

 CAPILANO UNIVERSITY		POLICY	
Policy No.	Officer Responsible		
OP.212	Vice-President Finance and Administration		
Policy Name			
Tuition and Other Fees			
Approved by	Replaces	Category	Next Review
SLC	New		June 2023
Date Issued	Date Revised	Related Policies, Reference	
June 20, 2018		B.202 Board Policy on Tuition and Other Fees; B.206 Budget Policy	

1. PURPOSE

Under the authority delegated by the Board through B.202 Board Policy on Tuition and Other Fees, this policy establishes the principles for setting, collecting, and administering tuition and other student fees at Capilano University, the collection of which is authorized by the British Columbia *University Act*, section 27(2)(m)(i-vi).

2. DEFINITIONS

“**Incidental Fees**” mean fees assessed for discretionary services, costs, fines and/or penalties. Such fees include but not limited to transcripts and final grade appeal fee.

“**Mandatory Student Fees**” mean required student fees other than tuition that are charged as a proportion of tuition fees (ancillary fees) or as term-based or annual fees. Such fees include but not limited to student society fees, technology fees and ancillary fees.

“**Tuition Fees**” mean fees for instruction.

3. SCOPE

This policy applies to all tuition fees and other mandatory and incidental student fees at Capilano University.

4. POLICY STATEMENT

Setting, collecting, and administering tuition and other student fees must be consistent with B.202 Board Policy On Tuition and Other Fees.

5. TUITION AND MANDATORY STUDENT FEES

- 5.1. On an annual basis, tuition and mandatory student fees are determined and approved by the Board.
- 5.2. Fees may vary between programs and courses as determined by the university and approved by the Board.
- 5.3. Full or partial tuition fee waivers for designated groups are at the discretion of the university. Such tuition fee waivers are determined by the university and approved by the Board.
- 5.4. Full or partial tuition fee waivers for faculty and/or staff are governed by the appropriate collective agreement.

6. PAYMENT OF FEES AND LATE PENALTIES

- 6.1. Term-based fee payment deadlines will be established by the Vice-President Finance and Administration. The Registrar will incorporate these deadlines in the Academic Schedule.
- 6.2. Penalties for late payment of fees will be established by the Vice-President Finance and Administration.

7. INCIDENTAL FEES

- 7.1. Incidental fees shall be approved by the Vice-President Finance and Administration on the recommendation of administrator responsible for that area.
- 7.2. Fees for services or materials shall be designed to recover direct costs or a reasonable estimate of such costs. These types of fees may include but are not limited to instructional support materials or supplies for a sole use of individual students, cost of field trips, residence fees, equipment rental, special instructional support activities, and fees for services.
- 7.3. Incidental fees also include fines, which may include but are not limited to library fines, residence fines, equipment fines, appeal fines, or student conduct-related fines.

8. STUDENT SOCIETY FEES

Upon notice from the student society, the university will collect fees established by a majority student referendum in accordance with the *University Act* section 27.1.

9. REFUND OF FEES

- 9.1. Refund deadlines and the proportion of fees refunded for domestic and international students will be determined by the Vice-President Finance and Administration.

- 9.2. Refund deadlines and the proportion of fees refunded by Continuing Studies and Executive Education students will be approved by the Director, Continuing Studies and Executive Education.

10. COMMUNICATION OF INFORMATION

Fee information and information about refund deadlines and process will be published on the university website and in other locations and manners as appropriate and helpful.