



CREDIT TUITION AND STUDENT FEES PROCEDURE

Procedure Type:	Institutional	Initially Approved:	April 25, 2012
Procedure Sponsor:	Vice-President, Finance and Operations	Last Revised:	March 23, 2026
Responsible Unit:	Student Affairs	Review Scheduled:	March 2031
Approver:	President and CEO		

A. PURPOSE

This procedure defines and documents how the Alberta University of the Arts administers tuition and fees for undergraduate and graduate approved programs of study, ensuring compliance with the Alberta Post-Secondary Learning Act and the related Tuition and Fees Regulation. This procedure also supports transparency and accountability in the administration of student financial accounts

B. SCOPE

This procedure applies to all tuition and fees associated with AUArts' post-secondary courses and programs. This procedure does not apply to non-credit courses, continuing education offerings, or other fees not related to approved credit programs of study.

C. PROCEDURES

1. ROLES AND RESPONSIBILITIES

- 1.1. Finance is responsible for facilitating the annual tuition and fee setting and approval process, including coordinating information regarding proposed new fees and changes to existing fees and preparing the proposed fee schedule for review and approval. Finance is also responsible for administering student financial accounts, including the assessment, collection, and refund of tuition and fees, as well as issuing tax receipts for student awards.
- 1.2. The Office of the Registrar is responsible for publishing the official schedule of tuition and fees in the AUArts Academic Calendar and maintaining tuition and fee information within the student information system. The Office of the Registrar also issues tax receipts for tuition.

2. ANNUAL TUITION AND FEE SETTING

- 2.1. Annually, AUArts will undertake a process to establish tuition and fee rates in accordance with the Alberta Post-Secondary Learning Act and the related Tuition and Fee Regulations and Guidelines. Finance coordinates the

development of proposed tuition and fee changes and facilitates the institutional review and consultation processes required under provincial regulation. Final approval of the tuition and fee rates for the upcoming academic year is granted by the Board of Governors.

- 2.2. Tuition and student fees for approved credit programs of study shall be published annually in the AUArts Academic Calendar: Fees, which is available on the AUArts website.

3. PAYMENT OF FEES

- 3.1. The fee payment deadline for each academic term is the end of the Add/Drop period, as published in the Academic Schedule: Dates and Deadlines on the AUArts website.
- 3.2. Students are expected to have financing in place and pay tuition and fees in full by the fee payment (Add/Drop) deadline for each term.
- 3.3. Payments received on student accounts will be applied to outstanding balances in the following order:
 - a) Oldest charges owing to the University, including overdue or written off accounts;
 - b) Tuition fees;
 - c) Mandatory fees;
 - d) Other fees;
 - e) Third-party fees.

4. OVERDUE ACCOUNTS

- 4.1. Students with unpaid balances on their AUArts accounts will be subject to administrative actions to recover outstanding amounts. These actions include:
 - a) Cancellation of registrations;
 - b) Removal of access to AUArts facilities and services;
 - c) The withholding of marks, transcripts and credentials;
 - d) Ineligibility for registration in subsequent academic terms/years;
 - e) Any other collection efforts deemed appropriate by Finance and the Registrar.

5. REFUNDS

- 5.1. Students who withdraw from courses prior to or on the published Add/Drop deadline for the applicable term will be eligible for a 100% refund of tuition and refundable fees as outlined in Section D: Definitions. Non-refundable fees and deposits paid will not be refunded.
- 5.2. Students withdrawing after the Add/Drop deadline are not eligible for a refund of tuition or fees.
- 5.3. Students who are withdrawn from a course or program of study by the University for conduct-related reasons are not eligible for a refund of any tuition and fees paid.
- 5.4. Refunds will not be issued until after the Add/Drop deadline, and will take up to six (6) weeks to process.
- 5.5. Refunds to domestic students will normally be issued by cheque payable to the student.

- 5.6. Refunds to international students who paid their fees but did not attend the University will be issued by international wire transfer only to the originating account from which the original payment was received. For active international students, refunds will be issued by cheque.
- 5.7. For active students with credit balances on their accounts, the balance will automatically remain on the account and be applied to future charges unless:
 - a) The credit balance is in excess of \$500, and
 - b) The student has specifically requested a refund by way of email to Payfees@auarts.ca, and
 - c) The refund request is received by Finance within two (2) weeks after the Add/Drop deadline.
- 5.8. Credit balances on accounts of inactive students will be refunded to the student.
- 5.9. Where credit balances arise as a result of financial awards applied to student accounts, the credit balance will be refunded to the student within six (6) weeks unless the student specifically requests that the credit balance remain on their account.

6. STUDENTS WITH SPONSORSHIP FROM A FUNDING AGENCY

- 6.1. Finance confirms third parties as eligible sponsors, based on sponsor type and, where deemed necessary, credit verification or confirmation of funding commitments.
- 6.2. Students seeking sponsorship funding must submit required sponsorship documentation to AUArts by the Add/Drop deadline for the applicable term. Submitted documentation will be reviewed by AUArts for completeness and eligibility. If sponsorship documentation is not submitted by the Add/Drop deadline, the student may be subject to the provisions in the Overdue Accounts section of this procedure.
- 6.3. AUArts will invoice sponsoring agencies after the Add/Drop deadline for the applicable term. Sponsoring agencies have one month from the invoice date to remit payment.
- 6.4. Where tuition and fees assessed on the student's account exceed the amount covered by the sponsorship agreement, the student remains responsible for paying the remaining balance within two (2) weeks of the issue of the sponsor invoice being issued.

D. DEFINITIONS

Application Fee: Non-refundable fee charged to assess new and returning student applications for admissions. This fee may have variable rates for Domestic and International Students, as well as by program.

Not subject to the Tuition and Fees Regulation.

Confirmation Deposit: Non-refundable deposit paid by applicants to accept their offer of admission and confirm their attendance. Applied toward tuition fees if a student attends in the admitted term. The deposit is forfeited if the student does not attend in the admitted term.

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. These fees are refundable up to the term Add/Drop deadline. After the Add/Drop deadline has passed, the fees are non-refundable. Subject to the Tuition and Fees Regulation.
Non-regulated Fees:	Non-refundable fees for services that facilitate instruction where the material or equipment is retained or leased by the student, or for field trips. 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. These fees are refundable up to the term Add/Drop deadline. After the Add/Drop deadline has passed, the fees are non-refundable. Subject to the Tuition and Fees Regulation.
Third-Party Mandatory Non-Instructional Fees:	Non-refundable fees for access to specified services, with cost determined by a third party, and all related fee revenues flowing through the institution to the third party. Subject to the Tuition and Fees Regulation.
Tuition:	Fees for instruction for courses that are part of an approved program of study. These fees are refundable up to the Add/Drop deadline each term. After the Add/Drop deadline has passed, the fees are non-refundable. Subject to the Tuition and Fees Regulation.
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. These fees are non-refundable. Not subject to the Tuition and Fees Regulation.

E. RELATED POLICIES

- Student Awards Policy

F. RELATED LEGISLATION

- Post-Secondary Learning Act
- Tuition and Fees Regulation and Guidelines

G. RELATED DOCUMENTS

- Academic Calendar
- Academic Date Setting Procedure
- Student Awards Procedure

H. 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	VP, Finance and Operations
03/03/2023	Changes to dates for fee deadline, simplified guidance on refund scale	4.2, 5.1	Registrar	VP, Finance and Operations
01/15/2026	Comprehensive review	All	Director, Finance	VP, Finance and Operations
03/12/2026	Comprehensive review	All	Registrar; Manager, Accounts Receivable; Director Finance	VP, Finance and Operations