

## **POLICY**

- Every effort shall be made to collect all student tuition and ancillary fees owed to the College at the time of registration. In exceptional circumstances, selected staff members may be authorized, by the Yukon College President, to defer or waive student fees payable to the college.
- Student Union fees may only be waived by the Student Union.
- Tuition, laboratory, activity and other ancillary fees may be *considered* for deferral or waiver, however, in cases where books or materials form part of the course fee, only tuition may be deferred or waived.
- Student tuition, activity or lab fees may be waived, when in the opinion of the college, there is sufficient reason for doing so.

## **BOARD GOVERNING POLICIES**

Yukon College Administrative Policies will not conflict with Board Policies. Administrative policies provide the parameters within which the Board Policies are to be implemented.

## **GOVERNING LEGISLATION AND RELEVANT DOCUMENTS**

| Collective Agreement between Yukon College and the Public Service Alliance of Canada  
College Act

## **PROCEDURES**

### 1. Deferrals:

- Deferral of fees shall be approved only in exceptional circumstances where there is a reasonable expectation that student funding has been approved, is in the process of being approved or will be available from other sources and that the outstanding fees will be paid immediately upon receipt of the funding.
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- A student requesting a fee deferral must provide evidence of approved funding. Prior to registration, deferral of fees may be recommended by any Yukon College staff member on behalf of a student.
- Deferral of fees shall be approved by the Registrar or designate after a suitable payment schedule has been determined. *An Application for Deferral of Tuition Fee Payment* form must be completed.
- The term of the deferral shall be at the discretion of the Registrar; however payment shall not be deferred beyond the end of the current term. Should the student not make payment by the end of the term, she/he will not be allowed to register for a subsequent Yukon College course/program until full payment of the deferral has been received.
- Once a fee deferral has been approved, the student's record will be flagged and no further service will be granted by the college until the flag depicting the fee deferral is removed, indicating that full payment of the deferral has been received.

2. Waivers:

- Any staff member may recommend, to the appropriate Dean, Director of Student Services or President, that fees be waived. The senior manager granting waiver approval, will complete the *Yukon College Tuition Waiver Approval Form*, and submit the completed form to the Registrar's office. The waiver amount will be expensed and coded to the department waiving the fee.
- Fees may be waived in return for services or assistance provided to the college, as an incentive or in accordance with other college policy.

## **FORMS**

1. *Application for Deferral of Tuition Fee Payment*
2. *Yukon College Tuition Waiver Approval Form*



**SS-02 STUDENT TUITION FEE DEFERRAL/WAIVER  
STUDENT SERVICES**

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**AUTHORIZATION**

Approved by President \_\_\_\_\_ (signature)

On \_\_\_\_\_ (date).