



Fees and Charges

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Category:	Finance
Approving Body:	Leadership Team
Executive Division:	Finance and Administration
Department Responsible:	Financial Services
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Policy Statement

BCIT establishes tuition and ancillary fees that are compliant with government policy and an internal decision-making structure. Tuition and ancillary fees are established and reviewed annually by the BCIT Board of Governors and are subject to the Ministry of Advanced Education Tuition Limit Policy. Fees are subject to change.

Other fees must be approved by the VP of Finance and Administration or designate as applicable.

Purpose of Policy

The purpose of this policy is to:

- Define the roles and organizational entities involved in setting and administering tuition and ancillary fees, and other fees
- Provide a basis for calculating tuition fees
- Provide a basis for collecting tuition and ancillary fees
- Provide a basis for evaluating requests for refunds.

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Application of this Policy

This policy applies to all BCIT Departments.

Related Documents and Legislation

Ministry of Advanced Education and Labour Market Development Tuition Limit Policy.
Access at: http://www.aved.gov.bc.ca/tuition/tuition_policy.htm

Definitions

Acceptance: notification to a student of approval or provisional approval to enter a full-time program of studies.

commitment fee: a deposit paid by a student to hold his or her space in a full-time program of studies.

tuition fee: depending on the context in this policy, refers to the tuition fee, or a fee that may be included in the tuition fee, or any other fee.

Part Time Studies registration: enrolment into a Part Time Studies course.

Fees and Charges

1. Tuition Fee Calculation

1.1 Full-Time Technology Programs

All credit courses leading to a full-time technology program are based on a rate per credit to a maximum tuition fee for that program.

1.2 Full-Time Trades, Technical Studies, and Apprentice Programs

Tuition fees are calculated on the number of training weeks multiplied by an approved weekly rate.

Extensions

Tuition fees are calculated using a weekly formula for students who have received approval to extend their studies.

1.3 Part-Time Studies Courses

Tuition fees are set by the appropriate dean and are subject to the Ministry of Advanced Education Tuition Limit Policy.

1.4 Industry Training

Tuition fees are set by the appropriate Dean and are subject to the Ministry of Advanced Education Tuition Limit Policy.

1.5 Degree Programs

a) Part-Time

Part-time degree program tuition fees are assessed on a course-by-course basis.

b) Full-time

Full-time degree program tuition fees are assessed by term.

1.6 International Fees

In accordance with provincial government policy, tuition fees for international students are based on a cost-recovery formula which takes into account the direct and indirect costs of instruction.

2. Commitment Fee

Full-time and Apprentice Program Commitment Fees

On acceptance into a program, students are required to pay a non-refundable, non-transferable commitment fee to confirm their attendance. Under exceptional circumstances, students may apply for a commitment fee exception through the office of the Vice President of Finance and Administration or delegate.

Commitment fees are applied to tuition fees upon registration.

3. Deadline for Fee Payment

3.1 Full-Time and Apprentice Programs

Fees for new students must be paid sixty (60) days prior to the start of classes.

Fees or fee deferrals for students accepted within 60 days prior to the start of programs must be received within ten (10) business days following notification of acceptance.

3.2 All Returning Students

Fees for all returning students are due within ten (10) business days from the start of the current term.

3.3 Part-Time Studies and Marine Training Courses

Tuition fees are due upon registration.

3.4 Audit Fees

Students auditing a course are required to pay regular tuition fees.

4. Refund of Fees

4.1 Full-Time Technology, Trade Programs, Technical Studies and Degree Programs

Students registered in a full-time program (including part-time day) who voluntarily withdraw up to ten (10) business days after the start of classes are entitled to receive:

- Tuition fees: Complete refund less the commitment fee
- Student Activity fees: Complete refund

There is generally no refund of tuition fees for students who voluntarily withdraw after the above-mentioned deadline.

Students who are involuntarily withdrawn do not normally receive a refund of fees.

4.2 Marine Training Courses

a) Courses less than or equal to three weeks in duration:

- Voluntary withdrawals one (1) week prior to the first day of class receive a 75% refund.
- Voluntary withdrawals within the week prior to the start of classes or after receive no refund.

b) Courses greater than 3 weeks in duration:

- Voluntary withdrawals 4 weeks or more before the first day of class receive an 85% refund.
- Voluntary withdrawals less than 4 weeks but before the second day of class receive a 75% refund.
- Voluntary withdrawals on the second day of class receive a 50% refund.
- Voluntary withdrawals on the third day of class and after receive no refund.

Involuntary withdrawals do not normally result in the refund of any fees.

4.3 Part-Time Studies Courses & Part-Time Degree Programs

A full refund is made to a student who voluntarily withdraws 31 days or more before the course start date.

An 85% refund will be given to a student who withdraws before the following deadlines:

- For courses of four (4) weeks or more in duration, notice of withdrawal must be received by Student Information & Enrolment Services by the close of the business day prior to the second class.
- For courses less than four (4) weeks in duration, notice of withdrawal must be received at least one (1) week prior to the start of classes.
- For Distance & Online classes, notice of withdrawal must be received within two (2) weeks of registration for continual entry courses or within two (2) weeks of the course start date for term-based courses.

4.4 Continual Entry Courses

Students will be eligible for a 100% refund for Continual Entry courses if notice of withdrawal is received within two weeks from the registration date.

There is no refund of tuition fees for students who voluntarily withdraw after the second week.

4.5 Apprentices Programs

Cancellation Notice Received	Refund
60 – 41 days prior to the start of classes	Tuition fee minus \$200
40 – 21 days prior to the start of classes	50% of tuition fee
20 – 10 days prior to the start of classes	25% of tuition fee
9 days or less prior to the start of classes	No refund

5. Other Fees and Charges**5.1 Application Fee**

Applicants are required to pay a non-refundable application fee for each application submitted.

5.2 Reinstatement Fee

Students who have been withdrawn due to non-payment of tuition will be permitted to re-register if a seat is available. A reinstatement fee will apply.

5.3 Student Activity Fee

Students are required to pay a student activity fee established by the BCIT Student Association. BCIT collects this fee on behalf of the BCIT Student Association.

5.4 Transfer Fee

Students registered for courses through Part Time Studies who wish to make a change to their schedule will be required to pay a transfer fee.

Procedures Associated With This Policy

Procedure 2300-PR1, Application of Fees and Charges

Forms Associated With This Policy

Fee Waiver
Registration
Sponsorship Registration
Application Form
Withdrawal Form
Course Change Form
Late Registration Form

Special Situations

Students or applicants who request exceptions or accommodations due to special situations will be considered on an individual basis.

Amendment History

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| 1. Created | 1988 Jun 28 |
| 2. Revision 1 | 1997 Dec 01 |
| 3. Revision 2 | 2002 Mar 26 |
| 4. Revision 3 | 2010 Jun 08 |
| 5. Revision 3.1 | 2011 Apr 13 to add section 4.4 regarding continual entry |
| 6. Revision 3.2 | 2011 Dec 16 to revise section 4.4 concerning refund |

Scheduled Review Date

2015 Jun 30