



CREDIT TUITION AND STUDENT FEES PROCEDURE

Procedure Type:	Institutional	Initially Approved:	April 25, 2012
Procedure Sponsor:	Vice President Finance and Operations	Last Revised:	March 13, 2023
Administrative Responsibility:	Student Affairs	Review Scheduled:	March 2028
Approver:	President and CEO		

A. PURPOSE

To define and document the procedures and guidelines pertaining to the administration of Alberta University of the Arts student credit tuition and fees for undergraduate and graduate approved programs of study.

B. SCOPE

Pursuant to the Alberta Post-Secondary Learning Act, and the related Tuition and Fees Regulation, the Board of Governors of a public post-secondary institution shall set tuition, program fees, and mandatory non-instructional fees. In addition, each institution may establish deposits, non-regulated fees and user fees to cover the direct and indirect costs of providing other student services not directly related to instruction.

C. DEFINITIONS

AUArts	Alberta University of the Arts.
AUArtsSA	The AUArts Students Association.
Confirmation Deposits	Fees charged to new or returning students that are credited toward Tuition Fees if a student attends in the admitted term. Students who are approved to defer admission to another term retain their confirmation deposit. Not subject to the Tuition and Fees Regulation.
Mandatory Non-instructional Fees	Fees for specific goods or services that enhance the student experience and are required to complete an approved program of study and are not tuition fees or

student organization membership fees. This includes fees for Network Access and Student Services.

Subject to the Tuition and Fees Regulation.

Non-regulated Fees	Fees for services that facilitate instruction where the material or equipment is retained or leased by the student, or for field trips. This includes Consumable Studio Share Fees, Equipment and Tool Fees and Service Fees. Not subject to the Tuition and Fees Regulation.
Program Fees	A subcategory of tuition fees for materials and services that facilitate instruction in courses that are part of an approved program of study. These resources are not directly related to the delivery of instruction in a course or program but are considered required elements of a course or program. Subject to the Tuition and Fees Regulation as part of the tuition fees.
Student Association Fees	Fees levied to students by AUArtsSA.
Third-Party Mandatory Non-Instructional Fees	For access to specified services determined by a third party, all fee revenues flow through the institution to the third party. Subject to the Tuition and Fees Regulation.
Tuition and Student Fees	Refers to all fees published in the AUArts Academic Calendar: Fees. It includes fees subject to and not subject to the Tuition and Fees Regulation.
Tuition Fees	Fees for the instruction of courses that are part of an approved program of study. Subject to the Tuition and Fees Regulation as part of the tuition fees.
User Fees	Fees for goods, services or activities that individuals may request on an as-needed basis. Students are not required to pay these fees in order to enroll in or complete their program of study. Not subject to the Tuition and Fees Regulation.

For more definitions, see Student Fees Glossary, included in the annual AUArts Academic Calendar: Fees.

D. PROCEDURE

1. General

- 1.1. Tuition and student fees for approved credit programs of study shall be published annually in the AUArts Academic Calendar: Fees available on the AUArts website.
- 1.2. The Academic Calendar will clearly identify the types and rates of tuition and fees and identify the service received in the case of non-instructional fees.

2. Roles and Responsibilities

- 2.1. Finance is responsible for facilitating the annual tuition and fee setting and approval process.
- 2.2. Early in the annual budget cycle (October/November), Finance will coordinate information concerning the proposed new fees and changes to existing fees and create a proposed fee schedule.

3. Admissions Application Fee and Confirmation Deposits

- 3.1. The Admissions Application fee is not subject to the Tuition and Fees regulation and is non-refundable.
- 3.2. Admissions confirmation deposits are non-refundable.
- 3.3. Where an application for a deferral of admission is approved, the confirmation deposit will apply to the next available intake term. However, the deposit will be forfeited if the student does not attend in the approved new admission term.

4. Payment of Fees

- 4.1. A student is expected to have financing in place and pay tuition and fees in full by the applicable deadline each term.
- 4.2. All tuition fees, program fees (if applicable), mandatory fees, non-regulated fees, and third-party mandatory non-instructional fees, including Student Association fees, are due and payable by the payment deadline as published in the Academic Calendar. The fee deadline will normally align with the end of the add/drop period for term.

Although AUArts may have received a confirmation deposit, a student who has not paid any tuition or fees by the fee payment deadline will have their current term registration and future term registration cancelled without the deposit being refunded.

A student who has partially paid tuition and student fees by the payment deadline will be deregistered from courses (in reverse order of registration) until the payments to date cover tuition and student fees for the current term.

- 4.3. A student who has not paid all fees by the payment deadline will not be eligible for a refund of fees paid to date after the payment deadline.
- 4.4. Students having unpaid balances on their accounts at AUArts will be subject to:
 - a) The withholding of marks, transcripts and credentials.
 - b) Ineligibility for registration in subsequent academic terms/years.
 - c) Any other collection efforts deemed appropriate by the Registrar.

5. Refunds

- 5.1. Students withdrawing prior to and inclusive of the Drop Deadline will be eligible for a 100% refund of tuition, program fees and other mandatory non-instructional fees, excluding nonrefundable fees and deposits. Students withdrawing after the Drop Deadline will not be eligible for a refund
- 5.2. During the term, when an overpayment (credit) occurs on a student account, the overpayment (credit) amount will be moved at the conclusion of the term to the next term for all continuing students.
- 5.3. During the term, when an overpayment (credit) occurs on a student account, the overpayment (credit) amount will be assessed for a refund at the conclusion of that term if the student is not returning to AUArts as a result of a withdrawal from the University, or if the student has graduated.
- 5.4. For refunds related to the application of awards on student accounts, please see the Student Awards Procedure.
- 5.5. Refunds may take 6-8 weeks to process. Refunds for international wire transfers may take longer to process. Timely processing of refunds requires accurate information to be provided by students to AUArts.

6. Students with Sponsorship from a Funding Agency

- 6.1. AUArts has agreements with funding agencies to invoice those agencies on behalf of the student for specified tuition and student fees up to maximum amounts.
- 6.2. Students who are approved by partnership agencies for funding (such as provincial grants or bursaries) must complete and submit the Student Funder Form to their funder for completion by the course add deadline of the term for which funding applies.
- 6.3. Students confirmed to receive funding by the course add deadline will not have any action taken by AUArts for nonpayment of fees.
- 6.4. AUArts will invoice the funding agency after the course drop (deregister) deadline.

- 6.5. Where tuition and fees assessed on the student account is greater than the amount indicated in the sponsorship letter, the student is responsible for paying the difference owing on their account by the fee payment deadline.
- 6.6. Sponsored students who receive AUArts monetary awards (including scholarships and bursaries) will have the award amount credited to their student account. The invoice to the sponsor will not include the award amount credited. Overpayments on the account in a term, up to the value of the award, will be available for refund to the student. Refer to the Awards Policy and Awards Procedure for more information.

7. Student Financial Aid – Sallie Mae

For students approved for financial aid from Sallie Mae, once AUArts receives the funds from Sallie Mae, the student will see the amount credited to their account. After all tuition and fees are accounted for, and where there is an overpayment on the account, a refund will be available. Where tuition and fees assessed on the student account are greater than the financial aid amount received, the student is responsible for paying the difference by the fee payment deadline.

E. AWARDS

Refer to the Student Awards Policy and Procedure.

F. ESTIMATED MATERIALS COST BY PROGRAM

The Vice President, Finance and Operations, in consultation with the Dean, Academic Programs, or delegate(s), shall update the Estimated Materials Cost by Program as detailed in the Academic Calendar: Fees, subsequent to the Board of Governors' approval of tuition and student fees.

G. RELATED POLICIES

- Board of Governors: Code of Conduct Policy
- Academic Date Setting Procedure
- Student Awards Policy and Procedure

H. RELATED LEGISLATION

- Post-Secondary Learning Act
- Tuition and Fees Regulation

I. REVISION HISTORY

Date (mm/dd/yyyy)	Description of Change	Sections	Person who Entered Revision (Position Title)	Person who Authorized Revision (Position Title)
10/16/2018	unknown	unknown	unknown	unknown
09/19/2022	Comprehensive review	All	Director, Academic Resources Manager, Finance and Accounting Registrar University Secretariat	Director, Academic Resources Manager, Finance and Accounting Registrar University Secretariat