

1.0 Preamble

SKG is committed to transparency and fairness in its administration of tuition fees and other fees for its programs.

2.0 Purpose

This policy sets out SKG's requirements concerning tuition fees and other fees payable by students in SKG's programs and courses.

3.0 Definitions

"Board" means SKG's board of governors.

"Course" means a course that is part of a program leading to a credential, of any duration.

"Director of Academics" means the President of SKG, or an individual designated by the President, who is responsible to administer SKG's academic mission, regardless of the title of that position.

"Director of Operations" means the senior executive in SKG responsible for SKG's financial administration, regardless of the title of that position.

"Employee" means a person who performs work for wages in any capacity for SKG.

"Fees" means all tuition fees to be paid by students in order to register in an SKG program and all other fees for services to be paid by students.

"Student" means an individual registered in a course or program of study at SKG, whether full-time or part-time.

"SKG" means Shingwauk Kinooomaage Gamig.

4.0 Administration of tuition and other fees

SKG shall ensure that students have timely and complete information concerning all tuition and other fees owing for SKG's programs and activities.

The board shall approve all fees and approve all policies concerning the collection and refunding of fees.

The Director of Operations shall bring the proposed schedule of fees to the board for approval as soon as practicable before the beginning of the Fall term of an academic year.

4.1 Fee schedule

The Director of Operations shall develop a schedule of tuition fees and other fees to be paid for each semester of study in an academic year.

The Director of Operations shall consult with the Director of Academics before finalizing the schedule of fees.

The schedule shall show, at a minimum:

- Tuition fees, and (as applicable) other mandatory fees to be paid by students, and optional fees for services or benefits that students may choose;
- Deadlines for payment of fees;
- Policies for refunding of fees on withdrawal from a program, including deadlines affecting eligibility for refunds;
- Penalties for late payment of fees;
- Requirements for students concerning reporting of changes in their registration status (for example, adding or withdrawing from courses), and how students may report this; and
- The appropriate contact person in SKG who can provide further information to students and/or help resolve problems or concerns about fees.

4.2 Information for students about fees

The Director of Operations shall ensure that SKG provides ready access to information about fees to students and prospective students as soon as practicable before the beginning of the Fall term of an academic year, by means that include but may not be limited to:

- Publishing the schedule of fees on SKG's website, and
- Providing notice of publication of the schedule to all registered students.

4.3 Fee-sharing agreements with Algoma University and other institutions

In order to simplify the administration of fees for students, the Director of Operations may negotiate agreements with Algoma University and, if applicable, other institutions for collection and sharing of revenue from fees, where:

- SKG students are enrolled in courses delivered by the other institution, and/or
- Students of the other institution are enrolled in courses delivered by SKG.

The board shall approve fee-sharing agreements.

5.0 Registration and payment of fees

A student's registration is not considered complete until tuition and other assessed fees are paid.

SKG reserves the right to cancel a student's registration if the required fees are not paid according to the payment deadline dates.

All outstanding fees accrued to the date of cancellation will remain due and payable on the student's account (with regard to applicable refund policies in SKG's fee schedule).

Students that are experiencing financial difficulties are encouraged to contact the Director of Academics concerning supports that may be available from SKG or the community.

6.0 Responsibilities of students

A student's registration is not considered complete until tuition and other assessed fees are paid.

Students are responsible to:

- Familiarize themselves with SKG's schedule of fees and refund policies,
- Pay fees owing on time,
- Monitor their SKG e-mail account for all SKG correspondence,
- Report any discrepancies or concerns about their fee accounts, and
- Notify SKG of any change to their registration status (for example, adding and/or withdrawing from courses).

6.1 Students experiencing financial difficulties

Students that are experiencing financial difficulties are encouraged to contact the Director of Academics concerning supports that may be available from SKG or the community.

7.0 Fees owing on withdrawal from a course or program

All fees accrued to the date of notification will remain payable on the student's account.

Whether students are eligible for partial or total reimbursement of tuition fees on withdrawal will depend on the refund policies set out in the fee schedule.

8.0 Unpaid accounts

Students with an unpaid balance will not be permitted to register in a subsequent term until their accounts have been paid in full.

Students will not have access to official transcripts and/or degree/diploma certificates until their accounts are paid in full.

SKG reserves the right to use any legal means to reclaim monies owing and may use outside collection agencies.

If a student's account has previously been in a delinquent status, full payment for future courses may be required prior to registration.

SKG shall hold information about late payments or unpaid accounts in confidence, and shall disclose this information only to employees of SKG responsible for financial functions relating to fees.

9.0 Fees and scholarships

If a student receives a scholarship administered by SKG, funding from the scholarship shall be applied first to unpaid tuition and other mandatory fees for the semester(s) in which the student is enrolled in the academic semester or year for which the scholarship is awarded.

Funds in the scholarship in excess of the amount owing for tuition and mandatory fees shall be provided to the student.

10.0 Appeals concerning fees

SKG is committed to fairness to students in the administration of fees.

Students may appeal a decision concerning fees owing if they experience a serious illness or a death of an immediate family member that causes them to drop courses. Some consideration may be given for other life crises outside of a student's control.

Students may **not** appeal a decision concerning fees owing for unacceptable reasons that include but may not be limited to:

- Being unaware of SKG's policies as set out in its fee schedule,
- Being unaware of the deadlines for refunds of fees on withdrawal,
- Not attending classes, or
- Financial difficulties.

Students wishing to appeal a decision about fees owing may make a request in writing to the Director of Operations. The request must include documentation concerning the issue(s) relevant to their appeal.

The Director of Operations and the Director of Academics shall jointly:

- Review the student's appeal and supporting documentation;
- Review the student's account, including the student's payment history;
- Meet with the student to hear any clarifications or further information from the student and to discuss options; and
- Render a decision.

The decision of the Director of Operations and Director of Academics shall be final.

11.0 Related Policies, Procedures & Documents

SKG's policies and procedures may be found on its website.

12.0 Responsible Officer

Director of Operations

13.0 Version history

Board's approval pending recommendation of Academic Advisory Circle: December 2023

Recommended by Academic Advisory Circle: ADD DATE when completed

Approved by Board: ADD DATE when approved

Original Approval Date: ADD DATE of first approval

Current Approval Date: ADD DATE when approved

Effective Date: ADD DATE when approved

SKG gratefully acknowledges that parts of this policy are patterned on that of Lakehead University.