



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL POLICY

### TOPIC: FEES

<b>Policy No.</b>	FA-307	<b>Division</b>	Finance & Administration
<b>Related Procedure</b>	FA-307-PR	<b>Board Policy Ref.</b>	BP-FA-302B
<b>Related Policies</b>	FA-301, PO-003, HR-404	<b>Effective Date:</b>	March 28, 2011

### 1. PURPOSE AND SCOPE

This policy is intended to complement Policy No. FA-301, Tuition, and will define protocols for the development of all fee structures which apply to college programs and services including but not necessarily limited to special fees which may be established for special interest groups; e.g., seniors, retirees, etc. The policy will further define, in as far as possible, the processes for obtaining refunds of established fees.

### 2. POLICY

It is the policy of the College that all fees relating to “approved” programs and the related services to students be reviewed annually by the Vice-President of Finance and Administration. Recommendations for change will be presented to the Board of Governors and the Board approved fees will be published by May each year to become effective in the next academic year. It is also the policy of the College that all other fees including those relating to cost recovery initiatives be developed and published in accordance with the guidelines as established by the Vice-President of Finance and Administration.

### 3. PROCEDURE

The Vice-President of Finance and Administration shall ensure procedures are developed and implemented in accordance with this policy.

Approval History

Approved by President	November 18, 1998
Reviewed	August 29, 2006
Reviewed	March 28, 2011
Next Review	June 2014