

Policy History
<b>Policy No.</b> FM8
<b>Approving Jurisdiction:</b> President
<b>Administrative Responsibility:</b> Vice President Finance & Administration
<b>Effective Date:</b> September 1, 2016

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## Student Tuition and Fees Policy

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### A. CONTEXT AND PURPOSE

The purpose of this policy is to establish standards for the assessment of student tuition, fees and associated refunds as appropriate.

### B. SCOPE AND LIMITS

This policy applies to all student fees levied by the institution including tuition and other fees paid by all KPU students as approved by the Board of Governors and the Kwantlen Student Association (KSA).

### C. STATEMENT OF POLICY PRINCIPLES

1. Fees are set in a fair manner in accordance with the authorities as established in the University Act.
2. The University has a responsibility to inform and clarify for students the fee assessment and refund practices associated with any levied fees.
3. This policy is meant to balance the fiduciary responsibilities of KPU as a BC public sector organization and consideration for students.
4. Refunds should be assessed in a fair manner preventing frivolous use of service, while recognizing the accountability and fiduciary responsibilities of KPU as a BC public sector organization.
5. Once a student has registered in a course, the student assumes full financial responsibility.
6. Course drop penalties are designed to discourage students from holding space in classes which they eventually do not take and protect the university from economic loss.
7. The fee assessment and refund practices for instruction not under the jurisdiction of Senate at the University may differ.

## **D. DEFINITIONS**

Refer to the related Procedures document for definitions which will enhance the reader's interpretation of this Policy.

## **E. RELATED POLICIES & LEGISLATION**

Bylaw No. 4 – Fees

AC2, Guided Study

AD4, Continuing Education and Contract Services

## **F. RELATED PROCEDURES**

Refer to FM8 *Student Tuition and Fees Procedure*.