

TITLE: MANDATORY INSTRUCTIONAL AND NON-INSTRUCTIONAL FEES**POLICY STATEMENT:**

Red Deer College annually sets mandatory instructional fees in accordance with the Tuition Fees Regulation of the Post-Secondary Learning Act and non-instructional fees in accordance with the principles set by Innovation and Advanced Education.

PURPOSE:

This document describes principles and processes supporting formulation, payment and collection of mandatory instructional and mandatory non-instructional fees.

SCOPE:

This Policy applies to all mandatory instructional and non-instructional fees set by Red Deer College.

PRINCIPLES:

Red Deer College ensures:

- Review and consultation processes are **open and transparent**;
- The consultation process is conducted in a **timely** manner leaving sufficient time for students' feedback
- The consultation process respects confidentiality regarding institutional budget preparation;

DEFINITIONS:

Credit Courses: those college courses that fall under the Tuition Fees Regulation

Mandatory Instructional Fees: There are two kinds of mandatory instructional fees:

1. **Tuition Fees:** fees established by Red Deer College and identified in the Red Deer College calendar as fees for instruction for credit, non-credit and apprenticeship programs
2. **Material and Special Fees:** instructional fees payable by students for materials and services that facilitate instruction, including but not limited to:
 - Travel for practicum where an instructor must travel to the site to visit a student
 - Rental of equipment needed for the course but not owned by the College
 - Provision of specialized lab or class supplies
 - Alternate delivery and distance education fees

Mandatory Non-instructional Fees: mandatory or user based fees not directly related to instruction

GUIDELINES:

- RDC's annual fee setting process is in compliance with the Tuition Fees Regulation legislated as part of the Post-Secondary Learning Act
- Instructional fees are not to exceed the annual allowable increase determined by Innovation and Advanced Education
- Non-Instructional fees are established and/or revised ensuring the fees do not exceed the direct and indirect costs for providing the activity or service.
- The Mandatory Instructional and Non-Instructional Fees Committee is responsible for leading the consultation process for all credit instructional and non-instructional fees.
- The Mandatory Instructional and Non-Instructional Fees Committee is comprised of the Director of Students Services, the Director of Finance and the Students' Association Executive. The Committee is co-chaired by the two Directors.
- The Mandatory Instructional and Non-Instructional Fees Committee
 - Meets at a minimum two times a year
 - Reviews proposed instructional fees for a four-year period
 - Reviews proposed non-instructional fee increases for the upcoming academic year
 - Establishes the framework and the timelines for the consultation process to ensure the Students' Association of Red Deer College Executive have adequate time to consult with its student body on the proposed instructional and non-instructional fees and to allow for the views of students to be heard and carefully considered.
- Apprenticeship and related material fees are set by the Minister of Innovation and Advanced Education.
- Non-credit fees are set annually based on market conditions.
- The Board of Governors approves tuition fees annually through their approval of the Comprehensive Institutional Plan.

PROCEDURE:

1. Establishing instructional and non-instructional fees
 - Innovation and Advanced Education advises the Post-Secondary sector annually of the allowable instructional fee increase
 - The Mandatory Instructional and Non-Instructional Tuition Fees Committee meets in early October to discuss the annual fee setting process which includes determining the framework and the timelines for the consultation process, reviewing the annual allowable increase provided by Innovation and Advanced Education and the approved Apprenticeship Fees set by the Minister of Innovation and Advanced Education.
 - Financial Services distributes material and special fee information to Associate Dean by September 30 of each year for review and submission of proposed fee changes to be submitted by October 31. Any changes to the material and special fees are part of the annual allowable fee increase.
 - The College through the Mandatory Instructional and Non-Instructional Fees Committee advises the Students' Association Executive of the proposed instructional and non-instructional fee increases in early December.
 - Any newly proposed mandatory non-instructional fees must be justified through the description of the objective of the services to be provided.
 - The Students' Association Executive consults with its student body from early December to the middle of January. During this time there is ongoing communication with the Students' Association Executive and the Director(s) to ensure appropriate clarification where necessary.
 - The Mandatory Instructional and Non-Instructional Fees Committee meets again in late January to review/discuss the feedback from the consultation process.

- At the request of the Mandatory Instructional and Non-Instructional Fees Committee, the institution reports back to the Committee on the activities and services funded in the previous year by the non-instructional fees at the January meeting.
- The Mandatory Instructional and Non-Instructional Fees Committee submits the results of the consultation process to the President for consideration and approval.
- The President advises the Mandatory Instructional and Non-Instructional Fees Committee on his or her decision prior to the end of February.
- All instructional and non-instructional fees are identified in the College Academic Calendar.

2. Payments, Collection and Refunds

- Outstanding tuition and other related fees become the obligation of the issuer of a Purchase Order, Letter of Intent and/or Sponsorship Confirmation
 - Where a student/client is on financial hold because of outstanding debt, the student/client must pay all fees owing to become eligible for new registration.
 - Outstanding tuition balances will be subject to RDC collection process
 - Exceptions to this policy may be directed to the appeal process.
- a) Credit Students
- Tuition and related fees (on a per term basis) are paid prior to the assigned last day to pay fees as indicated in the College Academic Calendar
 - Where fees are not paid in full by the last day to pay date, the student's registration for all terms within the academic year will be cancelled.
 - Reinstatement will occur if space is available and if tuition and fees are paid in full; students will be charged a reinstatement fee.
 - Full refund is provided to students that withdraw from courses by the last payment day.
 - Cancellation fee is assessed to students that withdraw between the last day to pay and the last day to drop/add.
 - No refund is provided to students that withdraw past the last day to drop/add.
- b) Apprenticeship Students
- Fees are due and payable in full at time of registration.
 - Where a deferred payment plan is set up, an initial payment and a processing fee are due at registration.
 - Full withdrawal of registration prior to the first day of classes will result in a cancellation fee.
 - No refunds are granted if the cancellation is requested after the first day of classes.
- c) Non-credit Students
- Fees must be paid in full upon the registration.
 - A full refund is issued for the courses cancelled by the College.
 - A refund less a cancellation fee is issued for courses if withdrawn two business days prior to class commencement.
 - All other registration withdrawals will not be eligible for a refund.

OFFICER RESPONSIBLE: Vice President of College Services/CFO

RECOMMENDING AUTHORITY: Service Council

CONSULTATION FOR REVIEW: Service Council, Students' Association of Red Deer College

POLICY REVIEW DATE: April 2015

EFFECTIVE DATE: April 1, 2012

REVISION HISTORY: February 1, 2001 (Tuition Fees Standard Practice)
March 1, 2001 (Tuition Fees Standard Practice)
July 1, 2002 (Material and Special Fees Standard Practice)
April 1, 2012 (above documents updated and combined into one policy
named Mandatory Instructional and Non-Instructional Fees Policy)

RELATED POLICIES:

CONNECTION TO BOARD POLICIES:

All RDC policies support relevant Board of Governors operational policies.

APPENDIX A



MANDATORY INSTRUCTIONAL AND NON-INSTRUCTIONAL FEES COMMITTEE TERMS OF REFERENCE

PURPOSE:

The Mandatory Instructional and Non-instructional Fees Committee is responsible for leading the process for consultation between administration and students regarding all mandatory credit instructional and non-instructional fees and fee increases. The primary function of the Committee is consultation.

MANDATE:

The mandate of the Committee is established by the Vice President College Services to comply with the Tuition Fees Regulation legislated as part of the Post-Secondary Learning Act.

The Committee is mandated to provide a forum for administration to consult with students regarding proposed mandatory instructional and non-instructional fees and fee increases. The Committee:

- reviews proposed instructional fee increases for a four-year period
- reviews proposed non-instructional fees for the upcoming academic year
- Establishes the framework and the timelines for the consultation process to ensure the Students' Association Executive have adequate time to consult with its student body on the proposed instructional and non-instructional fees and to allow for the views of students to be heard and carefully considered.

The Committee has advising authority to the Vice President College Services concerning the consultation process regarding proposed mandatory instructional and non-instructional fees.

The Committee submits the results of the consultation process to the President for consideration and approval.

RELATIONSHIP TO OTHER COMMITTEES:

This Committee is not directly related to any other committee at the College.

COMPOSITION:

Membership of the Mandatory Instructional and Non-Instructional Fees Committee:

Director of Student Services (Co-Chair)

Director of Finance (Co-Chair)

The Executive of the Students' Association of Red Deer College

ACCOUNTABILITY:

The Committee is accountable to the Vice President College Services.

REPORTING:

The Co-Chairs of the Committee provide a summary report of the consultations to the Vice President College Services annually.

RESPONSIBILITY:

The Vice President College Services is responsible for the appointment and operation of the Committee.

ADMINISTRATIVE SUPPORT:

Administrative support for the Committee is provided by the Financial Services department.

OPERATING PROCEDURES:

1. The Committee:
 - Meets a minimum of twice per year.
 - May request information regarding mandatory instructional and non-instructional fees from any source within the College.
 - Holds closed meetings (members only) unless otherwise determined by the Committee.
 - Is chaired by Co-Chairs (the Director of Student Services and the Director of Finance).
 - Reviews the Terms of Reference periodically and submits recommendations to Service Council for approval.
2. Agendas are set by the Co-Chairs.
3. Co-chairs monitor the Tuition Fees Regulations to ensure institutional compliance.

Levels of authority:

Levels of Authority for Decision Making:

Decision authority: The right to make a decision or create a policy without consultation with other individuals or groups.

Principal authority: The right to make a decision or create a policy with input and recommendations from other groups or individuals; such input may be accepted or rejected. Principal authority allows for the right to make decisions and create policy which is forwarded to another body for action. Decisions or policies may be forwarded to another group or individual for approval where such approval would not be unreasonably denied. Principal authority also permits policy creation within the guidelines established by another group or individual. Finally, principal authority accommodates decision-making or policy creation within the parameters set by another body.

Shared authority: Authority to make decisions or create policy that is delegated equally to two or more groups or individuals where all parties are required to approve the decision or policy.

Recommending authority: The right to make recommendations for approval by another group or individual, where the final decision may approve, reject, or amend the recommendations. Recommending authority specifies the requirement that the recommendations be received by the decision making group or individual before a final decision is made.

Advising authority: The right to provide advice on a decision or policy created by another group or individual. The final decision may include or reject the advice provided. The group or individual making the decision in this case would be considered the principal authority.