of the Board of Governors, High Demand fees may be introduced within the parameters outlined in the MTCU Fees Directives.

**8.1.3. College Approved Certificates**

8.1.3.1. Fees for College Approved Certificates and courses, not funded provincially, are reviewed, and updated annually. The fees are listed on the College website.

**8.1.4. Students with Permanent Disabilities**

8.1.4.1. Any student with a permanent disability requiring a reduced course load as a learning accommodation due to the impact of the documented disability, and therefore takes additional semesters to complete a program, is eligible to pay a reduced tuition fee of \$20 per course, once the student has paid the equivalent in tuition fees as a student completing the program in the approved duration.

**9. Payment of Fees**

9.1. Students enrolling in full-time Post-secondary, Graduate Certificate, Tuition Short and Apprenticeship programs are provided with instructions regarding mode, amount and time frames for payment of fees prior to registration.

9.2. Fees cover only the courses that are in the Program of Study of the student. If a student is registered in less than a full course load, he/she may register in another course as per the Tuition Fee Waiver Policy.

10. Students enrolling in Continuing Education courses should consult the College website for notices of fee payment.

**11. Refunds**

11.1. A summary of the Refund Policy for Postsecondary and Apprenticeship programs is found in Appendix A.

11.2. For the purpose of calculating tuition fee refunds, a student will be considered withdrawn effective on the date of the written notice of withdrawal is received in the Enrolment Centre.

11.3. **Tuition and Ancillary Fee Refunds - Full-Time**

No. <i>ST14</i>	Page 4 of 5
Approved by: Senior Team April 8, 2015	
Title Tuition Fee and Refund Policy	Effective Date June 1, 2015
	Replaces N/A

11.3.1. Full-time students who officially withdraw in writing within ten business days from the beginning of a term will be refunded fees paid less \$500, as well as any fees paid in advance for subsequent terms. This also applies to programs delivered in a mode different from the customary term model.

11.3.2. Full-time students with a study permit who have paid the tuition fee and the international premium and who officially withdraw in writing within ten business days from the beginning of a term will be refunded using the equation outlined in the MTCU Operating Procedures.

11.3.3. Full-time students on a co-op work term: The Co-op fee is non-refundable.

**11.4 Tuition and Ancillary Fee Refunds - Part-Time**

11.4.1 Part-time students registered in a program who officially withdraw in writing within ten business days from the beginning of a term will be refunded fees paid less an administrative fee.

11.4.2 Part-time course registrants: The refund policy for courses offered by Continuing Education is published on the College website.

**13. Change of Status**

13.1 A student who changes from fee-paying to sponsored status will be refunded all fees paid in advance.

**14. Suspension of a Program or Course**

**14.1** A Full refunds of all fees paid is made should the College suspend a program or course.

15. The College may consider an exception to the refund policy for exceptional circumstances including but not limited to, if the student has experienced an unanticipated, extenuating medical problem or if there has been a death of the student's spouse or partner, parent or child. Requests for an exception to the refund policy must be in writing and are to be directed to the Manager, Enrolment Services. Students must officially withdraw from the College prior to submitting their request. Note: The College policy on withdrawal with refund is found in this policy on fees; whereas the deadline for program or course withdrawal without academic penalty is found on the Academic Schedule – Critical Dates and Deadlines.

No. <i>ST14</i>	Page 5 of 5
Approved by: Senior Team April 8, 2015	
Effective Date June 1, 2015	Replaces N/A

Title Tuition Fee and Refund Policy
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**Appendix A**

**NOTE:** All withdrawals must be in writing to the Glenn Crombie Centre (1.705.566.8101 ext 7311); non-attendance and / or payment cancelation does / do not constitute a withdrawal. If fees are not paid in full on the due date published a late fee of \$150 per term will be levied and is non-refundable. Funds reimbursed via wire transfer will be charged a wire transfer fee of \$100. Students are liable for the payment of any outstanding fees.

**Post-Secondary, Tuition Short, International**

	<b>FULL-TIME STUDENTS</b>	<b>PART-TIME STUDENTS</b>	<b>INTERNATIONAL STUDENTS</b>
<b>FULL REFUND</b>	A full refund if the program is suspended by the College.	A full refund if the program/course is suspended by the College.	A full refund if the program/course is suspended by the College.
<b>PARTIAL REFUND</b>	A refund, less \$500, if the written request to withdraw is received by the tenth business day from the start of term.	A refund, less \$500, if the written request to withdraw is received by the tenth business day from the start of term.	The tuition fee refunded is calculated in accordance with the Ministry of Training, Colleges and Universities.
<b>NO REFUND</b>	No refund for withdrawals, or if student changes to part-time status, after the first ten business days from the start of term.	No refund for withdrawals, or changes to student course load, after the first ten business days from the start of term.	No refund for withdrawals, or if student changes to part-time status, after the first ten business days from the start of term.

**Apprenticeship; Ontario Learn, e-Learning, Paper-Based Correspondence; In Class Learning Continuing Education Credit Course; Seminars/Workshops, Non-Credit Courses**

	<b>APPRENTICESHIPS</b>	<b>ONTARIO LEARN, e-LEARNING, PAPER-BASED CORRESPONDENCE COURSES</b>	<b>IN CLASS LEARNING CONTINUING EDUCATION CREDIT COURSE</b>	<b>CLASSROOM, SEMINAR, NON-CREDIT COURSES</b>
<b>FULL REFUND</b>	A full refund if the program is suspended by the College.	Please refer to the Cambrian College website for Refund Policy for these areas. <a href="https://secure.cambrianc.on.ca/coned/User_Content/Academic%20Policies.pdf">https://secure.cambrianc.on.ca/coned/User_Content/Academic%20Policies.pdf</a>		
<b>PARTIAL REFUND</b>	A refund, less \$100, if the written request to withdraw is received prior to the fifth business day from the start of the program.			
<b>NO REFUND</b>	No refund for withdrawals or changes after the first five business days from the start of the program.			