

<b>PARKLAND COLLEGE</b>	<b>CATEGORY B</b>	<b>PROGRAMS</b>
<b>TUITION AND OTHER FEES – POST-SECONDARY AND ACADEMICS AND STUDENT SERVICES</b>	<b>POLICY #: OPR B-01</b>	<b>APPROVED: AUGUST 6, 2013 EFFECTIVE: JANUARY 1, 2018 REVIEWED: JUNE 2019</b>

## **POLICY**

In accordance with The Regional Colleges' Act, The Saskatchewan Institute of Applied Science and Technology Act, and other Accrediting Colleges, Parkland College is authorized to fix and determine fees for programs, courses, seminars or other types of instruction.

### **Administrative Fees:**

Accrediting Colleges set fees directly related to a student's enrollment and Parkland College increases the fee by 15% to cover administrative costs.

### **Application Fees:**

Domestic non-refundable application fee is \$60.00 for an online application and \$90.00 for a paper application. International non-refundable application fee is \$140.00 for an online application and \$200.00 for a paper application.

### **Tuition Fees:**

Domestic students must pay a non-refundable \$350.00 tuition deposit in order to secure a seat in the program with the exception of the NFPA Firefighting program which requires a \$1,500 tuition deposit (non-refundable \$350.)

International students are required to pay non-refundable 50% of total tuition to secure a seat in the program. Remaining tuition Fees are due on or before the program start date.

### **Late Payment**

- 1) Domestic Students who have not paid tuition on or before the commencement of their program will be levied a late payment fee of \$200.00. International Students who have not paid tuition on or before the commencement of their program will be levied a late payment fee of \$500.00.
- 2) Failure to pay tuition and other assessed fees may result in students being excluded from class and will result in the placement of a financial hold on the student account, meaning:
  - The student may be discontinued from the program
  - The student may not apply or register at any Parkland College campus until the past-due account has been paid
  - Textbooks, transcripts, grades, certificates, diplomas or degrees and any other completion documentation will be withheld until full payment is made
  - Collection proceedings will be considered on all accounts that remain due after the completion of the course

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### **Third Party Sponsors**

Parkland College works with a number of Third Parties who assume responsibility for the payment of tuition for sponsored students. Third Parties are required to make payment on behalf of students on or before the start date of the program. Outstanding payments beyond 30 days will be subject to a late payment fee.

### **Refund Provisions**

Students who notify the College **in writing** of their withdrawal prior to the commencement of their program, or are discontinued by the College, may be entitled to a refund of tuition only as described below. Refunds are not provided for materials and/or textbooks. Refunds must be processed in the same manner in which they were paid (i.e. credit card to credit card, debit to debit, wire transfer to wire transfer etc.) and need to be requested and processed within the same fiscal year as the program.

- 1) Accepted and/or conditionally accepted domestic students who withdraw prior to the start date of their program session are entitled to a refund of paid tuition and fees including health & dental fees (less the \$350.00 tuition deposit). International students who withdraw prior to the start date of their program session are entitled to a refund of 50% of total tuition and fees including and health & dental fees. Exception: In the case of a study visa refusal, all tuition will be refunded less an administrative fee of \$350.00.
- 2) Domestic students who withdraw within one week following the commencement of the program or prior to the third occurrence of the class will be eligible for a refund of 75 percent of tuition.
- 3) Domestic students who withdraw following the 75 percent refund period and on or before 50 percent completion of the program/class length will be eligible for a refund of 25 percent of tuition.
- 4) Domestic and International Students who withdraw after 50 percent completion of the program/class length will not be eligible for a refund.
- 5) Domestic and International students may transfer full tuition (less a \$300 administration fee) within the same academic year if notification of withdrawal is received between 14 days prior and either 14 days after course start date of the program. Program transfer requests are permitted from one credit offering to another credit-offering program. Transfer requests outside of these guidelines are subject to Presidents approval.

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- 6) Domestic and International Students who do not successfully complete a prerequisite course will be refunded the full tuition amount for the course that could not be completed.
- 7) Domestic and International Students who withdraw from a program practicum prior to start date (i.e. PCP, CCA practicums) are eligible for a full refund of tuition for the practicum portion of that program. Refund calculations stated in this policy are applied based on 2 semesters for practicum-based programs.
- 8) Domestic and International Students who have eligible transfer credits will be refunded the full tuition amount for that course that transfer credit was applied.
- 9) Domestic and International Students who are declared academically ineligible after the first semester of a program will be provided with a tuition refund for the remaining portion of the course/program.
- 10) Domestic and International Students who have been discontinued for academic or behavioural misconduct will not be eligible for a tuition refund.
- 11) Students wishing to have exceptional circumstances considered for refunds above those stated may appeal the decision in writing to the President.
- 12) If a course or program is cancelled by Parkland College, full fees will be refunded.

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**Student Fees:**

**Post-Secondary**

<b>Student Fee (full-time – 3 or more classes)</b>	<b>\$ 100.00</b>
<b>Student Fee (Industrial Mechanics)</b>	<b>\$ 30.00</b>

**Adult Basic Education**

<b>Student Fee</b>	<b>\$ 40.00</b>
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- A non-refundable fee of \$40.00 to be charged to all Adult Basic Education students (Included in ABE Student Fee) every academic year.

**Health and Dental Coverage Information**

1. **All Domestic and International Students** in programs that are full-time (60% course load or more) and in a program that is 32 weeks or longer are required to pay \$252.00 (subject to change) Health and Dental fee.
2. Students can opt out of the program after they have paid the \$252.00 fee. This must be done online through the insurance website within 30 days of their program starting. <https://www.mystudentplan.ca/parkland>
3. ABE and University students **are not** included in the Health and Dental program.

**FEE SCHEDULE:**

**For Adult Basic Education (ABE)**, the tuition sponsorship rate is \$35.00 per day for Domestic students and \$40.00 per day for International students. Individual students are not charged tuition for face-to-face Adult Basic Education

**THE EDGE**

Tutoring	Internal -	\$45.00 per hour
	External -	\$60.00 per hour

**Literacy**

Registration	External -	\$45.00 per academic year
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**Exam Invigilation:**

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### Individuals

Parkland College Students (with valid student card):

- \$25.00 - During regular scheduled exam sitting
- \$50.00 – For a sitting outside of the regular scheduled exam sitting

Public Exam Invigilation Requests:

- \$50.00 - During regular scheduled exam sitting
- \$150.00 – For a sitting outside of the regular scheduled exam sitting

Parkland College Employee Exam Invigilation Requests:

- If the employee can write the exam in a scheduled exam sitting and the invigilator can accommodate an additional exam, then, the employee is not required to pay.
- \$25.00 - If the College has to schedule a sitting and call in an invigilator, the employee must pay to write the exam.

### Corporate Group Rate

A group rate requires a minimum of 4 writers (maximum 15 writers) from the same corporation or writing the same exam at the same time

- \$150.00 per group - During regular scheduled exam sitting
- \$300.00 per group – For a sitting outside of the regular scheduled exam sitting.

### **Hiring of a Scribe:**

- \$20.00 per hour for a minimum of 3 hours. (This replaces the invigilation fee).