

1.0 POLICY STATEMENT

- 1.1 As a publicly funded post-secondary institution, MacEwan University (the “University”) collects Tuition and Fees to offset the costs of education.
- 1.2 The University will annually set Tuition and Fees in accordance with provincial legislation *Tuition and Fee Regulations* made under the *Post-Secondary Learning Act* (the “Act”). Any reference to the Act, henceforth, will include the *Tuition and Fees Regulations*.

2.0 PURPOSE

- 2.1 This policy confirms institutional processes for the creation, implementation and communication of tuition- and fee-related decisions made by the University as approved by the MacEwan University Board of Governors (the “Board”).

3.0 APPLICABILITY

- 3.1 This policy governs the setting of Tuition and Fees, payments, financial holds/restrictions, and withdrawal for non-payment for Ministry-approved Programs.
- 3.2 The University reserves administrative discretion to consider circumstances when applying this policy.
- 3.3 For the purposes of this policy, Fees include Mandatory Non-instructional Fees (MNIFs), Material Fees, Special Fees and Students’ Association Fees that are assessed in the Student Information System.
- 3.4 There may be other fees charged by the University to which this policy does not apply.

4.0 DEFINITIONS

Fees

Costs that are assessed for specified products or services related to a program of study, such as instructional costs or materials, as well as products or services available to Students at the University. These fees are automatically assessed in the Student Information System. Fees encompass MNIFs, Material Fees, Special Fees and Student Association Fees.

Mandatory Non-Instructional Fees (MNIFs)

A type of fee that provides Students with essential goods and services at cost, as defined in the Act.

Material Fees

A type of fee charged for materials that are retained or leased by students (e.g., specialized software, course packs, etc.).

Special Fees

A type of fee for materials expended during instruction, such as lab supplies and art materials. Also includes fees for additional instruction outside regular class time, such as private music instruction or math tutoring.

Student

For the purpose of this policy, Student means any individual eligible to register in a Ministry-approved program at the University.

Students' Association Fees

A fee which is established by the Students' Association of MacEwan University (SAMU) to administer SAMU benefits, services and programs available to Students.

Tuition

Tuition is a charge that supports the cost of instruction. Tuition is established in consultation with the SAMU and is approved annually by the Board in accordance with provincial legislation. An individual Student's tuition is dependent on the number of credits that the Student takes in a term and the cost per credit for the program in which the Student is enrolled.

5.0 POLICY ELEMENTS

5.1 Roles and Responsibilities

- 5.1.1 Tuition and MNIFs will be established in accordance with the Act and approved by the Board on recommendation from the President's Budget Committee.
- 5.1.2. The University will consult with SAMU on Tuition and MNIFs.
- 5.1.3 Material and Special Fees will be approved by the President's Budget Committee.
- 5.1.4 The Office of the University Registrar is responsible for assessing Tuition and Fees, publishing Tuition and Fee information, and documenting procedures.
- 5.1.5 Students' Association Fees are established through the proper legal procedures as outlined in the Bylaws and Policies of SAMU.
- 5.1.6 Students are responsible for paying the applicable tuition and fees charged to the student account.

5.2 Assessment

- 5.2.1 Tuition and Fees are assessed in the Student Information System as students enrol in courses.
- 5.2.2 The University may assess Fees, in addition to Tuition.
- 5.2.3 MNIFs complement the delivery of instruction and are intended to be cost-effective for students.
- 5.2.4 A Material Fee or a Special Fee, which is in addition to Tuition, may be levied on specific credit and non-credit courses to cover the costs of materials and/or services.

5.3 Payment of Tuition and Fees

- 5.3.1 A statement of applicable Tuition and Fees is available to each Student in the Student Information System.
- 5.3.2 Tuition and Fees are due and payable by the deadline dates published by the Office of the University Registrar.
- 5.3.3 Where Tuition and/or Fees are paid by a sponsoring agency or funding is received by the Student through a federal, provincial, or territorial student loan program, approved payment arrangements must be made by the published deadline date.
- 5.3.4 Interest charges will be levied on outstanding accounts.
- 5.3.5 Students with outstanding accounts may incur penalties, as outlined in the Tuition and Fees Procedure.

5.4 Cost Adjustments and Refunds

- 5.4.1 Students are responsible for formally withdrawing from courses they no longer wish to attend, according to deadlines and other information published in the University's Academic Calendar. Students may be eligible for cost adjustments or refunds of Tuition and Fees if they meet the specified deadlines. Refer to the Tuition and Fees Procedure for more information.
- 5.4.2 In the event of a missed deadline, the Registrar (or designate) may consider cost adjustments for extenuating medical or other circumstances. Refer to the Tuition and Fees Procedure for more information.

5.5 Appeals

- 5.5.1 Decisions of the University with respect to the assessment and payment of Tuition and Fees are not subject to appeal.

6.0 ASSOCIATED PROCEDURES

- Tuition & Fees procedure

7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- Admissions policy
- Post-secondary Learning Act, Government of Alberta
- Students' Association Fees policy

8.0 ACCOUNTABILITY

Policy Sponsor

Provost & Vice-President, Academic

Responsible Office
Office of the University Registrar

9.0 HISTORY

Relevant Dates

Approved: **23.03.23**

Effective: **23.03.23**

Next Review: **28.03**

Modification History

23.03.23: New policy document approved by Board of Governors motion #Board-02-03-23-2022/23.