



Student Fee Consultation Policy

This document is the parent policy for any College procedures or regulations. Questions regarding this policy are to be directed to the identified Policy Administrator.

Policy Statement:

The Board of Governors will consult with students on instructional and non-instructional student fees.

Sponsor:	Student Services
Policy Owner:	Vice President, Academic
Policy Administrator:	Registrar
Approved By:	Board of Governors
Approval Date:	October 19, 2022
Effective Date:	October 19, 2022

Objective:	To provide transparency of decisions around student fees through a consultation process with the Board of Governors.
Guidelines:	<p>Northern Lakes College develops or revises tuition and mandatory non-instructional fees (MNIFs) in an open manner. The process:</p> <ul style="list-style-type: none"> A. meets all requirements and guidelines of the Ministry of Advanced Education, B. assures compliance with the <i>Alberta Post-Secondary Learning Act</i> and <i>Tuition and Fees Regulations</i>, and C. ensures appropriate consultation and discussion with students. <p>Consultation on student tuition and mandatory non-instructional fees provides students with information on key budget parameters and impact of student fee revenue on the quality of College programs and services. As delegated by the Board of Governors, the President & CEO will meet with the Students' Association annually in November for the fee consultation.</p> <ol style="list-style-type: none"> 1) In December, the Board of Governors will meet with the Students' Association for fee consultation. <ul style="list-style-type: none"> A. If further consultation is required, the Students' Association may present information to the Board of Governors at any time, by arranging through the Board Executive Assistant to appear as a delegation. In addition, the student-nominated Governors represent a student perspective in the Board of Governors discussions on fees. 2) All tuition and mandatory non-instructional fees are subject to the approval of the Board of Governors as required under the <i>Alberta Post-Secondary Learning Act</i>. 3) The following fees are subject to the <i>Alberta Tuition Framework</i>:

	<p>A. Tuition fees or fees for instruction</p> <p>B. Mandatory fees for materials and services that facilitate instruction at the program and/or course level except:</p> <ul style="list-style-type: none"> i) fees for equipment and materials retained or leased by the student including breakage fees, ii) fees for work placements for which provincial funding has not been provided, and iii) fees for travel for field trips and/or practicum. iv) Learning Resource Fees are exempt from the Tuition Fee regulation as they do not represent a revenue stream for operations. <p>All mandatory non-instructional fees are to cover only the services provided under those fees.</p> <p>C. New mandatory non-instructional fees will only be levied following consultation with the Students' Association.</p> <p>D. Each type of fee will be itemized separately.</p> <p>E. Fee objectives shall be clearly displayed.</p> <p>F. Wherever published, all mandatory non-instructional fees need to be clearly identified.</p> <p>G. Students can request additional institutional services and their willingness to pay for these services.</p> <p>4) These consultations do not include fees controlled by the Students' Association. Students' Association fees will be identified separately from institutional fees.</p>
Definitions:	N/A

Related Northern Lakes College Documents:	N/A
Related External Information:	Alberta Post-Secondary Learning Act Alberta Tuition Framework
Stakeholders Consulted:	Deans Council: Feb 1, 2018; Sep 8, 2022 Policy Review Committee: Mar 13, 2018 (defunct) Senior Management Team: Jan 31, 2012; Mar 22, 2012 (defunct) NLC Students' Association: Apr 27, 2012; Oct 5, 2022 President's Advisory Team: Oct 5, 2022
Next Review Date:	October 18, 2027
Revision History:	June 19, 2012: New March 22, 2018 February 25, 2020: New template October 19, 2022: Update based on legislation and process & reaffirmation