



# COLLEGE OF THE NORTH ATLANTIC

## OPERATIONAL POLICY

### TOPIC: FEES

<b>Policy No.</b>	CS-307	<b>Division</b>	Corporate Services
<b>Related Procedure</b>	Calendar	<b>Board Policy Ref.</b>	n/a
<b>Related Policies</b>	CS-301; PO-003; HR-404	<b>Effective Date:</b>	February 19, 2024 (R2)

### 1. PURPOSE AND SCOPE

The Fees Policy (the Policy) is intended to complement the Tuition and Fees Policy (CS-301), and will define protocols for the development of all fees and fee structures which apply to all College of the North Atlantic (CNA) programs and services. This 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 CNA that all fees relating to “approved” programs and the related services to students be reviewed annually by the Vice President of Finance and Administration. Recommendations for change will be presented to the Board of Governors and the Board approved fees will be published by June 30 of each year to become effective in the next academic year.

### 3. PROCEDURE

The Vice President of Finance and Administration shall ensure procedures are developed and implemented in accordance with the Policy.

Approval History	
Approved by President	November 18, 1998
Reviewed	August 29, 2006
Reviewed	March 28, 2011
Revision 1	June 13, 2016
Revision 2	February 19, 2024