



COLLEGE OF THE NORTH ATLANTIC
OPERATIONAL POLICY

TOPIC: FEES

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|--------------------------|---------------------------|--------------------------|--------------------|
| 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 Vice-President of Corporate Services and 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 Vice-President of Corporate Services and Chief Operating Officer shall ensure procedures are developed and implemented in accordance with this policy.

Approval History

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| Approved by President | November 18, 1998 |
| Reviewed | August 29, 2006 |
| Reviewed | March 28, 2011 |
| Revised | June 13, 2016 |