



Tuition, Fee and Refund Policy

Category:	F	Number:	001
Last Review Date:	August 2022	Next Review Date:	August 2024
Approval Date:	August 31, 2022	Related Policies, Reference	A006 Dispute Resolution Policy, Learner Enrolment Contract

For more information about PTIB and how to be an informed learner, go to: <http://www.privatetraininginstitutions.gov.bc.ca/students/be-an-informed-student>.

Purpose

The Centre for Indigenous Health Leadership (Centre) provides education and training to members of the public in accordance to the Private Post-Secondary Act. This policy outlines the tuition, fee and refunds applicable to all learners.

The following fees are charged by the Centre.

Definitions

Academic tuition fee refers to the base fee assessed for-credit courses.

Administrative fee is charged for learner services. Examples of some of the services covered under administrative fees are: application, replacement parchment processing and transcript processing.

Academic fee (tax-deductible) is intended to reflect specific costs and services directly related to the delivery of instruction in a course such as:

- The costs of consumables used in labs that have no lasting value beyond the course.
- Fees for arranging professional placements such as practicum placements.
- Membership or seminar fees that are specifically related to an academic program.

Credit registration is a registration that results in an academic transcript record for a learner.

Continuing education tuition fee refers to the tuition fee assessed for non-credit courses as per the course approved specific delivery budget.

Dropped registration is a cancelled registration where no record of registration appears on a learner's transcript.

Non-academic fees (non tax-deductible) are intended to reflect specific costs and services not directly related to the delivery of instruction in a course such as:

- Fieldtrips, conference fees and travel when pertinent to the completion of a course.
- Costs of enduring value where the ownership is transferred to the learner.

Withdrawn registration is a cancelled registration where a record and grade appear on a Learner's transcript.

Policy

1. **Withdrawal for Non-Payment of Fees and Reinstatement**
 - 1.1 Any Learner who does not pay tuition and/or fees or make formal arrangements for a payment plan by the final fee payment due date, as outlined in the Guidelines for Academic Schedule, will be withdrawn from their program and all courses.
 - 1.2 The Registrar's Office is responsible for official notification of withdrawal and for information as to whether or not reinstatement options are available.
 - 1.3 The deadline for reinstatement into the program and courses, if available, is no later than ten (10) working days from the date of withdrawal.
2. **Appeals**
 - 2.1 Decisions of the Registrar's Office with respect to the assessment and payment of tuition and fees are final and are not subject to appeal under the Dispute Resolution Policy but may be appealed to the senior academic officer for a final decision.
3. **Refunds**
 - 3.1 Established tuition refund deadlines and amounts for credit registrations is detailed in the learner enrolment contract.
 - 3.2 Tuition refund deadlines will be published annually in the Centre calendar.
 - 3.3 The deadlines for learners to drop credit registrations that have non-standard start dates will be determined by the Registrar's Office.
 - 3.4 Refund assessments will be based on the date on which the learner's written notice is received by the Registrar's Office and will be prorated according to the refund schedule.
 - 3.5 Learners who fail to pay confirmation deposits according to Centre's requirements will have their registrations dropped and all fees owing for those registrations will be cancelled.
 - 3.6 Learners who fail to confirm their registrations according to Centre requirements will have their registrations dropped and all fees owing for those registrations will be cancelled.
 - 3.7 Learners who cancel their credit registrations by the last day to drop courses as declared in the Academic Schedule will receive a 100% refund less an administrative fee equal to the non-refundable confirmation deposit.
 - 3.8 The academic schedule will receive a 100% refund less an administrative fee equal to the non-refundable confirmation deposit.
 - 3.9 Learners who withdraw from courses after the declared drop dates will be assessed

full fees for those courses.

3.10 Wherein the Centre has a contract with an outside agency that agrees to cover a learner's tuition and fees the terms and conditions dealing with refunds may differ from the Centre's policy.

3.11 Any learner terminated for disciplinary reasons shall be ineligible for a refund of fees

4. Tuition and Fees

4.1 Tuition and fees are set annually by the Board as part of the Centre's operating budget no later the March 31st of a fiscal year.

4.2 In support of the startup of the Centre. Initial tuition and fees for fiscal 2022/2023 are outlined below:

Tuition and Fee Item:	
Three Hour Credit Course	\$ 700.00
Transcript Request (per Transcript)	\$20.00
Withdraw Administration Fee	\$150.00