

TUITION AND FEES CONSULTATION PROCEDURE

This procedure is governed by its parent policy. Questions regarding this procedure are to be directed to the identified Procedure Administrator.

Category:	Financial and Administrative
Parent Policy:	B12 Tuition and Fees
Approval Date:	May 11, 2021
Effective Date:	July 1, 2021
Procedure Owner:	AVP Student and Registrar

Overview:	<p>This procedure sets out steps and considerations for establishing and/or revising fees for Provider and Program Registry System (PAPRS) approved programs.</p> <p>Fees subject to this procedure are Tuition and program Fees, Mandatory Non-Instructional Fees (MNIF), international rate and Optional Fees assessed to a student account by the Office of the Registrar, but not including fees set by the Students' Association, Chartwells or Campus Housing Olds Corp. (CHOC).</p>
Procedures:	<p>Tuition and Fees Oversight Committee</p> <ol style="list-style-type: none"> 1. The Tuition and Fees Oversight Committee consists of Associate Vice President, Students and Registrar (or designate) and Manager, Accountability and Reporting, CFO & Director, Business Services (or designate) and Senior Accountant, Reporting & Budgeting. 2. The Tuition and Fees Oversight Committee is chaired by the Associate Vice President, Students and Registrar. 3. This committee is established to maintain an open and fair engagement process leading to the setting of Olds College's tuition and fees annually. <p>Considerations for Establishing or Revising fees</p> <ol style="list-style-type: none"> 1. Tuition fees will be set in accordance with the Public Post-Secondary Institutions' Tuition Fees Regulation (TFR). 2. In establishing fees or fee changes, the college will consider: <ol style="list-style-type: none"> a. impact on student accessibility, demand and outcomes; b. fees charged by other providers for comparable programs and service; c. cost increases to provide programming and services. 3. Fee revenue and actual expenditures will be considered by the Tuition and Fees Oversight Committee in proposing new and/or revising current fees.

4. In addition to a consistent per-credit tuition rate, tuition may be charged at a program level (program fee) and/or course level (course fee).

Transparency

1. The annual tuition and fee schedule will be published on the Olds College website, and clearly identify all fees that are assessed to the student account.
2. Descriptions of fees will be published on the Olds College website.

Consultation Considerations

1. The Executive Leadership Team will provide guidance on annual increases.
2. The Tuition and Fees Oversight Committee will facilitate appropriate consultations with administration and students.
3. Consultation process timelines must support achieving the college budget process completion and approval deadlines, and government submission deadlines. Information on the costs associated with the services for fees will be provided by Business Services during the consultation process.
4. Consultations do not address fees controlled by the Students' Association or fees provided by a third party.
5. Consultation with administration will be conducted with academic leaders (Deans and the Senior Continuing Education) and MNIF stakeholders (CLC, Athletics, IT, TLCI).
6. Consultation with program areas occurs through the Deans as necessary.
 - a. Recommendations to program or course fees and exceptional increases come from the Dean.
7. Consultation with students will occur annually through the Olds College Students' Association (SAOC) in accordance with the Tuition and Fees Regulation in the Post-Secondary Learning Act to allow for ongoing input by the students' council.
 - a. A member of the Tuition and Fees Oversight Committee, or delegate, will establish a consultation meeting with the SAOC to provide a statement of anticipated tuition and mandatory non-instructional fees for a 4-year period. At this meeting, the SAOC will be provided with information to compare the revenue and actual costs in respect to each mandatory non-instructional fee.
 - b. A member of the Tuition and Fees Oversight Committee, or delegate, will establish a second consultation meeting with the SAOC to review the proposed fees including any changes.
 - c. A record of the consultations will accompany the final recommendation to be approved by the Board of Governors.

Consultation and Approval Steps:

September:

- The Executive Leadership Team (ELT) will provide guidance on annual

increases.

- Annual “kick-off” presentation with academic leaders (Deans and Continuing Education) and MNIF stakeholders (CLC, Athletics, IT, TLCI).

September/October:

- Consultations to review fee increases or changes, rationale for changes, and feedback on anticipated changes.
 - Consultations with Deans in regards to tuition.
 - Consultations with MNIF stakeholders in regards to MNIF’s.
 - Consultations with appropriate stakeholders in regards to optional fees.
- The Tuition and Fees Oversight Committee recommends any changes to the international rate if applicable.

November/December:

- Consultation with the Students’ Association to inform of: anticipated tuition fee increases for a 4-year period, non-instructional and optional fee increases or changes, rationale for the changes, and to obtain feedback.

December:

- Tuition and Fees Oversight Committee submits draft tuition and fees to the Executive Leadership Team (ELT) for review.
- Draft tuition and fees are submitted to Alberta Advanced Education by the Office of the Registrar.

February:

- Final consultation with SAOC.
- Any changes to the December submission are submitted to the Executive Leadership Team (ELT) for review.
- The Executive Leadership Team (ELT) recommends final tuition and fees to the Board of Governors for approval.

February/March:

- The Board of Governors approves tuition and fees.
- Final submission to Alberta Advanced Education with sign-off from the vice-president responsible for academics.

Definitions:

Program Fee or Course Fee

Tuition fees charged in addition to per-credit tuition for materials and services that facilitate instruction (excluding fees for materials that are retained or leased by the student). These fees can be charged at the course or program level.

Refer also to Policy B12 Tuition and Fees for additional definitions

Related Information:

- [Tuition and Fees Webpage](#)
- [Tuition and Fees Policy](#)
- [Registration, Payments and Refunds Procedure](#)

	Tuition and Fee Regulation
Review Period:	3 Years
Revision History:	September 2020: New Procedure April 2021: Revised