

 BRANDON UNIVERSITY	Student Fee Policy		<i>First Approved:</i> <i>March 25, 2004</i>
			<i>Updated:</i> <i>March 17, 2018</i>
<i>Board of Governors Policy</i>	<i>Approved by</i> <i>Administered by</i>	<i>Board of Governors</i> <i>Vice-President (A & F)</i>	<i>Reviewed:</i> <i>March 17, 2018</i>

This policy is intended to address the fees levied by Brandon University for the provision of goods and services.

The purpose of this policy is to describe, in general terms, the fees levied and the process by which those fees are determined and administered by Brandon University. All fees levied by Brandon University must be collected, recorded and controlled in accordance with the normal financial operating policies and procedures of Brandon University.

Tuition Fees:

Tuition fees are those charged to students enrolled for credit courses or programs. The fee is intended to cover the basic instruction of the course or program and is not intended to necessarily cover materials or service fees.

Tuition fees are determined by the Board of Governors of Brandon University, normally in the context of the annual Operating Budget of the University. Tuition fees may be subject to additional regulation by the Province of Manitoba. Administration of tuition fees is done by the Department of Financial & Registration Services.

Materials or Service Fees:

Materials or Service Fees are those charged for items consumed or for services required that are in addition to the basic instruction, whether it be classroom, lab, clinical practicum, performance, etc., for a credit course or program. Materials or Service Fees may include reading materials, out of classroom instruction, required activities assigned to enhance instruction such as concert fees, items consumed in the context of instruction such as chemicals or glassware, and field trips. Materials or Service Fees are determined by the Dean and reported to Financial & Registration Services for collection and, in the case of refundable deposits, reimbursement to students as appropriate. The President's Administrative Council must approve any fees greater than \$100 per student. These fees do not require the approval of the Board of Governors but may require approval from the Province of Manitoba.

This document is available in PDF format on the Brandon University website. This document can be attained in alternative formats from the Office of the President, Room 116 Clark Hall.

Ancillary Service Fees:

Ancillary Service Fees are those charged for goods and services that supplement the University's primary operating activities, instruction and research. Ancillary Service Fees are related to the cost of the goods and services provided including residence operations, food service operations, bookstore sales, parking, printing services, and Healthy Living Centre operations.

Ancillary Service Fees are determined by the Board of Governors of Brandon University, normally in the context of the annual Operating Budget of the University. Certain fees are collected and reported by Financial & Registration Services. Other charges for ancillary operations are collected in the normal course of the business of those operations.

Charges for goods or services that are of a one-time or incidental nature, for example fees for a community lecture or recital, are determined and collected by the unit responsible.