			POLICY
Policy Title:	Tuition Fees	Policy Version:	1
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Policy Statement

Consistent with Acsenda School of Management (ASM) Governance Charter, the Board of Directors has the authority to set, determine and collect the fees for tuition and other fees related to the operation of the institution and the delivery of its programs and services. This policy aims to ensure that tuition fees are reasonable, fair, and transparent for all students while also providing the necessary resources to maintain the quality of education. Tuition fees and other mandatory fees are reviewed annually and published in the Schedule of Tuition and Fees on the ASM website. Notwithstanding, ASM reserves the right to change fees without notice. All tuition and fees for a term are due and payable by the first day of classes for a student to maintain enrolment.

Purpose

This policy provides describes the guidelines and processes regarding the implementation and adjustment of tuition and fees charged for ASM programs.

Scope

This policy applies to all tuition fees, mandatory and other fees levied by ASM.

1. Tuition Structure

Tuition fees for students enrolled in ASM will be based on a per-course structure. The cost per course will be determined by ASM's President in consultation with Finance and Recruitment teams and the Governing Council for recommendation for approval by the Board of Directors. Tuition and other fees will be reviewed annually. Changes to Tuition fees will normally be announced in August and take effect in October of each year. ASM reserves the right to make changes to fees without notice. Changes to fees will be applied at the effective date, and students who have not completed their course or program requirements when the change in fees is made will be subject to pay the new fees.

ASM provides two tuition fee structures, one for domestic students and one for international students. A domestic student is defined as a Canadian Citizen or Permanent Resident who has refugee status confirmed by the Government of Canada, is a diplomat, or is a dependent of a person with diplomatic status. All other students will be required to pay international student rates. If a student's status changes during the course of their study, including during an existing academic term, (e.g., they become a permanent resident), they are eligible for the domestic rate at the commencement of the next academic term.

ASM will ensure that the tuition and fee structure is transparent and easy to understand and will provide information prior to admission about fees and related policies, provide updates to any changes and will ensure all fees are posted on the ASM website.

ASM will provide detailed information about the tuition fee structure, payment deadlines, and any other relevant information to students. ASM will provide an itemized breakdown of tuition fees to students on the financial page of MyASM.

2. Payments and Due Dates

Unless otherwise approved, Students are required to pay their tuition fees in full for the term of study for which they are enrolled by the first day of classes for the term. Late payment fees may be assessed for cases where payment is not made by the due date. ASM may provide payment plans to assist students who are in good financial standing. Payment plans are subject to a user fee.

3. Financial Aid

ASM will offer financial aid to students through admission and other grants recommended by President in consultation with Finance and Recruitment Teams and the Governing Council and approved by the Board of Directors. ASM will make every effort to seek and

support other opportunities for financial assistance to eligible students through available government programs and scholarships where available. Please refer to the ASM website at https://acsenda.com/financialplanning/ or the Entrance and Student Awards Policy (9050) for more information.

4. Refunds

In the event that a student withdraws from or reduces their course load, ASM will provide a refund of the tuition fees paid for the remaining credits in accordance with the ASM Refund Policy.

5. Deposits

ASM will require all new students and readmitted students to pay a deposit which will be approximately equivalent to the tuition and fees for the first term of study.

6. Financial Hold and Non-Payment of Fees

A hold may be placed on a student's account if they do not pay fees within the specified deadlines. This includes charges for tuition, fees, fines, or other penalties.

A financial hold may result in actions being taken including restriction to register for classes, a requirement to withdraw from classes and a hold on the release of documents.

A financial hold will be removed when payment, including penalties, is made in full.

Unpaid accounts may be referred to a collection agency.

7. Disputes

Students may raise a concern regarding tuition or other fees by completing the Student Feedback Form. Please refer to the Student Dispute Resolution Policy (7502) for more information.

Definitions

These definitions apply to terms as they are used in this policy.

Word/Term	Definition
Domestic Student	A Canadian Citizen or Permanent Resident, has refugee status confirmed by the Government of Canada, is a diplomat, or is a dependent of a person with diplomatic status
International student	A person who is not a domestic student
Mandatory Fees	Required fees that are charged each term or for admission or graduation. These include but are not limited to application, registration, Library, technology, copy and material, and graduation.
Other Fees	Charges that are passed on directly to the student such as medical insurance, printing fees, document fees, or special fees related to course-specific supplies
Textbook Fee	The cost of a required textbook or materials for a particular course that are purchased for the student by ASM
Tuition Deposit	A fee charged to secure admission, or readmission to a program of study at ASM
Tuition Fees	Fees assessed for the instructional component of a course – usually determined on a per course basis

Related Policies

Policy Number	Policy Title
3011	Refund Policy on Tuition and Other Fees
3008	Medical Insurance
3010	Payment Plan Policy
3012	Acceptable Forms of Payment
9050	Entrance and Student Awards
7502	Student Dispute Resolution

Responsibilities

The Registrar will be responsible for the implementation and communication of all tuition and fees.