
Tuition, Fees, and Refunds

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Objectives

To outline the procedures for tuition and fee assessment, payment, and refund under various circumstances relating to student enrolment, and the corresponding responsibilities of BCIT employees. This procedure is associated with and supports Policy 2300, Tuition and Fees.

Who This Procedure Applies To

This procedure applies to BCIT employees involved in the administration of student tuition and fees, students, and the Board of Governors (“Board”).

Related Documents and Legislation

Ministry of Post-Secondary Education and Future Skills Tuition Limit Policy:

Access at: <https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/institution-resources-administration/tuition-limit-policy?keyword=tuition&keyword=limit&keyword=policy>

College and Institute Act, RSBC 1996, c. 52

BCIT Board of Governors Bylaws

BCIT Board of Governors Governance Manual

Definitions

“budget holder” means the manager or operational director of BCIT tasked by the corresponding VP to ensure that the Institute follows the annual budget for a particular functional area.

“commitment fee” means a deposit signifying acceptance by the applicant of an offer of admission by the Institute.

“days” means calendar days. If a deadline date falls on a weekend or a statutory holiday, the deadline will be deferred to the next business day.

“drop” means a student officially cancelling their registration in a course by dropping it, which results in a defined amount of fee refund without notation of this transaction on their official transcript.

“drop for non-payment” means the Institute cancelling a students’ registration on the ground of non-payment by the deadline.

“continuing student” means a student who has been admitted to and attended a BCIT program in the past and continues their study in the same declared program.

“course start date” means the earliest course start date within the term within the term for graduate, undergraduate, skilled trades, and preparatory programs. Add, drop, and withdrawal deadlines are usually determined based on course start dates, including Flexible Learning courses.

“term start date” refers to the Academic Calendar on BCIT website.

“tuition credit” means reimbursement placed in a student’s account for a portion of tuition and fees paid for courses, programs of study, or both.

“tuition fee deferral” means an extension to student tuition payment deadlines, which may be given upon application. Students must submit a new request for each applicable term.

“tuition waiver” means an exemption of fees (in part or in whole) for courses, programs of study, or both.

“withdrawal” means a student officially discontinuing their registration in a course after the drop deadline. The withdrawal is reflected on the student's transcript.

Procedures

1. General

1.1 The Board approves all program and course tuition and mandatory fees.

1.1.1 Annual increases are approved as part of the Institute Budget Development process, to be implemented in the upcoming academic year. These increases are published annually on the Institute’s website.

1.1.2 New program and course tuition and mandatory fees are recommended to the Board for approval by the Provost and VP Academic, and CFO and VP Administration.

2. Application Fee

2.1 An application fee is required to apply for admission.

2.2 Application fees are not refundable except when the Institute has cancelled the intake in which the admission is offered and no subsequent admission can be offered.

3. Commitment Fee

3.1 Once offered admission, a newly admitted student may be required to pay a commitment fee to confirm acceptance. Commitment fee amounts may vary by program of study and the applicant's residency status.

3.2 The commitment fee is applied to tuition upon registration.

3.3 If a newly accepted student declines their offer of admission after paying the commitment fee or does not register for courses in the term in which they are admitted, the commitment fee is forfeited and retained by the Institute.

3.4 Under limited circumstances, commitment fees may be deferred in accordance with Policy 5003 and its procedure 5003-PR1.

3.5 The commitment fee is refunded with approval of the Registrar or delegate only where: the Institute has cancelled the intake in which the admission is offered, and no subsequent admission can be offered; or the applicant's study permit application has been denied by Immigration, Refugees and Citizenship Canada (IRCC).

3.5.1 It is the applicant's responsibility to inform the admissions department as soon as a study permit denial is issued. To qualify for a refund of commitment fee and all tuition and fees paid, copy of the study permit denial letter from IRCC must be submitted no later than seven days before the term start date. IRCC denials on grounds of criminality or application fraud do not qualify for refunds.

3.5.2 IRCC denial letters received by the applicant after the refund date can be appealed through Admissions with an explanation and supporting documents, including evidence of study permit processing time. The Registrar or delegate makes the final decision on the study permit denial appeal.

4. Assessment of Tuition & Fees

4.1 Tuition and fees are assessed upon students' course registration and classified by residency status. Canadian citizens and Permanent Residents of Canada are eligible for domestic tuition and fees. International students will pay international tuition and fees. Eligibility for domestic tuition and fees is determined by the Registrar or delegate. The decision of the Registrar or delegate is final.

4.2 Students are responsible for accurately declaring their residency status upon application to the Institute, including their status in Canada until the completion of their program.

4.3 The Institute will not change fees assessed for any past term from international to domestic. Students may request a residency change to qualify for the International Fee Exemption 15 days before the term start date.

4.4 International Fee Exemption will be approved for the individuals identified within this section, below, if appropriate documentation is provided. Students must apply for the exemption annually or prior to expiry, whichever is sooner, and provide ongoing documentation outlined in the International Fee Exemption Guidelines on BCIT website.

4.4.1 Dependent children of a Canadian citizen or a Permanent Resident of Canada, who currently reside in Canada and have applied for their Permanent Resident status. Proof of application to IRCC must be provided.

4.4.2 Spouse or common law partner of a Canadian citizen or a Permanent Resident of Canada, whose dependent status is fully documented and has been established at least one year prior to the student's application for exemption.

4.4.3 Foreign Representatives and their dependent children. Their eligibility will expire as of the expiry date of diplomatic status or the 25th birthday of their dependents, whichever comes first.

4.4.4 Convention Refugees or Protected Persons.

4.5 International students enrolled in programs on contractual agreement are assessed tuition and fees in accordance with the agreement, including but not limited to international exchange, study abroad, scholarship, or fellowship agreements that have been jointly approved by the receiving and partner institutions.

4.6 Students who are Indigenous to Canada, as identified in Policy 5003, are eligible for domestic tuition and fees.

4.7 Incidental fees are assessed at the time of request for discretionary services. These fees are non-refundable and are typically subject to an annual increase. They include, but are not limited to:

4.7.1 Prior Learning Assessment & Recognition (PLAR) fee for the services performed in PLAR assessments. The amounts may vary; however, the fee is usually one-half of course tuition.

4.7.2 Transcript fee: assessed at the time of transcript request.

4.7.3 Customized Letter of Verification fee: for domestic students' proof of enrolment. The fee is assessed at the time of enrolment verification request.

4.7.4 International Letter of Verification fee: issued by the Institute on request from international students, these letters may be used to support certain applications to IRCC, including confirmation of enrolment, graduation, and future registration. The fee is assessed at the time of International Letter of Verification request.

4.7.5 Entry Assessment fee: assessments are scheduled at various times throughout the year to test applicants' knowledge and skills to meet entrance requirements. Accompanying fees will be applied when registering for assessment and may vary depending on the subject area.

4.8 Upon receiving an extension to complete a graduate level program, students in cohort-based graduate programs are assessed a reduced rate of tuition in each term of extension. This graduate studies continuation fee does not vary by program.

5. Payment of Tuition & Fees

5.1 Students are responsible for paying all tuition and mandatory fees related to their enrolments. By paying the commitment fee in a cohort-based program, the newly admitted student acknowledges and agrees to be registered in courses that are part of program requirements.

5.2 The balance of fees owing must be paid in full by the payment deadlines published on the website. Students that are enrolled after the payment deadline must pay immediately.

5.2.1 Newly admitted cohort students will be dropped from courses if their tuition and fees are not received by the Institute by the deadline date (60 days prior to the course start date). In the case that an acceptance is offered on short notice, the deadline will be stated on the admission offer letter.

5.2.2 Continuing cohort students fee deadline is 15 days prior to the course start date. Continuing students are dropped by the Institution from a course if they do not pay the term tuition and fees.

5.2.3 All other course registrations must be paid for within 15 days of registration. Students registered within three weeks of the course start date must pay in full at the time of registration, otherwise courses will be dropped for non-payment.

5.3 A student's account is considered overdue when there is an outstanding balance.

6. Refunds

6.1 Full Refunds: Students who drop out of enrolled courses before the start of course deadline date are eligible to receive 100% of tuition and fees refunded (excluding commitment fee, if applicable). Start of course deadline dates for refunds are as follows:

- Cohort-based full-time programs: 15 days before the course start date.
- Apprenticeship programs: 41 days prior to the intake start date.
- Flexible Learning: 31 days prior to the course start date. Special conditions may apply (refer to BCIT website).

6.2 Drop with partial refund: Students dropping out of enrolled courses on or before the add/drop deadline date may receive partial tuition and fee refunds (excluding commitment fee, if applicable). Dates are published on the Institute's website and reviewed annually.

6.3 Withdrawal with no refund: Students will not be refunded their tuition and fees on or after the course start date.

6.4 Refund process

6.4.1 Any tuition or fee refund may first be applied to other outstanding charges on the student account. Refunds are made payable to the student or third party upon the student's request.

6.4.2 Any tuition credit balance will remain on the student's account to be applied against a future balance owing. Students may request a refund of the credit balance within two calendar years of the start date of the relevant courses.

7. Tuition and Fee Deferral

7.1 If funding is secured from an external source (i.e., government student loans; Indigenous Nations, Organizations or Agencies; or other third-party sponsors) but is not yet available by the payment deadline, a student may submit a Tuition Fee Deferral request to Student Financial Aid & Awards.

7.1.1 Students are responsible for applying promptly for funding through external sources. Students who do not apply for funding promptly may not qualify for a deferral.

7.1.2 Newly accepted students must pay their commitment fee prior to the request for a Tuition Fee Deferral.

7.2 Deferral recipients are responsible for ensuring their fees are paid by the deferral deadline.

7.2.1 Defaulting on the deferral's extended payment deadline will not result in course drop or withdrawal; however, a hold will be applied on their account with pending fees still owed.

8. Tuition Waiver

8.1 BCIT Employees Tuition Waiver: All eligible employees can take courses offered by the Institute free of tuition charge with approved tuition waivers. Eligibility criteria are outlined in the corresponding Collective Agreement listed on BCIT Human Resources website.

8.2 BCIT Student Course Fee Waivers must be approved by and paid for by an appropriate budget holder. They are applied to the eligible student's account by the Financial Services Department once notified by the Registrar's Office or the approver.

8.2.1 Due to different funding supports available, including government funding, tuition subsidy, bursary, and third-party sponsorship, students may be eligible to take courses or programs with tuition and fees waived in whole or in part. Tuition and fee assessment is applied on individual student accounts, then waived through the course fee waiver process.

9. Tuition for Accommodation Purpose

9.1 Students in cohort-based full-time programs may request a lighter course load if they have a documented medical condition. Refer to Policy 4501 and PR1 for request and evaluation processes. A Vocational Rehabilitation Specialist will assess the scope of the modifications and may recommend waiving the tuition and mandatory fees in part based on the modified workload.

10. Extenuating Circumstances

10.1 Students or applicants who request exceptions for refunds due to extenuating circumstances will be considered on an individual basis.

Forms Associated with This Procedure

Course Fee Waiver Form

Letter of Authorization for Sponsorship

Withdrawal Form

Letter of Verification Form

Modified Tuition Fees for Students with Permanent Disabilities

Amendment History

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2300-PR1, Tuition, Fees, & Refunds (version 1)	2025 Jun 23	In Force

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2030 June 23 (or earlier, due to regulatory or operational changes)