

**Policy Title:** Credit Program Tuition Fee Adjustment  
Policy Approver: Board of Governors  
Policy Holder: Board of Governors  
Category: Board Policy  
Original Date: May 2010  
Last Revised: November 2017  
Next Review: September 2020

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### Policy Statement

The Board will establish, authorize, communicate and review tuition fees for credit programs in a consistent, transparent and accountable manner.

### Approval Statement

With the consent of the Board of Governors and approval of the Chair of the Board of Governors, this policy is hereby deemed in effect the 10<sup>th</sup> day of November, 2017.

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Chair, Board of Governors

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Date

## 1. Authority

Tuition and ancillary fees are de-regulated in the Yukon. Under the Yukon University Act, the Board of Governors has the power “to set and collect fees for tuition in accordance with a tuition fee policy adopted by the board and approved by the Minister.”

## 2. Rationale and Context

The policy reflects a 2002 Board of Governors commitment, reaffirmed in 2008, and revised in 2017, to the principle of setting annual tuition fees at Yukon University such that tuition fees not exceed the lowest one third of tuition fees of similarly sized institutions in western and/or northern Canada.

## 3. Guiding Principles

The following principles have been agreed by the Yukon University Board of Governors regarding the setting of tuition fees for students:

1. There is a shared responsibility between students and society for contributing to post-secondary education due to the subsequent and inherent benefits to both.
2. Universal accessibility for all students regardless of income is a critical tenet - that no qualified applicant be turned away from participating in post-secondary education because of inability to contribute to tuition and other related expenses. Yukon University will ensure that every applicant has access to accurate and current financial aid information through the Student Services Centre to help them identify appropriate funding sources.
3. Consultation with students and other funding partners is critical to the process of setting tuition fees. The process of consultation should be completed by the end of November. Tuition fees should be approved at the December Board of Governor’s meeting for the following academic year.

## 4. Purpose and Scope

The purpose of this policy is to define how tuition fees for credit programs will be established in a consistent fair and equitable manner over time to ensure funding and budgeting predictability.

This policy applies to credit<sup>1</sup> programs only, that is, students<sup>2</sup> enrolled in diploma, degree or certificate programs with the exception of those programs and students indicated in Section 5 – Exclusions below. Students, for the purposes of this policy, include Canadian and Alaskan students. International students and senior students will be addressed separately below.

This policy ensures that tuition fees are set in accordance with Board approved policy and that the Board is accountable to the students for changes in tuition fee levels. This policy ensures that credit program tuition fees are properly established, authorized, communicated and reviewed.

Fees that may be assessed for ancillary products and services including: student union fee, technology fee, transcript fee, athletic fees, library fees, laboratory and materials fees, books, food, parking, residence and other fees are outside the scope of this policy. Such fees will be set according to a separate policy and communicated to students as per tuition increases (Item 3.3).

## 5. Exclusions

An international student is a person who is studying in Canada either on a study permit, or if in Canada for less than 6 months, on a visitor visa. The international student definition also extends to a person studying in Canada, while on a working holiday visa.

Yukon University tuition fees for international students, while aiming to remain in the lower one-third for similar institutions in western and northern Canada to ensure competitive advantage, are responsive to external market conditions. As such, tuition fees are reviewed annually by the International office and recommended adjustments are forwarded to the President for approval. Approved tuition rates are implemented in time for the fall intake and are not subject to the terms of this policy.

Tuition fees are waived for Canadians aged 65 or over for credit courses. The terms of this policy, therefore, do not apply to senior students.

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<sup>1</sup> A single credit is the equivalent of fifteen hours of course delivery. Academic Regulations.

<sup>2</sup> “Student” means a person enrolled at the University. Yukon University Act.

Yukon University charges differential fees for diploma, degree or certificate programs in which the University is a collaborative partner with other Canadian colleges and universities. Tuition fees may be set by the degree-issuing institution and, as such, are not subject to this policy.

## **6. Policy Formula**

Consistent with the agreed principle of setting tuition fees at Yukon University such that tuition fees not exceed the lowest one third of tuition fees of similarly sized institutions in western and/or northern Canada, tuition fees for students in diploma, degree, or certificate programs, will be adjusted annually for the fall intake utilizing the following parameters:

### **6.1 a) Institutions – Certificate/Diploma**

The institutions chosen for inclusion in the policy formula are western and/or northern Canadian colleges of similar size to Yukon University with a similar complement of programs. There are twelve institutions in total, including: Grande Prairie Regional College (Alberta), Medicine Hat College (Alberta), Lethbridge College (Alberta), Keyano College (Alberta), College of New Caledonia (BC), Lakeland College (AB), Northern Lights College (BC), Selkirk College (BC), Aurora College (NWT), Nunavut Arctic College (Nunavut), Northlands College (Saskatchewan) and Saskatchewan Institute of Applied Science and Technology (Saskatchewan).

### **b) Institutions – Degree**

The institutions chosen for inclusion in the policy formula for degree programs (years three and four) are western and/or northern Canadian colleges; or are hybrid Universities; or colleges or other institutes which are degree granting. There are twelve institutions in total, including: Thompson Rivers University (BC), University of the Fraser Valley (BC), University of Northern British Columbia (BC), Mount Royal University (AB), Capilano University (BC), Kwantlin Polytechnic University (BC), Vancouver Island University (BC), MacEwan University (AB), Lethbridge College (AB), Douglas College (BC), Northern Alberta Institute of Technology (AB), Southern Alberta Institute of Technology (AB).

## 6.2 Differential Tuition

Years one and two (100 and 200 level courses) of degree programs will be assessed tuition fees based on the certificate/diploma comparator institutions listed in 6.1a. Years three and four (300 and 400 level courses) of degree programs will be assessed tuition fees based on the degree comparator institutions listed in 6.1b.

## 6.3 Post-Graduate Certificate Tuition

Tuition for post-graduate certificates programs will be set based on the same principles as other Yukon University tuition. Comparator institutions will be chosen for each certificate based on: a) similar subject matter/discipline and b) delivery method.

## 6.4 Program Complement

For the purposes of creating an “average” overall annual tuition fee for each of the above noted institutions, the following program costs are included in the calculation, but not limited to,: Business Administration, Office Administration, Early Childhood Development, Practical Nursing, Trades (Carpentry and Electrical), Culinary, Renewable Resources, Arts and Sciences. All programs are equally weighted in the averaging. In those instances where an institution does not have all of the above-noted programs, the average is calculated on the total number of above-noted programs it does have.

For the purposes of creating an “average” for year three and four course tuition, comparator programs will be chosen that most closely align to Yukon University degree offerings based on subject matter or discipline and delivery method. Program costs will be totalled by institution and will be equally weighted in the averaging. In those instances where comparators’ tuition fees are significantly difficult to calculate, the amount will not be included in the average.

When completing the comparison, special consideration may be given to specific program areas that have a significant fee differential. Occasionally a specific program is already in the highest range of fees. In these instances, recommendation may be made to freeze tuition increases for a period of one or more years in those specific programs to allow for tuition fees to equalize.

## 6.5 Timeframe

All calculations to determine the current year's tuition fees are based on the averages of the previous year's tuition fees for all included institutions and programs.

## 6.6 Placement

Based on the list created by the calculation of each institution's previous year's average tuition fees, Yukon University tuition fees for the current year will be set at a level that ensures that the University is in the top range of the bottom third of the twelve chosen institutions, when ranked from highest to lowest fees.

## 7. Procedure

The Board will approve any tuition fee change at the December board meeting to be implemented the following academic year. Once approved the Board will notify the Minister of Education of any adjustments made.

## 8. Communication and Promotion

Students, potential students, parents/guardians and funding agencies need reliable information regarding the cost of programs of instruction to be able to plan for post-secondary education. As such, Yukon University will communicate annual tuition fees rates and changes to the Yukon public each year. Tuition rates will normally be published by Yukon University and accessible on the Yukon University website.

## 9. Financial Commitment

Yukon University is committed to spending revenues wisely. Cost increases are inevitable and affect all University enterprises. The priority of the University is to ensure that, as much as possible, any new resources are directed to enhancing students' experiences and the overall quality of their education.

## 10. New Programming

The University may set the initial tuition fees for any new instructional programs including degrees granted by Yukon University for the first year of that program. After the first year, the tuition fee will be subject to the terms of this policy, noting the parameters of 6.6.

**Scope and Limitations of the President** (Not applicable).

**Information and Monitoring Requirements** (Not applicable).

**Agreed by the parties:**

For the Department of Education:

For Yukon University:

Minister of Education

Chair Board of Governors

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Date

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Date