



SUBJECT: Tuition and Fees	CATEGORY: Governance – Legal Requirements	NO. G-3.3
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PREAMBLE

SIAS is committed to the annual review and communication of tuition and related fees. This policy defines tuition and related fees and the accompanying procedures explain the payment of such fees and how refunds are provided. The SIAS Fee Schedule is incorporated into the appendices of this policy and will be updated annually.

POLICY

In accordance with *The Saskatchewan Institute of Science and Technology Act*, SIAS is authorized to fix and determine fees for programs, courses, seminars or other types of instruction.

As part of the budget planning process, the SIAS board of directors shall review and set fees on an annual basis.

PROCEDURES

1.0 SIAS sets fees in the following categories that directly relate to a student’s enrolment:

- 1.1 Application Fees cover the cost of processing applications and documents associated with the application and admission process.
- 1.2 Administrative Fees cover administrative costs for providing services for the duration of a program. Included in the administrative fees are costs associated with student ID cards, transcripts, transfer credit, PLAR application and graduation.
- 1.3 Tuition Fees are charged for providing the education, training and credentialing of a program.
- 1.4 Program Fees are categorized as fees that cover consumable and non-consumable costs incurred by students within a program and which cannot reasonably be considered to be part of the general cost of education. Such fees cover a portion of

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the costs associated with print materials, laboratory classes and required camps or conferences.

- 1.5 Service Fees apply to miscellaneous fee items not covered by the administrative fee and are charged to the user of the service rather than the general student body.

2.0 Student Association Fees

- 2.1 Students who attend SIAST will pay a student association fee. See Appendix F.
- 2.2 Student Association Fees are set annually by each student association and help to cover the cost of advocacy, programming and services provided by the campus student associations. These fees are collected by SIAST and forwarded to the student associations in a timely manner.

3.0 Payment of Tuition and Other Assessed Fees

- 3.1 All tuition and other assessed fees for the full academic year are due at the time of registration. Students enrolled in certificate and diploma programs may pay their tuition and program fees in two instalments. The first instalment is due at the time of registration and the second instalment is due on or before a date determined by registration services (normally January 15). If the instalment plan option is exercised, a deferred payment of tuition charge is applied.
- 3.2 The instalment plan option is not available to students who are paying through a student loan or other funding agency whereby tuition and fees are paid directly to SIAST. The instalment plan option is not available to students who are enrolled in an applied certificate program, except for students enrolled in applied certificate programs that exceed a 20-week time frame. Students in a co-operative education program are not eligible for the instalment plan option if the second instalment would be due during a work-term. International students are eligible for the instalment plan option provided this is endorsed by the International Education Unit.
- 3.3 A late payment charge will be assessed on past-due accounts. The interest rate charged will be reviewed annually by finance.
- 3.4 Failure to pay tuition and other assessed fees may result in students being excluded from class and will result in the placement of a financial hold on the student account, meaning:
 - The student may not apply or register at any SIAST campus until the past-due account has been paid; and
 - Transcripts, grades, certificates or diplomas and any other completion documentation will be withheld until full payment is made.
- 3.5 In exceptional circumstances the program dean has authority to waive tuition and/or other fees. The registrar has authority to waive administrative and application fees.

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4.0 Refunds

- 4.1 Cancellation of a program or course by SIAST will result in a full refund of paid fees. Students who discontinue and notify registration services accordingly or are discontinued by SIAST are entitled to a refund of tuition and program fees under the following regulations.
- 4.2 Refunds for Programs (includes core funded, cost-recovery programs and on-line programs). Refund penalties will be waived if student funding is denied from an external agency (including student loans) after the withdrawal penalty deadline.
- 4.2.1 Students who discontinue 30 calendar days or more prior to the start date of their program are entitled to a full refund of paid tuition, program fees and student association fees, including the tuition deposit. An administrative withdrawal fee of \$105.00 will be withheld.
- 4.2.2 Students who discontinue after the 30 days but on or before the sixth scheduled day of their program are entitled to a full refund of their paid tuition, program fees and student association fees, less the tuition deposit.
- 4.2.3 For certificate and diploma students who discontinue after the sixth scheduled day of a semester, the following will apply:
- Refund of 50 percent of tuition and program fees¹ for the semester if they discontinue on or before the mid-point of the semester.
 - No refund for the semester beyond the mid-point of the semester.
 - Full refund of tuition and program fees for subsequent semesters.
- 4.2.4 For students who discontinue after the sixth scheduled day of an applied certificate program or advanced certificate program, the following will apply:
- Refund of 50 percent of tuition and program fees¹ if they discontinue on or before the mid-point of the program.
 - No refund beyond the mid-point of the program.
- 4.2.5 For students who discontinue after the sixth scheduled day of a non-semester certificate or diploma program, the following will apply:
- Refund of 75 percent of tuition and program fees¹ if they discontinue on or before 25 percent completion of the program length.
- 4.2.6 Audit Fees are non-refundable after program/course start date.

¹Camp and conference fees will not be refunded if expenses have already been incurred.

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- Refund of 50 percent of tuition and program fees¹ if they discontinue between 26 and 50 completion percent of the program length.
- Refund of 25 percent completion of tuition and program fees¹ if they discontinue between 51 and 75 percent of the program length.
- No refund after 75 percent completion of the program length.

4.3 Refunds and transfers for Continuing Education, Home Study, Televised and Online Courses

4.3.1 Students who discontinue 14 calendar days or more prior to the start of their continuing education, home study, televised or online course are entitled to a full refund, or transfer² of their tuition fee.

4.3.2 For courses/seminars of 12 hours or less, or for courses/seminars of two days or less regardless of the number of hours, if notification is received after the 14 calendar days, but up to and including one business day prior to the commencement of the course/seminar, students are entitled to a full refund of their tuition fee less the administrative fee posted in the SIAST fee schedule. Transfers are not allowed.

4.3.3 For courses of more than 12 hours and more than two days, if notification is received after the 14 calendar days but up to and including one business day prior to the commencement of the third class, students are entitled to a full refund of their tuition fee less the administrative fee posted in the SIAST fee schedule, or a transfer² of the full amount. For home study and online courses with no scheduled classes, notification must be received before the third business day after the course start date.³

¹Camp and conference fees will not be refunded if expenses have already been incurred.

²Transfers must be within the same academic year and are permitted as follows:

From one credit offering to another within the same course subject code group (e.g., COMM to COMM);

- *between non-credit courses of the same type;*
- *between courses defined as equivalent;*
- *between campuses or televised sites; and*
- *between delivery types.*

Transfer requests outside of these guidelines are subject to dean's approval and are granted in exceptional circumstances only.

³*For online and home study courses with no scheduled classes, "third class" is defined as the third business day after the course start date. For combined home study/televised courses, "third class" is defined as 14 days after course start date.*

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- 4.3.4 No refund for discontinuation from a continuing education, home study, televised or online course, after the above refund deadlines.
- 4.3.5 No refund for audited courses after course start date.
- 4.4 Refunds for Co-operative Education Work-Terms
 - 4.4.1 A student who withdraws from his/her academic program before the start of the semester preceding a work term will receive a full refund of the co-operative education fee.
 - 4.4.2 A student who withdraws from his/her academic program (or from the co-operative education work-term process) during the semester preceding a work-term will receive a refund of the co-operative education fee, less a \$105.00 administrative withdrawal fee.
 - 4.4.3 A student, whether enrolled in a mandatory or optional co-operative education program who is unsuccessful in obtaining a work-term placement eligible for credit will receive a refund of the co-operative education fee, less a \$105.00 administrative withdrawal fee.
 - 4.4.4 A student who is successful in obtaining a work-term placement eligible for credit and who is subsequently required to discontinue for academic reasons will be withdrawn from the work-term and will receive a refund of the co-operative education fee, less a \$105.00 administrative withdrawal fee.
 - 4.4.5 A student who is enrolled in two or more consecutive work-terms and withdraws during the academic semester or work-term prior to a work-term will receive a refund of the cooperative education fee, less a \$105.00 administrative withdrawal fee assessed on the earliest work-term not yet started. Subsequent work-terms will receive a full refund.
 - 4.4.6 In extenuating circumstances the dean, in consultation with the registrar, has the authority to waive the \$105.00 administrative withdrawal fee.

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APPENDIX A 2012-13 SIAST FEE SCHEDULE

1.0 Application Fees

A non-refundable application fee must be submitted with each application for admission into a SIAST program:

- Canadian citizens and landed immigrants.....\$50.00
- International applicants.....\$100.00
- Saskatchewan Collaborative Bachelor of Science in Nursing (SCBScN) \$100.00*

Programs delivered through a regional college, Skills Training and Basic Education are exempt from SIAST application fees.

*based on University of Regina fee structure

2.0 Administrative Fees

- Non-refundable administrative fee⁴ \$0.64 per credit unit
- Continuing education, home study, televised and online course administrative fee withheld from students who discontinue after the posted deadline.....\$59.00
- Co-op administrative withdrawal fee\$105.00
- Seat deposit administrative withdrawal fee (except SCBScN).....\$105.00

3.0 Tuition Fees

Students are assessed tuition fees for courses taken:

- Tuition deposit for programs (not applicable to Skills Training)\$300.00
- Tuition deposit for continuing education⁵\$60.00 per course⁶
- Continuing education programs and courses..... Tuition fee as published
- Core funded and Skills Training programs \$63.00 per credit unit
- Cost recovery programs and courses Tuition fee as published
- International student tuition..... See Appendix D
- NEPS University of Saskatchewan tuition

⁴Basic Education programs and Skills Training programs are exempt. Includes unclassified students permitted by the program head to register in base program.

⁵Only permitted for students waiting for student loan or sponsorship funding.

⁶To a maximum of program seat deposit amount.

- SCBScN University of Regina tuition

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- Online programs and courses..... Tuition fee as published
- Co-op tuition \$607.00
- Work experience..... Rate of 3 credit units
- PLAR assessment fee See Appendix E
- Extension to study time⁷.....Rate of 2 credit units per week or part week

4.0 Program Fees

4.1 Print Materials Fee

A print materials fee is paid by all students admitted to core funded programs.⁸ This fee is \$1.50 per credit unit to a maximum of \$35.00 for all applied certificate and advanced certificate programs and \$70.00 per year (\$35.00 per semester) for all certificate or diploma program. This fee includes the cost of print services and print materials that are not sold through the bookstore.

Exceptions are:

- Primary Care Nurse Practitioner program will not be charged a print materials fee.
- Medical Radiologic Technology Year 2 will not be charged a print materials fee.
- Psychiatric Nursing program will be charged a print materials fee of \$2.50 per credit unit to a maximum of \$70.00 per academic year (\$35.00 per semester).

4.2 Lab Fee

A lab fee is paid by all students admitted to core funded programs with a laboratory component.⁸ The lab fee covers a portion of the cost associated with breakage/ maintenance/repair/replacement/calibration of lab equipment; program supplied protective equipment and safety ware; high cost consumables; and a technology enhancement component to ensure that hardware and software are current. See Appendix B for program lab fees.

4.3 Camp and Conference Fees

Camp and conference fees include the cost of transportation, lodging, and food for these events. See Appendix C for camp and conference fees.

⁷Core funded programs only.

⁸Includes unclassified students permitted by the program head to register in base program.

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4.4 Exemptions

Students in Basic Education, NEPS, SCBScN and cost recovery programs are generally exempt from program fees.

5.0 Service Fees

- Audit fee (non-refundable) 50% of tuition
- Canadian Language Benchmark Assessment fee\$50.00⁹
- Canadian Language Benchmark Assessment transcript fee \$50.00
- Continuing Education Deferred Exam Fee \$50.00
- Deferred payment of tuition \$50.00
- Duplicate completion document (certificate, diploma, etc.) \$30.00
- Duplicate student identification \$15.00
- Duplicate CPR card \$15.00
- Freedom of Information Requests:
 - i) Applications \$20.00
 - ii) Processing (first hour free – fee payable thereafter) \$30.00 per hour
- Grade/student appeal \$30.00
- Application for Graduation fee 50.00¹⁰
- International credential assessment fee 100.00¹¹
- Keyboarding/typing test \$25.00
- Library processing fee \$5.00 (uncatalogued pb novels); \$15.00 all other
- Late payment of tuition or fees.....the greater of \$50.00 or 1% per month
- Proctoring of non-SIAST examinations (individuals) \$20.00 per person per hour¹²

⁹Fees are per assessment to a maximum of 2 assessments per academic year, with a 6 month wait between assessments. These fees are not refundable.

¹⁰For students not admitted to program.

¹¹For Regional College international document assessment.

¹²Group or contract rates may be established.

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**APPENDIX B
2012-13 LAB FEES**

1.0 Business Division

All core funded programs will charge \$1.25 per credit unit to a maximum of \$30.00 per semester or \$60.00 per academic year.

2.0 Community Services Division

2.1 All core funded certificate and diploma programs will charge \$2.25 per credit unit to a maximum of \$61.00 per semester or \$122.00 per academic year. All core funded applied certificate programs will charge \$2.25 per credit unit to a maximum of \$61.00 per academic year. The following are exceptions:

- Food and Nutrition Management Year 1 ... \$2.75 per credit to maximum of \$61.00
- Graphic Communications Years 1 and 2.....\$325.00 per year
- Hotel and Restaurant Administration
Year 1 \$2.75 per credit to a maximum of \$61.00

2.2 The following programs will not be assessed lab fees:

- Addictions Counselling Years 1 and 2
- Correctional Studies Years 1 and 2
- Disability Support Worker
- Educational Assistant
- Food and Nutrition Management Year 2
- Hotel and Restaurant Administration Year 2
- Library and Information Technology Years 1 and 2
- Recreation and Tourism Management Year 1
- Sustainable Tourism
- Therapeutic Recreation Years 1 and 2
- Youth Care Worker certificate and diploma

3.0 Industrial Training Division

All core funded programs will charge \$2.25 per credit unit to a maximum of \$61.00 per semester or \$122.00 for the academic year. Autobody Technician will not have a set maximum.

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4.0 Nursing Division

4.1 The following programs will charge \$2.50 per credit unit to a maximum of \$61.00 per semester or \$122.00 per academic year:

- Perioperative Nursing/LPN
- Perioperative Nursing/RN
- Practical Nursing – Years 1 and 2 - \$317 (to a maximum \$122 standardized lab fee + \$195 EMD software fee)
- Primary Care Nurse Practitioner
- Psychiatric Nursing – Years 1, 2 and 3

4.2 The following programs are exempt from lab fees:

- Nursing Education Program of Saskatchewan (NEPS) – Years 1 and 2
- Orientation to Nursing in Canada for Internationally Educated Nurses
- Saskatchewan Collaborative Bachelor of Science in Nursing (SCBScN) – Years 1, 2, 3 and 4

5.0 Science and Health Division

5.1 All core funded certificate and diploma programs will charge \$2.50 per credit unit to a maximum of \$61.00 per semester or a maximum of \$122.00 for the academic year with the following exceptions:

- Advanced Care Paramedic Year 1\$296.00
(to a maximum \$122.00 standardized lab fee + \$58.00 per semester PDA fee x 3 semesters)
- Advanced Care Paramedic Year 2.....\$58.00
(\$58.00 per semester PDA fee)
- Biotechnology Year 1 and 2\$132.00
(to a maximum \$122.00 standardized lab fee + \$10.00 animal usage fee)
- Combined Laboratory and X-ray Technology Year 2.....\$58.00
(\$58.00 per semester PDA fee)
- Health Information Management Year 1.....\$141.00
(to a maximum \$61.00 standardized lab fee + \$80.00 for software hosting fee)
- Health Information Management Year 2.....\$236.00
(to a maximum \$61.00 standardized lab fee + \$175.00 for software hosting fee)
- Medical Radiologic Technology Year 2\$58.00
(\$58.00 per semester PDA fee)

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- Pharmacy Technician\$222.00
(to a maximum \$122.00 standardized lab fee + \$100.00 pharmaceutical supply fee)
- Primary Care Paramedic.....\$238.00
(to a maximum \$122.00 standardized lab fee + \$58.00 per semester PDA fee x 2 semesters)
- Veterinary Technology Year 1\$262.00
(to a maximum \$122.00 standardized lab fee + \$120.00 immunization fee + \$20.00 animal usage fee)
- Veterinary Technology Year 2.....\$362.00
(to a maximum \$122.00 standardized lab fee + \$240.00 animal usage fee)

5.2 The following programs will not be assessed lab fees:

- Cytotechnology Year 2
- Medical Laboratory Technology Year 2

5.3 All core funded applied certificate programs will charge \$2.50 per credit unit to a maximum of \$61.00.

6.0 Technology Division

All core funded applied certificate, certificate, diploma and advanced certificate programs will charge \$2.50 per credit unit to a maximum of \$61.00 per semester or \$122.00 for the academic year with the exception of:

- Electrician \$3.00 per credit to a maximum of \$122.00
- Commercial Pilot.....\$300.00
(Flight Simulator Lab fee)

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**APPENDIX C
2012-13 CAMP AND CONFERENCE FEES**

1.0 Community Services Division

Addictions Counselling Year 1	\$175.00
Addictions Counselling Year 2	\$175.00
Food and Nutrition Management Year 1	\$90.00
Esthetician.....	\$240.00
Hair Stylist.....	\$240.00
Recreation and Tourism Management Year 2	\$600.00

2.0 Nursing Division

Psychiatric Nursing Year 2	\$100.00
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3.0 Technology Division

Forest Ecosystem Technology Year 1	CAMP 102	\$350.00
.....	CAMP 303	\$508.00
Forest Ecosystem Technology Year 2	CAMP 302	\$317.00
Geographic Information Science for Resource Management.....	GIS 351	\$190.00
Geomatics Engineering Technology Year 1.....	CAMP 220	\$99.00
Geomatics Engineering Technology Year 2.....	CAMP 222	\$99.00
Integrated Resource Management Year 1	CAMP 102	\$350.00
.....	CAMP 304	\$381.00
.....	CAMP 305	\$190.00
Integrated Resource Management Year 2	CAMP 411	\$571.00
.....	CAMP 412	\$317.00
Resource and Environmental Law Year 1.....	CAMP 102	\$350.00
.....	CAMP 305	\$190.00
Resource and Environmental Law Year 2.....	CAMP 411	\$571.00
.....	CAMP 413	\$317.00
.....	CAMP 414	\$254.00
.....	RLAW 401	\$175.00
Water Resources Engineering Technology Year 2	CAMP 226	\$630.00

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**APPENDIX D
2012-13 INTERNATIONAL STUDENT TUITION**

Fees for international students will be cost recovery. The International Education unit, in consultation with the SIAST programs, shall determine tuition fees by program for international students to ensure cost recovery. Tuition by program will generally be charged at a rate of three to four times regular tuition.

All international students starting the same SIAST program in the same academic year will be charged the same tuition differential.

The tuition differential amount an international student is charged initially will remain constant during an international student's normal program completion time; however, regular tuition increases will apply.

Fees for international students in the NEPS programs will reflect the University of Saskatchewan's international tuition rates.

Fees for international students in the SCBScN program will reflect the University of Regina's international tuition rates.

International Students in Continuing Education programs will be charged cost recovery tuition rates.

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APPENDIX E
2012-13 PRIOR LEARNING ASSESSMENT AND RECOGNITION FEES

Prior Learning Assessment and Recognition (PLAR) fees are guided by the PLAR Administrative Standards which states “The fee schedule will be based on the cost of services performed and not determined by the amount of credit awarded.”

Candidates will pay an assessment fee, in lieu of base tuition, for the course(s) challenged. The assessment fee will be directed to the program responsible for the assessment and is valid for the student’s enrolment period.

The fee for each course assessment will generally be \$224.00 or the course tuition fee, whichever is less; unless one of the following specific methods of assessment is performed:

- Challenge test\$91.00
- Practicum\$150.00
- Block course assessmentsMaximum \$450.00
- Program level certificationMaximum of 35% of full program base tuition

When programs can demonstrate justifiable recovery costs, additional fees may be required. If a program determines that a fee guideline is set too high for the service performed, then a lower course assessment fee may be set.

PLAR fees shall be predetermined and valid for at least one academic year. Fees will be reviewed annually to ensure alignment with current tuition rates.

Course assessment fees will be submitted by the program head into the PLAR inventory database for consultation and approval through the PLAR office.

When third party agreements for PLAR are contracted costs may be negotiated to meet specific training, assessment and procedural needs.

Apprenticeship and seat purchase students are exempt from paying PLAR course assessment fees.

PLAR fees for international students will follow the above schedule of fees as these are based on the cost of service performed.

Fees are non-refundable and non-transferable.

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**APPENDIX F
2012-13 STUDENT ASSOCIATION FEES**

Students who attend SIAST will pay a non-refundable student association fee. The student association fees are set annually by each student association. Payment of student association fees is due at the time of registration. *Note: Students returning for one semester in a year will be assessed half of the full-time fee.*

1.0 Applied Certificate, Certificate, Advanced Certificate and Diploma Programs
(Includes continuing education daytime programs and credit Skills Training)

Students enrolled in certificate and diploma programs of 20 weeks or more in duration will pay an annual full-time student fee. Students in programs of less than 20 weeks in duration will pay an annual part-time fee.

- Kelsey Campus
 Programs 20 weeks or longer \$120.00
 Part-time fee \$60.00

- Palliser Campus
 Programs 20 weeks or longer \$110.00
 Programs less than 20 weeks \$55.00

- Wascana Campus
 Programs 20 weeks or longer \$95.00
 Programs less than 20 weeks \$47.50

- Woodland Campus
 Programs 20 weeks or longer \$120.00
 Part-time fee \$60.00

2.0 Basic Education Programs

The Basic Education on-campus student fee shall apply per seat purchased per year.

- Kelsey Campus \$120.00
- Palliser Campus \$105.00
- Wascana Campus \$95.00
- Woodland Campus \$120.00

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3.0 Apprenticeship Programs

Students enrolled in Apprenticeship programs will pay this fee *for each of* levels I, II, III and IV:

- Kelsey Campus (*excluding on-line delivery*)\$30.00
- Palliser Campus (*including on-line delivery*)\$25.00
- Wascana Campus (*including on-line delivery*)\$20.00
- Woodland Campus (*excluding on-line delivery*)\$30.00

4.0 Continuing Education Evening/Distance Learning Programs or Courses

Students enrolled in continuing education evening/distance learning programs or courses will pay the following fee *per training day*:

- Kelsey Campus\$0.25
- Palliser Campus\$0.20
- Wascana Campus¹³ (*for continuing education evening, distance and non-credit daytime – one or two days*).....\$0.20
- Wascana Campus¹³ (*for continuing education daytime courses credited to a program and non-credit Skills Training*).....\$0.65
- Woodland Campus\$0.25

5.0 Nursing Education Program of Saskatchewan (NEPS)

- Kelsey Campus - Years 1 and 2 students.....\$120.00
- Wascana Campus - Years 3 and 4 students (September, December and April exits).....\$47.50

6.0 Saskatchewan Collaborative Bachelor of Science in Nursing (SCBScN)

- Kelsey Campus - Years 1 and 2 students.....TBD
- Wascana Campus - Years 1 and 2 students.....TBD

*The amount is set in collaboration with the University of Regina Students' Union (URSU).

¹³*External programs, groups, or courses residing on campus would be assessed per campus practice or policy (e.g., Vocational Transition program).*

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7.0 Health and Dental Plans

Students enrolled full-time in programs of 20 weeks or more in length will be assessed the following combined Health and Dental Plan fee per year:

- Kelsey Campus\$218.00
- Woodland Campus\$218.00
- Palliser Campus\$218.00

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