

<b>PARKLAND COLLEGE: INTERNATIONAL TUITION, FEES, &amp; REFUNDS – POST-SECONDARY EDUCATION</b>	<b>POLICY #: OPR B-01.1</b>	<b>CATEGORY: B PROGRAMS</b>
<b>APPROVED BY: COALITION LEADERSHIP COUNCIL</b>	<b>LAST REVIEW DATE</b>	<b>STEWARD: CONTROLLER</b>
<b>DATE ISSUED: NOV 4, 2022</b>	<b>NEXT REVIEW DATE:</b>	<b>DOCUMENT TYPE: POLICY</b>

\*Effective for the 2022-23 Academic Year

### **POLICY**

Parkland College will collect funds for applications, tuition, books, student fees, and learning materials fees from or on behalf of students, both domestic and international. Tuition fees may change at any time.

### **PURPOSE**

The purpose of this policy is to govern the standards regarding fee calculations and tuition and C fee payments for both domestic and international students.

### **PRINCIPLES**

In accordance with The Regional Colleges' Act, The Saskatchewan Institute of Applied Science and Technology Act, and other Accrediting College Agreements, Parkland College is empowered to set fees for services offered. In setting its fee schedules, Parkland College is committed to the following:

- Recognizing the diversity of the people attending Parkland College;
- Providing affordable, accessible education for adults and promoting life-long learning;
- Ensuring that fees for Parkland College programs are reflective of the costs of delivering the program and as fair as possible; and
- Transparency with appropriate consultation and communication when setting all tuition and related fees.

### **SCOPE**

This policy applies to all programs, course, seminars or other types of instruction provided by and with payment to Parkland College.

### **DEFINITIONS**

**Domestic Student:** Canadian citizens and permanent residents (landed immigrants), including Refugees with approved claims.

<b>PARKLAND COLLEGE: INTERNATIONAL TUITION, FEES, &amp; REFUNDS – POST-SECONDARY EDUCATION</b>	<b>POLICY #: OPR B-01.1</b>	<b>CATEGORY: B PROGRAMS</b>
<b>APPROVED BY: COALITION LEADERSHIP COUNCIL</b>	<b>LAST REVIEW DATE</b>	<b>STEWARD: CONTROLLER</b>
<b>DATE ISSUED: NOV 4, 2022</b>	<b>NEXT REVIEW DATE:</b>	<b>DOCUMENT TYPE: POLICY</b>

**Sponsored Student:** Domestic student that has a Third Party Agency paying Tuition and fees on their behalf.

**International Student:** A student with a valid permit to study in Canada.

### PROCEDURES

Parkland College collects fees in the following categories that directly relate to a student's enrollment.

1. Application fees to cover the cost of processing applications and assessing Canadian transcripts/documents associated with the application process. Applications that include international documents are subject to an additional assessment fee.
2. Student fees cover the cost for providing services and materials including student cards, printing paper, book processing and graduation.
3. Books and Materials fees will cover the cost of providing books and materials necessary for students to complete the program.
4. Tuition fees are for providing the education or training of a program. These fees will be determined according to the brokering credit granting institution. Differential tuition fees will be assessed for international students.

#### Application & Assessment Fee:

All international students applying to Parkland College must pay a **non-refundable** application and assessment fee. (See fee schedule for current fee amount).

- This fee is **non refundable**.

#### Tuition Deposits:

Parkland College tuition deposit is 50% of first year tuition and program fees. Deposits should be paid within 30 days of offer letter issue date or application will be withdrawn.

- If, for any reason, you do not attend Parkland College once your study permit has been approved your tuition deposit becomes **non-refundable**.
- If you apply to Parkland College with an approved study permit and choose not to attend, your tuition deposit becomes **non-refundable**.

<b>PARKLAND COLLEGE: INTERNATIONAL TUITION, FEES, &amp; REFUNDS – POST-SECONDARY EDUCATION</b>	<b>POLICY #: OPR B-01.1</b>	<b>CATEGORY: B PROGRAMS</b>
<b>APPROVED BY: COALITION LEADERSHIP COUNCIL</b>	<b>LAST REVIEW DATE</b>	<b>STEWARD: CONTROLLER</b>
<b>DATE ISSUED: NOV 4, 2022</b>	<b>NEXT REVIEW DATE:</b>	<b>DOCUMENT TYPE: POLICY</b>

- If your study permit is denied, for both SDS and Regular stream applicants, tuition deposits are refundable less the administrative fee. See fee schedule for current fee amount.

**NOTE: IRCC rules require:**

- Regular Stream Applicants to pay Minimum of 50% of first year tuition and fees at time of conditional acceptance.
- Study Direct Stream (SDS) Applicants: 100% of first year tuition and fees at time of conditional acceptance.

**Payment Methods**

From outside of Canada:

- International payments are only accepted via Flywire

From inside Canada

- Payments can be made via Online Moneris, debit, credit card, bank draft, cheque, or cash.
- Students may call the reception desk at 1 306 783 6566 for assistance.

**Tuition Payments:**

For regular stream applicants 50% of tuition and all fees are due 30 days after conditional acceptance letter is awarded.

For regular stream applicants remaining tuition payment is due by September 1st (for Fall intake) and January 3rd (for Winter intake) of the program year that you are enrolled.

Parkland College does not issue refunds prior to study permit decisions being made. Only when study permits are rejected is the applicable refund awarded.

**Unpaid tuitions:**

A \$500 late fee will be applied 30 business days after the start of the program.

Students who do not pay their outstanding tuition and fees by the end of the first semester of program will be discontinued at the end of the semester and will not be allowed to continue onto semester two of their program. A warning letter will be issued from Finance to those to provide notice.

<b>PARKLAND COLLEGE: INTERNATIONAL TUITION, FEES, &amp; REFUNDS – POST-SECONDARY EDUCATION</b>	<b>POLICY #: OPR B-01.1</b>	<b>CATEGORY: B PROGRAMS</b>
<b>APPROVED BY: COALITION LEADERSHIP COUNCIL</b>	<b>LAST REVIEW DATE</b>	<b>STEWARD: CONTROLLER</b>
<b>DATE ISSUED: NOV 4, 2022</b>	<b>NEXT REVIEW DATE:</b>	<b>DOCUMENT TYPE: POLICY</b>

Students who are discontinued may not return to any Saskatchewan Colleges partnership institution until the following academic year.

#### Scholarships:

Students who are awarded scholarships will not receive their scholarship until all of their fees for that program year are paid in full. Students may apply scholarships to their outstanding tuition balance.

#### Refunds:

International students who withdraw prior to the start date of the program are entitled to a refund of paid tuition and fees less the non-refundable tuition deposit. *Exception: If your study permit is denied, for both SDS and Regular stream applicants, tuition deposits are refundable less the administrative fee. (See fee schedule for current fee amount)*

No refund of student tuition deposit is available after the first day of the program at Parkland College.

There are no refunds of books and material amounts, or lab or student fees

If you are discontinued, there is no refund available.

#### Late Study Permit Student Options:

For students whose study permit is approved after the start date of the program, options that will be provided include the following:

1. Defer application to next available intake. All fees are transferred to future intake.
2. Transfer to another institution within the Saskatchewan Colleges partnership. All tuition and fees will be transferred to the respective institution. If applicable, any additional costs due to new program international student tuition and fee rates are the responsibility of the student.

#### Health and Dental Coverage:

**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 a Health and Dental fee.

<b>PARKLAND COLLEGE: INTERNATIONAL TUITION, FEES, &amp; REFUNDS – POST-SECONDARY EDUCATION</b>	<b>POLICY #: OPR B-01.1</b>	<b>CATEGORY: B PROGRAMS</b>
<b>APPROVED BY: COALITION LEADERSHIP COUNCIL</b>	<b>LAST REVIEW DATE</b>	<b>STEWARD: CONTROLLER</b>
<b>DATE ISSUED: NOV 4, 2022</b>	<b>NEXT REVIEW DATE:</b>	<b>DOCUMENT TYPE: POLICY</b>

#### **LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES**

n/a

#### **LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES**

[The Regional Colleges' Act](#)

[The Saskatchewan Institute of Applied Science and Technology Act](#)

## **Appendix A - Schedule of Fees for international students**

### **1. Application & Assessment Fee:**

- A non-refundable Application/Transcript Assessment fee of \$140 must be submitted with each international application for admission.

### **2. Tuition Fees**

- International student tuition deposit is 50% of the tuition and fees for the program.
- Remaining tuition is due prior to the program start date.

### **3. Administrative Fees:**

- Non-refundable student fee of \$100 per student in credit programs per year.
- Late fee is \$500
- International administrative fee is \$500
- International course administration fee is \$250 per course up to a maximum of \$500 per student per year.

### **4. Health and Dental Fee:**

- \$252.00 each academic year of study

<b>PARKLAND COLLEGE: INTERNATIONAL TUITION, FEES, &amp; REFUNDS – POST-SECONDARY EDUCATION</b>	<b>POLICY #: OPR B-01.1</b>	<b>CATEGORY: B PROGRAMS</b>
<b>APPROVED BY: COALITION LEADERSHIP COUNCIL</b>	<b>LAST REVIEW DATE</b>	<b>STEWARD: CONTROLLER</b>
<b>DATE ISSUED: NOV 4, 2022</b>	<b>NEXT REVIEW DATE:</b>	<b>DOCUMENT TYPE: POLICY</b>

## Appendix B - Program fees for international students

Program	Application Fees	Intake available	Cost	Included in Cost
Agricultural Equipment Technician Certificate	\$ 140 CAD	September 2022	\$ 24,500 CAD	All tuition, books, student fees, health and dental insurance, other mandatory fees.
Agricultural Science Certificate	\$ 140 CAD	October 2022	\$ 17,000 CAD	All tuition, books, student fees, health and dental insurance, other mandatory fees.
Business Certificate/Diploma	\$ 140 CAD	August 2022	\$ 17,000 CAD (Yr 1) \$17,000 CAD (Yr 2)	All tuition, books, student fees, health and dental insurance, other mandatory fees.
Continuing Care Assistant	\$ 140 CAD	September 2022	\$ 17,000 CAD	All tuition, books, student fees, health and dental insurance, other mandatory fees.
Global Business Management Post-Graduate Certificate	\$ 140 CAD	September 2022	\$ 18,000 CAD	All tuition, books, student fees, health and dental insurance, other mandatory fees.
Heavy Equipment Truck and Transport Technician Certificate	\$ 140 CAD	September 2022	\$ 22,000 CAD	All tuition, books, student fees, health and dental insurance, other mandatory fees.
Power Engineering Fourth Class Certificate	\$ 140 CAD	September 2022	\$ 20,000 CAD	All tuition, books, student fees, health and dental insurance, other mandatory fees.
Office Administration Certificate	\$ 140 CAD	September 2022	\$ 16,000 CAD	All tuition, books, student fees, health and dental insurance, other mandatory fees.