
POLICY

Aurora College will establish a tuition fee and, where appropriate, additional fees for a program, course, service, and/or activity.

PRINCIPLES

1. Aurora College recognizes that the charging of a tuition fee is necessary in order to support the delivery of programs and courses.
2. The College recognizes that additional fees are necessary to support delivery of Aurora College services.

SCOPE

This policy applies to tuition fees and fees for services to Aurora College students and prospective students. This policy does not apply to fees charged to researchers or other third party users of Aurora College resources.

1.0 TUITION FEES

- 1.1 Tuition fees for base budget funded courses (supported by the Department of Education, Culture and Employment):
 - Are recommended by the Board of Governors, in consultation with the President, for approval by the Minister of the Department of Education, Culture and Employment.
 - Will be paid at the time of registration. Students whose tuition is being paid by a sponsoring agency must, at the time of registration, provide a letter proving the sponsorship. The sponsoring agency will be invoiced for the cost of the student's tuition.
 - May be waived for seniors or elders (persons aged 60 years and older at the time of registration)¹, depending on the availability of seats. Proof of age must be provided at the time of registration if tuition is to be waived.
 - Will be publicized annually in the approved Aurora College calendar and other Aurora College documents.
 - Are subject to change.
- 1.2 Tuition fees for courses delivered in partnership with other agencies:
 - Will be established in consultation with those agencies, with clear indication as to whether the student or the partner agency is responsible for paying such tuition, subject to approval by the appropriate Vice President.
 - Will be paid at the time of registration.

¹ The NWT Seniors' Society defines a senior or elder as a person 60 years of age or older.

-
- May be waived for seniors or elders (persons aged 60 years and older at the time of registration), depending on the availability of seats. Proof of age must be provided at the time of registration if tuition is to be waived.
 - May be publicized annually in the approved Aurora College calendar and other Aurora College documents.
 - Are subject to change.

1.3 Tuition fees for cost-recovery courses:

- May be set by the College delivery site, subject to approval by the appropriate Vice President in consultation with the Director of Finance/CFO or their delegate.
- Will be paid at the time of registration.
- Are subject to change.

2.0 RENTAL RATES FOR STUDENT HOUSING

2.1 Rental rates for single residence housing are calculated on a per diem basis.

2.2 Rental rates for houses and apartment housing units are calculated on a monthly basis.

3.0 ADDITIONAL FEES

3.1 Additional fees will be established for College programs, courses, and/or services. These will include but are not limited to:

- Application fees;
- Computer Lab fees;
- Duplicate Documents of Recognition;
- Duplicate receipts;
- Examination fees;
- Invigilation fees;
- NSF cheques;
- Official transcripts;
- Prior Learning Assessments;
- Recreation fees;
- Student fees;
- Supplemental examinations or assignments; and
- Transfer Credit Applications.

4.0 GENERAL

4.1 The Director of Finance/CFO in consultation with the appropriate Vice President will, on an annual basis, review and recommend any changes to the fee schedule, and forward the recommendation(s) to the President for approval.

4.2 Fees will be publicized annually on the Aurora College website and in approved Aurora College documents and are subject to change.

- 4.3 Additional fees will be established in consultation with those partner agencies, with clear indication as to whether the student or the partner agency is responsible for paying such fees.
- 4.4 When fees are collected, the revenue is coded to the appropriate department within the College for appropriate program/service operations.
- 4.5 The Director of Finance/CFO will determine what methods of payment Aurora College accepts and any restrictions associated with each method of payment.

SUPPORTING PROCEDURES, FORMS, AND RULES

The Director of Finance/CFO (or designee) is responsible for managing the supporting procedures, forms, and rules for this policy.

RELATED POLICIES

- C.01 *Transfer Credit*
- C.03 *Prior Learning Assessment*
- C.08 *Non-Resident Students*
- C.12 *Applications and Admissions*
- C.17 *Convocation*
- C.27 *Supplemental Examinations and Assignments*
- C.44 *Registration*
- C.48 *Transcripts*
- H.04 *Use of College Property by Third Parties*
- H.06 *Researchers' Use of Aurora Research Institute Resources*
- J.04 *Student Financial Credit*

RELATED AURORA COLLEGE BYLAWS

Bylaw #3 – Student Loss of Privileges, Expulsion, and Appeals

FACT SHEET**DATES:**

1994-06	New policy issued.
1998-06	Policy revised. Policy and Program Committee Motion PP#40-1998. Board of Governors Motion BG#107-1998. Implemented January 1999.
2003-04	Policy revised. Policy and Program Committee Motion PP#59-2003. Board of Governors Motion BG#168-2003. Implemented June 1, 2003.
2006-03	Policy revised. Board of Governors Motion BG# Implemented July 1, 2006.
2010-03	Policy revised. Board of Governors Motion BG#15-2010. Implemented July 1, 2010.
2016-06-08	Policy revised. Board of Governors Motion BG#18-2016. Implemented July 1, 2016.
2018-07-12	Housekeeping changes – new title for policy J.04; deleted reference to J.06; added statement of responsibility for procedures.