

Approval Date: June 23, 2006

Student Instructional Support Fees Policy

Office of Accountability:	Provost and Vice-President (Academic)
Office of Administrative Responsibility:	Office of the Registrar
Approver:	Board of Governors
Scope:	Compliance with University policy extends to all members of the University community.

Overview

The University of Alberta complies with the Government of Alberta's *Tuition Fee Policy*, which states that post-secondary institutions may charge mandatory student fees further to fees for instruction to support the provision of materials and services to students. Procedures for students relating to tuition and fees are contained in the "Registration and Fees" section of the *University Calendar*.

Purpose

To ensure that mandatory fees for students, further to fees for instruction, are applied consistently across the institution.

To outline the circumstances in which instructors, Departments, and/or Faculties can collect non-mandatory fees from students.

POLICY

Supplies, equipment, materials and services which are directly related to the delivery of instruction in a course or program, and which are a mandatory condition of registration, will be accounted for in the **instructional fees** for that course or program.

1. MANDATORY INSTRUCTIONAL SUPPORT FEES

In addition to instructional fees, instructors, Departments and/or Faculties may charge **mandatory instructional support fees**.

The Board of Governors must approve all mandatory instructional support fees and the approved fees must be listed in the *University Calendar* for the information of students.

Instructors, Departments and/or Faculties may not charge students a mandatory instructional support fee that has not been approved.

In considering requests, the Board of Governors will take the position that tuition is intended to encompass the students' contribution toward the cost of instruction and that additional mandatory instructional support fees, including those for lecture and laboratory supplies and services, should therefore be employed only in special and unusual circumstances and not be a commonplace practice for a Department or Program.

2. MANDATORY FEES FOR EQUIPMENT OR MATERIALS OWNED OR LEASED BY THE STUDENT

The Government of Alberta's *Tuition Fee Policy* allows institutions to charge other **mandatory fees for equipment and materials owned or leased by the student**. These fees are not regulated under Alberta's *Tuition Fee Policy*

and do not require Board of Governors approval.

Students are responsible for obtaining materials required for lectures, seminars, tutorials, laboratories, assignments, projects, examinations, and any other course related activity. Such materials may include, but are not limited to, required textbooks, software, calculators, pens, pencils and paper. Students assume the full academic risk associated if they choose not to obtain such materials.

3. SUPPLEMENTARY INCIDENTAL FEES

Instructors, Departments and/or Faculties may also charge students **supplementary incidental fees** as long as the student is not obligated to purchase the item. It is expected that the charge for supplementary incidental fees will not be greater than that required to cover the costs for providing the equipment or material. Fees for such items do not require the approval of the Board of Governors.

Students may be charged an equipment breakage fee by instructors, Departments and/or Faculties. It is the position of the University that, at the time of breakage, the equipment becomes the property of the student and the student therefore owes the Department for the cost of replacing it.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲ Top\]](#)

Instructional Fees	Fees for supplies, equipment, materials and services directly related to the delivery of instruction in a course or program, as defined by the Alberta Advanced Education <i>Tuition Fees Policy</i> . For example, the provision of certain supplies and equipment for use in laboratories is directly related to the delivery of instruction and therefore is covered by the instructional fees assessed for that course.
Mandatory Instructional Support Fees	Mandatory fees assessed in anticipation of costs for supplies, equipment, materials, or services which are not directly related to the delivery of instruction in a course or program, but are considered required elements of a course or program. Examples include but are not limited to the costs of food, lodging, and transportation for required field trips; supply of certain specialized professional tools which the student will retain; and fees for arranging professional placements such as practica, internships, and work experience. All mandatory instructional support fees require the approval of the Board of Governors.
Mandatory Fees for Equipment or Materials Owned or Leased by the Student	Mandatory fees associated with the purchase or lease of required course materials. Such materials may include, but are not limited to, textbooks, software, course packs, calculators, pens, pencils and paper. Fees for such items do not require the approval of the Board of Governors.
Supplementary Incidental Fees	Non-mandatory fees charged only to recover costs for equipment or materials that become the property of the student and that the student has the option of obtaining from a variety of sources. Examples include but are not limited to charges for materials used and retained by the student in laboratory and studio instruction (i.e. art supplies) or occasional photocopying charges. Instructors, Departments and/or Faculties cannot require a student to obtain and purchase such items. Fees for such items do not require the approval of the Board of Governors.

RELATED LINKS

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[Post-Secondary Learning Act](#) (Government of Alberta).

[Tuition Fees Regulation](#) (Government of Alberta)

[University Calendar](#) (University of Alberta)

PUBLISHED PROCEDURES OF THIS POLICY

[Student Instructional Support Fees Procedure](#)