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## Tuition and Fees

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Department Responsible:	Institutional Research & Planning
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## Policy Statement

BCIT is committed to offering accessible, affordable education with tuition fee cost transparency. This policy supports those aims and the maintenance of financial sustainability for Institute course and program delivery.

## Purpose of Policy

This policy establishes the framework and overarching principles for tuition and mandatory student fees at BCIT.

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## Who This Policy Applies To

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

## Related Documents and Legislation

*College and Institute Act*, RSBC 1996, c. 52

Ministry of Post-Secondary Education and Future Skills ("Ministry") 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>

BCIT Board of Governors Bylaws

BCIT Board of Governors Governance Manual

## Definitions

**“cost-recovery”** means the amount of tuition and fees assessed to ensure the full cost of instruction is covered, including direct and indirect costs.

**“incidental fee”** means the amounts charged by BCIT for discretionary services, which may include fines.

**“mandatory fee”** means the amounts charged by BCIT for education and service-related costs other than tuition.

**“tuition”** means the amounts charged by BCIT and paid by students for instructional activity.

## Guiding Principles

All decisions related to BCIT tuition and fees will be guided by the principles of fairness, consistency, transparency, fiscal responsibility, and compliance with the provincial Tuition Limit Policy.

## Policy

1. The Board ensures that tuition and mandatory fees comply with the *College and Institute Act* and with direction of the Ministry including the Tuition Limit Policy, and are consistent with the Institute’s mission and strategic goals.
2. Tuition and mandatory fees, including any changes, are reviewed annually as part of the Institute budget development process, or as needed, and must be approved by the Board.
3. Tuition for international students is set on a cost-recovery basis and is not subject to the provincial Tuition Limit Policy.
4. The Board delegates the responsibility for setting new incidental fees to the Chief Financial Officer (CFO) or the CFO’s designate.
5. When directed by the Board in accordance with section 21 of the *College and Institute Act*, BCIT may collect and remit fees on behalf of its student society (the BCIT Student Association or BCITSA) and on behalf of provincial or national student organizations. BCITSA fees are set by the BCITSA, subject to a majority referendum result amongst voting members.

6. The Institute is responsible for providing transparent information to students about fee assessments, deadlines and refund practices associated with levied fees. It is the students' responsibility to fulfill all financial obligations.
7. The Institute will refund tuition and fees, excluding any penalties levied, based on the guiding principles and more specific rules set out in the accompanying procedures (PR-1 & PR-2) and on the Institute website.
8. The Institute may from time to time waive tuition and fees for eligible groups based on accompanying procedures (PR-1).

## Duties and Responsibilities

The Board is responsible for approving tuition and fee rates upon the recommendation of the Provost and VP Academic and the CFO and VP Administration.

The Provost and VP Academic and the CFO and VP Administration make recommendations to the Board on tuition fees and mandatory charges, related but not limited to, annual tuition and fee increases and setting tuition and mandatory fees for new programs and courses. All recommendations to the Board must comply with Ministry policies, guidelines and statutory requirements.

## Procedures Associated with This Policy

2300-PR1, Tuition, Fees, and Refunds

2300-PR2, Fee Administration

## Amendment History

Created:	1988 Jun 28 (version 1)
Revised:	1997 Dec 01 (version 2)
Revised:	2002 Mar 26 (version 3)
Revised:	2010 Jun 08 (version 4)
Revised:	2011 Apr 13 (version 5)
Revised:	2011 Dec 16 (version 6)
Revised:	2025 Jun 23 (version 7)

## Scheduled Review Date

2030 June 23 (or earlier if regulatory or operational circumstances change)