



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL POLICY

### TOPIC: TUITION

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

#### 1. PURPOSE AND SCOPE

The purpose of this policy is to define how individual learners will be charged tuition fees for full time programs. The term “full-time” program makes no distinction between programs that are “core”; i.e., are usually offered on a continuous basis and published in the College calendar or “non-core”; i.e, are offered as demand arises and may or may not be published in the College calendar. The basis for establishing a standard tuition fee is to ensure that learners who are classified as fee payers; i.e., not being supported by a sponsoring agent, are treated fairly and equitably in accessing full-time programs at the College. In this policy, the College also recognizes and addresses the possibility that extenuating circumstances that warrant an alternate fee; i.e., full cost recovery, may occur.

#### 2. POLICY

It is the policy of the College that learners who are fee payers; i.e., responsible for their own tuition without assistance from a supporting agency; e.g., a business, government department, etc., will pay the standard tuition rate as established and approved by the Board of Governors for all full-time programs. For the purpose of this policy, learner loans are not deemed to be “assistance.” In the event of an unusual set of circumstances, the President may approve and apply an alternate fee.

#### 3. PROCEDURE

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

Approval History	
Approved by President	March 25, 1997
Next Review	March 2012