

TUITION AND FEES POLICY

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A. PURPOSE

The purpose of this policy is to establish standards for the assessment of student Tuition and fees at Douglas College (the College).

B. SCOPE

This policy applies to all student fees levied by the College, including Tuition and other fees paid by all Douglas College students.

C. DEFINITIONS

Credit Course(s): Letter-graded or mastery-graded courses that are assigned a numerical credit value by Douglas College and that can be counted towards a College credential.

Incidental and Other Fees: Fees associated with services (e.g., for transcripts), penalties (e.g., for late tuition payment) and other approved program-specific requirements.

Mandatory Student Fees: Required fees other than tuition assessed at time of registration, including but not limited to student union fees, student activity fees, registration and service fees, laboratory and studio fees, co-op fees, application fees, re-application and reinstatement fees, challenge fees, prior learning assessment fees, health and dental plan fees and U-Pass fees.

Non-credit Course(s): Courses offered through Continuing Education or The Training Group.

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

D. POLICY STATEMENTS

1. Douglas College sets Tuition and all fees in a fair manner in accordance with its authority, as established in the *College and Institute Act*.
2. The College has a responsibility to communicate fee levels and assessment methods, and changes thereto, in a manner that is open and transparent. The College shall ensure that the necessary processes are in place to respond in a timely manner to student and community inquiries about fee calculations, assessments and refunds.
3. The College is obligated to uphold standards, regulations and directives of the BC government in relation to the setting of Tuition and fees. In setting and amending fees, the College will attempt to balance fiduciary responsibilities with consideration for the impact of any fee changes on students.
4. Responsibility for the establishment and approval of Tuition and fees are assigned as follows:
 - Douglas College Board – Tuition Fees and Mandatory Student Fees for instruction in Credit Courses, as approved through the appropriate Board by-law.
 - Douglas Students' Union (DSU) – Mandatory Student Fees collected on behalf of the DSU, such as student union fees and health and dental plan fees.
 - Senior Management Team – Any and all Incidental and Other Fees not approved by the Douglas College Board or the DSU.
 - Vice President, Academic and Provost – Fees for Non-credit Courses and programs offered through Continuing Education.
 - Vice President, Administrative Services and CFO – Fees for Non-credit Courses and programs offered through The Training Group.
5. Tuition, Mandatory and some Incidental Fees are assessed at the time of registration; students assume financial responsibility for these charges regardless of whether they have applied for financial assistance.
6. The College may from time to time waive any fees for eligible groups in exceptional circumstances.

7. The College will create mechanisms to assist students and employees to receive financial support and to access external financial aid programs. The College will also create its own mechanisms of support, including scholarships, awards, bursaries and waivers.

E. PROCEDURES

[Standard Operating Procedures](#) (for internal users)

- *How to Apply and Register for a DC Credit Course and College Study Benefit*

F. SUPPORTING FORMS, DOCUMENTS, WEBSITES, RELATED POLICIES

[Educational Policy](#)

- *Appeal of Educational Decisions*

[Douglas College Accounting Guidelines](#) (for internal users)

Enrolment Services – [Fees and Related Information](#)

Enrolment Services – [Financial Aid](#)

[Request for Exceptions Form](#)

G. RELATED ACTS AND REGULATIONS

- BC [College and Institute Act](#) [RSBC 1996], c. 52
- BC Government's [Tuition Limit Policy](#)
- [Board By-law: Fees and Charges for Instruction](#)

H. RELATED COLLECTIVE AGREEMENTS

- Current [Collective Agreement between Douglas College and the BC General Employees' Union \(BCGEU\)](#)