

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

Student Tuition and Fees Procedure

A. DEFINITIONS

1. **Add/drop period:** The period at the beginning of each semester during which students can make adjustments to their schedule by adding or dropping courses.
2. **Confirmation Deposit:** A non-refundable, non-transferrable payment that signifies acceptance by the applicant of an offer of admission by the University.
3. **Incidental Fees:** Fees for discretionary services (such as transcripts, testing services, etc.), as well as fines and/or penalties.
4. **Late registration period:** The period after which the add/drop period has ended, for which registration in a course requires the permission of the instructor, Dean and University Registrar.
5. **Mandatory Student Fees:** Required fees other than tuition, including student fees (such as library, technology and student life fees), required course materials, and Kwantlen Student Association (KSA) fees.
6. **Sponsoring agency:** a third party agency providing sponsorship funding for KPU students.
7. **Tuition Fees:** Fees charged to cover the instruction of a learning activity, and not assignable to a service (related or otherwise) associated with the learning activity.

B. PROCEDURES

1. Senate Approved Offerings

a) General

- i) Guidelines for fee assessment and reduction of: tuition fees, mandatory student fees, and incidental fees will be published in the University Calendar.
- ii) Changes to existing fees and new fees will be effective at the start of an academic year only, unless otherwise approved by the Board of Governors.

b) Fee Payment Deadlines

- i) The balance of fees owing must be paid in full by the published fee payment deadline which is normally the end of the second week of classes.
- ii) The following will apply for any fee outstanding after the fee payment deadline:
 - An interest penalty of 5% will be assessed after the tuition deadline and 2% on the first of each month thereafter.
 - An accounting hold preventing academic progression will be placed on a student's account (in addition to the interest penalty). An accounting hold prevents:
 - (i) Course registration,
 - (ii) Issuance of enrolment verification,
 - (iii) Issuance of transcripts, and
 - (iv) Graduation assessments.

The accounting hold will be removed when the outstanding balance, including all penalties, is paid in full.

c) Tuition Fee Reductions

i) Refunds

- The minimum amount refunded will be \$25.00.
- The method of refund payment will be cheque. Refunds paid by other methods may incur a service fee. Note: refunds will be issued directly to the student or their sponsoring agency.
- Confirmation deposits are non-refundable. Once a student registers for courses, the confirmation deposit will be applied toward the account balance, thereby reducing the total fees owing for the semester. Should a student choose not to register in courses, the confirmation deposit is forfeited and retained by the university.
- International refunds will be reviewed by KPU International and approved at the discretion of the appropriate Director of Finance in accordance with the *Proceeds of Crime (Money Laundering) and Terrorist Financing Suspicious Transaction Reporting Regulations*.

Refunds for Semester-based Offerings

Timeframe	Fee reduction or refund
Prior to start of classes	100%
During the add/drop period	70%
During the late registration period	0%

For semester-based offerings, refunds will normally be issued four weeks after the start of the semester.

Refunds for Fixed-term Offerings

Percentage of fixed-term completed	Fee reduction or refund
0%	100%
15% or less	70%
More than 15%	0%

For fixed-term offerings, refunds will normally be issued upon request.

Refunds for Continuous Intake Offerings

Students registered in continuous intake offerings are entitled to tuition fee refunds according to the following schedule:

- Completion of Studies: students who complete their studies and who have paid in advance will receive a full refund of tuition and Student Association fees for each full week and/or month paid for but not utilized.
- Withdrawal or Suspension: refunds of tuition and Student Association fees will only be granted for each full month of instruction paid for but not completed. Refunds will not be granted for partial months.

For continuous-intake offerings, refunds will normally be issued upon request.

ii) Tuition Credits

A tuition credit is a reimbursement of a portion of tuition fees paid for courses and/or programs of study. Tuition credits are not applied toward ancillary fees, late fees, course materials or other non-tuition fees.

iii) Tuition Waivers

A tuition waiver is an exemption of fees (in part or in whole) for courses and/or programs of study, applicable to a particular group of students (e.g. those receiving support from a sponsoring agency). Tuition waivers do not include a waiver of incidental fees, late fees, course materials or other non-tuition fees.

d) Fee Reassessment Requests

1. Students who believe their fees have been assessed incorrectly should contact the Office of the Registrar.

e) Guided Study and Prior Learning Assessment Fees:

1. A student entering into a guided study contract will not be eligible for a refund after the course has begun.
2. Prior Learning Assessment fees are non-refundable.

2. Non Senate Approved Offerings

a) Continuing and Professional Studies

- i) Guidelines and procedures for assessment of tuition, other student fees, refunds and penalties will be published on the appropriate department website.

b) Apprenticeships

- ii) Guidelines and procedures for assessment of tuition, other student fees, refunds and penalties will be published on the appropriate department website.

C. RELATED POLICY

Bylaw No.4 - Fees

FM8 Student Tuition and Fees Policy