



COLLEGE OF THE NORTH ATLANTIC

OPERATIONAL POLICY

TOPIC: FEES

Policy No.	CS-307	Division	Corporate Services
Related Procedure	Calendar	Board Policy Ref.	N/A
Related Policies	CS-301, PO-003, HR-404	Effective Date:	June 13, 2016 (R2)

1. PURPOSE AND SCOPE

This policy is intended to complement Policy No. FA-301, Tuition, and will define protocols for the development of all fees and fee structures which apply to all college programs and services. The policy will further define, in as far as possible, the criteria and 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 Chief Operating Officer. Recommendations for change will be presented to the Board of Governors and the Board approved fees will be published by June 30 each year to become effective in the next academic year.

3. PROCEDURE

The Chief Operating Officer 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
Revised	June 13, 2016