

TUITION, FEES AND REFUNDS POLICY

Policy Name Tuition, Fees and Refunds	Responsible Owner VP Finance and Corporate Services	Created 1981 October
Policy Number F-4.03	Approval Body NLC Policy Committee	Last Reviewed/Revised 2020 September
Category Administration	Replaces F-4.03 Tuition Deposits, Deadlines, Refunds and Penalties Policy	Next Review 2030 June

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PURPOSE

To establish the regulations for tuition fees and refunds at Northern Lights College (NLC).

SCOPE

This policy applies to all student fees levied by the NLC, including tuition and other fees paid by all NLC students, except tuition for non-credit courses.

DEFINITIONS

Admissions Deposit: A deposit paid by an applicant to a program with admission requirements that confirms their acceptance of an offer of admission.

Credit Course(s): courses that are credit bearing and have received formal college approval through Education Council in accordance with the *College and Institute Act*.

Incidental and Other Fees: fees associated with services (e.g., transcripts, assessments, admission fees, convocation and application fees) and other fees associated with ancillary services (e.g. student housing).

Mandatory Fees: required fees other than tuition assessed at time of registration, including but not limited to instruction-related fees, facilities fees, library fees, and technology fees.

Registration Deposit: A deposit paid by students continuing in a second or subsequent enrolment period.

Start of classes: the first scheduled instructional day of the semester according to the Important Dates and Deadlines approved annually through Education Council.

Sponsorship Authorization: document legally transferring financial obligation from a student to a sponsor. Sponsorship Authorizations may use an NLC form or may be a letter from the sponsor.

Tuition Fees: fees associated with instruction in a course or other learning activity and not assignable to a services (related or otherwise) associated with that course or other learning activity.

POLICY STATEMENTS or PRINCIPLES

The Northern Lights College Tuition and Fees Committee will recommend tuition plus mandatory, incidental, and other fees. The College is obligated to uphold the standards, regulations, and directives of the BC Government in relation to the setting of tuition and fees.

The College has a responsibility to make sure students are informed of deposits, payments, deadlines, refunds, and penalties associated with enrolling; to communicate fees in a manner that is open and transparent; and to publish all fees annually.

Once a learner has been registered, they assume full financial responsibility. Students will be informed that no diplomas, certificates, transcripts or documents of any kind will be issued on behalf of the student until indebtedness to the College is paid in full.

The College has a responsibility to provide reasonable options for student payments. The College will provide multiple payment platforms to ensure convenience and flexibility for students.

Northern Lights College does not accept cash payments over \$3,000.00 per invoice.

TUITION PAYMENT DEADLINES:

An admissions or registration deposit is required for all credit courses and will be set by the Tuition and Fees Committee.

The balance of tuition and fees must be paid by the first day of class. A student who fails to pay tuition fees in full by the first day of classes may be dropped from all courses without warning and will forfeit any deposit paid.

Registration on or after the first day of classes requires full payment at the time of registration.

REFUNDS:

To be eligible for a refund, a student must formally request the College drop or withdraw them from classes or a program. The date the request is received by the College determines the refund amount.

During the add/drop period, students can add additional classes, and switch course sections, without financial penalty.

All admission deposits are non-refundable and non transferrable.

Refunds of mandatory fees and tuition for credit courses will be prorated based on the date of withdrawal.

Refund Table According to Time of De-registration

1 or more days prior to start of classes	100% of tuition, plus all student & instruction-related fees minus the non-refundable deposit
First week during the add drop period (1 st - 7 th day of classes)	60 % of tuition
Second week during add drop period (8 th – 14 th day of class)	40% of tuition
After the add/drop period	No refund

All refunds will be issued to the student unless a Sponsorship Authorization is on file.

SPONSORSHIP:

Students are liable for all tuition and fees unless an accepted Sponsorship Authorization is received by Northern Lights College. Sponsorship Authorization can be in the form of a letter, purchase order, or NLC Sponsorship Authorization form. All Sponsors payments will comply with the tuition payments and refunds outlined in this policy. Sponsors may only revoke sponsorship letters prior to the first day of classes.

Payment on behalf of a student is not a sponsorship.

SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

- F-4.04 Tuition Waiver for Seniors
- E-2.10 Student Appeals
- Term of Reference Tuition and Fees Committee
- Withdrawal Policy – in development
- Release of Information Form

RELATED ACTS AND REGULATIONS

- N/A

RELATED COLLECTIVE AGREEMENTS

- N/A