

Policy and Procedures Manual



Policy	#4-04
Approved By:	Senior Leadership Team
Approval Date:	February 20, 1992
Revision Date:	October 2009 January, 2010 February, 2010 October, 2018 November 14, 2018 October 16, 2019
Effective Date:	November 14, 2018 October 16, 2019
Date to be Reviewed:	November 2023
Administrator Responsible:	Executive Vice President Academic & COO

TUITION, FEES AND REFUNDS

POLICY STATEMENT

This policy establishes the tuition and related fee responsibilities for North Island College (NIC) domestic students.

PURPOSE STATEMENT

This policy sets out the parameters for tuition and fee payment and refunds for students.

SCOPE AND APPLICATION

This policy applies to all domestic students registering in credit courses or programs that lead to an NIC academic program credential. International students refer to NIC Policy #4-18 International Tuition, Fees and Refunds policy.

PRINCIPLES

1. Tuition for programs and courses will be as stated in Board of Governors Bylaw No. 4 Domestic Tuition and Fee Bylaw.
2. Students are required to pay their tuition and fees or have an approved alternate arrangement by the published deadlines to secure their application and/or enrollment at NIC.
3. NIC will charge applicants a non-refundable application fee.

4. NIC may charge a non-refundable tuition deposit which students are required to pay prior to registration in courses for that academic year.
5. In accordance with the *College and Institute Act*, NIC will collect student society fees, including health and dental fees and remit them directly to the student society. Students are required to pay student society fees.
6. NIC may charge other fees as published on the NIC website.
7. NIC reserves the right to limit the amount of cash received during a period of time.

GUIDELINES

1. Non-Refundable Tuition Deposits

NIC may require that students pay a non-refundable tuition deposit prior to registration. The college will apply this deposit towards the student tuition amount in the academic year for which the student applied. Tuition deposits may not be transferred to future years should a student wish to defer their registration. Tuition deposits will not be required for tuition-free courses or programs.

2. Tuition & Fee Payment Deadline

Students must pay the balance of their tuition and related fees by the dates published in the Instructional Key Dates or have a written deferral of fees approved by an administrator in the Office of the Registrar. Note that fee payment timelines may vary by program and it is the student's responsibility to be aware of these deadlines.

3. Form of Payment

Students may pay in person, online or through their bank. NIC will publish on the website all forms of acceptable payment including cash limits. Third party payment of fees must comply with the *Freedom of Information and Protection of Privacy Act*.

4. Non-Payment of Tuition and Fees

Failure to pay tuition and fees by the published deadlines will result in the cancellation of a student's application and/or registration for all terms, unless approved alternate arrangements have been made. NIC may also withhold or deny services until all outstanding debt to NIC is resolved.

NIC may charge a reinstatement fee to students who have not paid the balance of their fees by the deadline and who wish to be reinstated. NIC cannot guarantee students deregistered for nonpayment of fees a seat in a specific program, course or placement on a waitlist.

Any student submitting an invalid form of payment must honour the payment with seven (7) calendar days of notice or NIC may cancel the student's application or registration.

5. Sponsored Students

Sponsored students are responsible for their financial obligations to NIC including tuition and any other applicable fees. Sponsored students must present proof of sponsorship prior to the fee payment deadline to defer payment of fees.

6. Refunds

Refund deadlines may vary by course and/or program and shall be as published in the Instructional Key Dates. It is the student's responsibility to be aware of the refund deadlines.

Normally refunds will **not** be provided after the published deadline. Students with exceptional medical or compassionate reasons may apply to the Administrator in the Office of the Registrar for special considerations.

Exceptional medical or compassionate refunds:

- will only be considered with proof of appropriate medical documentation to support;
- will only be considered if the request has been received in writing by the appropriate administrator from the student within 30 days of the published refund deadline.

Cross Reference:

NIC Policy #3-12 Instructional Key Dates

NIC Policy #4-09 Registration Policy

NIC Policy #4-17 Admission

NIC Policy #4-18 International Tuition, Fees and Refunds