
Fee Administration [DRAFT]

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Approval Body:	Board of Governors
Executive Sponsor:	CFO & VP Academic
Entity Responsible:	Institutional Research & Planning
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Overview

This Procedure is associated with and supports Policy 2300 Tuition and Fees.

Objectives

To outline the procedures for setting tuition and mandatory fees, and BCIT employees' responsibilities related to such procedures.

Application

This Procedure applies to the Board of Governors ("Board") and BCIT employees.

Related Documents and Legislation**Legislation**

College and Institute Act, RSBC 1996, c. 52

Provincial Policy

Ministry of Post-Secondary Education and Future Skills ("Ministry") Tuition Limit Policy¹

BCIT Policy

2300 Tuition and Fees

Reference - BCIT

BCIT Board of Governors Bylaws

BCIT Board of Governors Governance Manual

Definitions

The definitions in Policy 2300 Tuition and Fees apply to this Associated Procedure, as do the additional terms below:

¹ Tuition Limit Policy: <https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/institution-resources-administration/tuition-limit-policy>

International Differential means the portion of tuition assessed for international students in addition to domestic tuition, usually based on a multiplier of assessed base tuition as approved by the Board.

Standalone Course means a course offered outside or independent of a total program of instruction.

Procedure

1. Tuition Setting and Maintenance

- a. The Institute has differentiated tuition fees across its courses and programs of study. In tuition setup, reasonable consideration should be given to the following decision-making criteria:
 - direct and indirect costs (overhead) for program and course delivery;
 - the academic plans and the level of resources necessary to achieve high educational quality and financial sustainability;
 - the tuition rates of provincial and national competitor programs or courses of similar quality;
 - the balance between private and public sources of funding;
 - varied international differential rates; and,
 - any other criteria the Board considers relevant.
- b. The Institute does not differentiate tuition based on the location of offering (main vs satellite campus), the delivery format (online vs in person), the funding source (private vs public) or other section-specific information. All course sections should maintain standard tuition rates.
 - i. All programs and courses should have tuition and fees established on BCIT's student information system before launch.
 - ii. To waive tuition and fees partially or in whole for students supported by a third party, institute budget holders will follow the Student Course Fee Waiver process.
 - iii. Additional industry service fees may apply for third-party contracts. The additional fees are determined by the area of delivery.
- c. Existing Program and Course Tuition Updates
 - i. To comply with the Ministry's Tuition Limit Policy, program and course tuition increases in both cohort programs and Flexible Learning programs above the percentage limit stated require exemption approval from the Ministry. BCIT will implement these increases only after such approval.
 - ii. In the case that a program is revised substantially, the associate dean for the program area is responsible for initiating consultations with Institutional Research and Planning (IRP) to reassess the existing tuition rate with consideration of the above decision-making criteria and propose an appropriate new rate. IRP will conduct appropriate consultation on behalf of the Institution with the Ministry, in accordance with the Tuition Limit Policy. Upon approval of a tuition increase exemption from the Ministry, IRP will work with operational and service areas to implement the new tuition.
 - iii. Where a new Standalone Course is to be created in place of an existing course, the associate dean in the academic subject area is responsible for initiating consultations with IRP to reassess the existing tuition rate with consideration of the above decision-

making criteria and work with operational and service areas to implement the new tuition.

- iv. Existing program and course tuition is reviewed and updated annually in accordance with Board approval. Annual student consultation must be conducted regarding tuition increases, guided by the principles of fairness, consistency, and transparency.

d. New Program and Course Tuition Setting

- i. In developing new programs, the associate dean for the program area is responsible for initiating consultations with IRP to set tuition. Through the business plan review, IRP proposes a tuition rate with consideration of comparable programs or courses within the Institute and the above criteria. The Provost and VP Academic and the CFO and VP Administration then jointly submit the business plan to the Board for approval. Upon approval, IRP will work with operational and service areas to implement the new tuition.
- ii. In cases where a new standalone course is developed, the associate dean for the subject area is responsible for initiating consultations with IRP to set the tuition after consideration of the above criteria. Once the consultation is complete, school operations will work with operational and service areas to implement the new tuition.

2. Mandatory Fees

- a. Existing Mandatory Fee: The Institute assesses and administers varying mandatory fees to fund campus and student services, including capital construction support, consumables, student services, learning resources, technological services, and other services. These are mandatory fees a student must pay to the Institute in order to complete a course or program of study.
 - i. Existing mandatory fees are reviewed and updated annually in accordance with Board approval.
 - ii. Student consultation will be conducted on an as-needed basis.
- b. New Mandatory Fees: The Institute will set additional mandatory fees to help fund new campus and student services by consulting with the Ministry.
 - i. The Institute may set program or course-specific mandatory fees to help fund activities and services required for program completion, such as special equipment fees, specific consumables, lab fees, certification fees, field school fees, and others. Program or course-specific mandatory fees are applied only when there are no other means to purchase the good or service but as part of program completion.
 - ii. In the case that a new fee is specific to a new program (e.g., related supplies or material fees), it is considered part of the establishment of the new program. Once the new program fee is set the Tuition Limit Policy applies, and any changes require consultation with the Ministry. IRP, after consulting with the Ministry, will work with operational and service areas to implement the new fee.

Duties and Responsibilities

The **Associate Dean** for the subject area or program of study is responsible for initiating consultation regarding establishing new tuition rates, tuition adjustments and establishing new mandatory fees.

Institutional Research and Planning is responsible for internal and Ministry consultation.

Associated Forms

APQA ["Academic Quality"] – Business Overview/Forecast/Plan

APQA ["Academic Quality"] – Consultation Checklist

APQA ["Academic Quality"] – Major Program Change Proposal

Course Fee Waiver Form

Financial Services – FOAP Setup/Adjustment Form

Program/Course Information Change Forms

Appendix

None

Approval History

		<u>Approval Date</u>	<u>Status</u>
Created:	2300-PR2 version 1	2025 Jun 23	In Force
Revised:	2300-PR2 v2 [Draft]	2026 Mmm dd	[pending]

Scheduled Review Date

2031 Month dd [tbd – upon approval]; however, the Policy's Executive Sponsor may initiate review at any time.