



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL PROCEDURE

TOPIC: TUITION

Procedure No.	FA-301-PR	Division	Finance/Administration
Supersedes	n/a	Board Policy Ref.	BP-FA-001
Related Policy	FA-301	Effective Date:	March 25, 1997

PROCEDURE

At the beginning of the fiscal year, the Finance and Administration Division will review the tuition fees that are applicable to all full-time programs. Based on budgetary requirements, a recommendation will be submitted to the Board of Governors for a tuition fee that will become applicable at the commencement of the next academic year.

Once the Board of Governors has approved the proposed tuition fee, the Vice-President of Finance and Administration will communicate this information to Headquarters and the campuses.

Exceptions to this policy may apply in the event of an unusual set of circumstances when a program is deemed to be necessary in a campus, district, or region, and is not able to be delivered at the standard tuition fee. When a campus encounters a situation that fits in this category, discussion and collaboration should occur at the District Administrative Team level. If it is deemed by the Team that the situation should be given consideration for an exemption to this tuition policy; a proposal should be submitted to the Vice-President of Academics and Learner Services. The proposal should clearly present need; how the need has been determined; an explanation as to why the proposed program could not be incorporated in the campus operating plan; and any other relevant information justifying the request. No plans to offer the program; e.g., recruitment, advertising, etc., shall proceed without receipt of formal approval.

Approval History

Approved by President	March 25, 1997
Next Review	March 2012