

COMMUNITY REVIEW NOTE

August 10, 2026

PREPARED FOR: Staff, Students, Policy Review Team

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ISSUE: Proposed Revision of Associated Procedures - Policy 2300, Tuition and Fees

OBJECTIVE

To revise both procedure documents (2300-PR1 and PR2) that support [Policy 2300 Tuition and Fees](#), to reflect current business practices in tuition and fees assessment, refunds, and fee administration.

BACKGROUND

In 2025, after approximately 14 years of Policy 2300 Fees and Charges not being revised, the Board approved substantive revisions, renaming the policy to "Tuition and Fees", and introduction of the Associated Procedures 2300-PR1 Tuition, Fees, & Refunds and 2300-PR2 Fee Administration.

During the implementation phase of the updated policy and the new procedures, it was determined that some of the procedures needed to revert to current business practices as well as providing additional clarifying language relating to timeframes.

DEVELOPMENT & CONSULTATION PROCESS

In 2023, a Working Group formed to review BCIT Fee Policy 2300. After extensive stakeholder consultation from March to May 2025 and final revisions via the Policy Office, the Board approved the revised policy and new procedures at the June 2025 meeting.

During implementation the Registrar's Office further assessed the feasibility of certain procedures previously discussed in the Working Group process. Following additional review and consultation, it was determined that some procedures pending implementation should revert to existing business practices. In addition, this update aligns with the Ministry's 2024 *Public Post-Secondary International Enrolment Guidelines* in relation to individual fee exemptions.

NEXT STEPS

The Policy Sponsor is making the revised Procedures available to BCIT staff and students for a 30-day period of Community Review, and to the Policy Review Team in parallel. The Sponsor will gather and consider all feedback, making any amendments that are necessary or advisable. The Sponsor plans to submit the revised Procedures to the Board for Committee review in September and Board approval in October.