

**Policy Title:** Tuition Fee Assessment Policy

**Policy ID:**

**Approved by:** Campus Director; Executive Director, Admissions

**Executive(s) Responsible:** Director, Student Services/Registrar; Associate Director, Admissions

**Administrator(s) Responsible:** Registration Coordinator(s), Financial Aid Officer, and Admissions Officer(s)

**Revision Date:** November 27, 2024

**Effective Date:** August 1, 2023

**Next Review Date:** November 27, 2025

**Institution Number:** 4119

## Background & Scope

The Canadian College of Technology and Business (CCTB) is a Designated Learning Institution designated by the *Immigration, Refugees, and Citizenship Canada*. As such, CCTB is eligible to receive international students. Informed by the *Immigration and Refugee Protection Act*, *Citizenship Act*, and the *Guidelines Respecting International Students at British Columbia Public Post Secondary Institutions*, this policy defines the categories in which students can be assessed for domestic or international tuition fees.

This policy is applicable to all current students and/or prospective students of CCTB.

## Purpose of the Policy

The purpose of this policy is to outline the categories in which students will be assessed for domestic or international tuition fees.

CCTB reserves the right to modify the assessment of tuition fees as part of recruitment/enrolment incentives.

## Policy Statement

### 1. Domestic Tuition Fees

1.1. Applicants with the following residency statuses will be assessed with domestic tuition fees:

1.1.1. A Canadian Citizen, proven by a Certificate of Live Birth, a Certificate of Citizenship, or a Canadian Passport.

1.1.2. A Canadian Permanent Resident, proven by a valid Permanent Resident Card, or a Confirmation of Permanent Residence letter.

1.1.3. A person who is in Canada, who has been determined under the *Immigration and Refugee Protection Act* to be Convention Refugee and can present a letter from Immigration, Refugees, and Citizenship Canada confirming this.

1.1.4. An individual who is in Canada to carry out official duties as a diplomatic or consular officer; or as a representative or official of a country other than Canada, and their dependents who can provide documentation of their relationship with the diplomatic or consular officer. This status must be substantiated with an identity card which gives their position, date of issuance, and period of validity.

1.1.5. A legal dependent of a Canadian Citizen or Permanent Resident providing that the dependent status is fully documented and has been established a minimum of one year prior to the student's application for exemption.

1.1.6. An individual with a full-time long-term closed work permit with a duration of one year or longer with a specified employer. Co-op work permits do not fall under this category.

1.1.7. An individual in possession of an emergency travel authorization to Canada, or a refugee claimant who has yet to be determined Convention Refugees will be considered eligible for domestic tuition fees.

## 2. International Tuition Fees

2.1. Applicants with the following residency statuses will be assessed with international tuition fees:

2.1.1. An individual in possession of a valid study permit with more than 90 days' validity; or a study permit with fewer than 90 days' validity accompanied by an application acknowledgement letter with the purpose of study permit extension.

2.1.2. An individual in possession of an unrestricted, long-term, open work permit.

2.1.3. An individual not falling under any other category named above will be assessed with International Tuition Fees unless otherwise approved by the Registrar.

## 3. Published Tuition Fees

3.1. CCTB shall post current and any applicable future tuition fees online under each program offering at <https://www.canadianctb.ca/programs/diplomas>

### Related Policies

Policy Name	Policy Number
Student Change in Residency Policy	
Late Payment Policy	

### Document History

Date	Approval/Review/Key Change(s)
27 Nov 2024	Added policy terms to enable CCTB to modify tuition fee assessment as part of recruitment/enrolment incentives