



Tuition and Ancillary Fees Minister's Binding Policy Directive

Colleges of Applied Arts and Technology
Policy Framework

Ministry of Colleges and Universities
2023-24, 2024-25, 2025-26 & 2026-2027

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Purpose and Application

Each college is a corporation without shares capital. In accordance with the Not-for-Profit Corporations Act, 2010, a college has the rights, powers and privileges of a natural person, except as limited by other legislation. This includes the authority to establish fees to be charged for services provided by the college.

The Ontario Colleges of Applied Arts and Technology Act, 2002 authorizes the Minister of Colleges and Universities to issue policy directives that are binding on colleges in relation to the manner in which they carry out their objects or conduct their affairs.

This binding policy directive applies to all colleges of applied arts and technology. Except where noted otherwise, the directive sets out parameters for establishing tuition fees and related requirements for students and programs that are eligible for provincial government funding under the Core Operating Grant. As the principles of transparency and choice are important for all students, colleges are also asked to consider applying the policies to programs or student categories that are ineligible for funding under the Core Operating Grant (for example, international students) where feasible and appropriate. The binding policy directive does not apply to Ministry of Labour, Training and Skills Development funded apprenticeship programs. In addition, the binding policy directive addresses ancillary fees, tuition billing, tuition fee refunds, accountability and reporting requirements, and the allocation of revenue from tuition fees to student assistance.

This binding policy directive is effective for the 2023-24, 2024-25, 2025-26 and 2026-2027 academic years.

Non-compliance with this binding policy directive by a college could result in a deduction from a college's allocation under the Core Operating Grant, in addition to any other actions authorized under the Ontario Colleges of Applied Arts and Technology Act, 2002.

Principles

- Tuition fees are an important part of funding a healthy postsecondary education system.
- Students and their parents, as direct beneficiaries of postsecondary education, should contribute to the funding of that education through the payment of tuition fees.
- Tuition fees should not be a barrier to qualified and willing students being able to obtain a postsecondary education. The government and colleges have a joint responsibility to ensure that financing is available to help students access college programs.
- Students and their parents need reliable information regarding the cost of programs of instruction to be able to plan for postsecondary education.
- Student access to postsecondary education should be considered when reviewing tuition fee increases.

Binding Policy Directive

The board of governors of a college must approve tuition and ancillary fees for all programs of instruction and courses delivered by the college.

Setting Tuition Fees

- Colleges may not establish fees, in addition to tuition, to recover costs relating to the operating and capital costs of academic program delivery or general overhead for the college.

- All full-time students enrolled at the same time in the same year of the same program of instruction are to pay the same tuition fee, unless a differential tuition fee is authorized by this Minister's Binding Policy Directive.
- All part-time students enrolled in the same course at the same time are to pay the same tuition fee, unless a differential tuition fee is authorized by this Minister's Binding Policy Directive.
- For the 2023-24 to 2026-27 academic years, a tuition fee freeze will continue, however, colleges may increase tuition fees for out-of-province students by up to 5% annually or increase tuition fees by up to 7.5% annually for approved tuition anomalies programs. Tuition fees for out-of-province students and approved tuition anomalies may exceed the maximum fees set out in Appendix B: Minimum and Maximum Tuition Fees for Regular Programs.
- Tuition fees for programs must be equal to or above the minimum fees and equal to or below the maximum fees set out in Appendix B: Minimum and Maximum Tuition Fees for Regular Programs.
- Notwithstanding the point above, colleges may establish tuition fees for new baccalaureate degree programs that exceed the maximum listed in Appendix B, provided they do not exceed the average tuition fees of all baccalaureate degree programs in the college sector. Regardless of the tuition fee established, all baccalaureate degree programs are deemed to be high demand.
- Notwithstanding the two points above, colleges may establish tuition fees for designated high demand programs that exceed the maximum listed in Appendix B, provided they do not exceed the maximum fee rates charged by other colleges for comparable Ontario programs. A college may establish high demand fees for the following types of programs of instruction:
 - post-basic programs
 - applied degree programs
 - Baccalaureate of Nursing programs

- A college may establish high demand fees for basic postsecondary programs of instruction that satisfy the following criteria:
 - there is a high demand for instructional space
 - graduates have above average prospects for employment
 - graduates have the potential to earn an above average income
 - the aggregate enrolment in all basic postsecondary programs that are designated as high demand can only comprise up to 15% of basic full-time enrolment at the college

- All students seeking credit for the same course at the same time through the same prior learning assessment and recognition activity are to pay the same fee.

- The tuition fee for a prior learning assessment and recognition activity must be equal to or above the minimum fees set out in Appendix B and equal to or below the lesser of:
 - the maximum fees set out in Appendix B or
 - the part-time fees that would be charged for the same course

Tuition Fee Freeze

For students who are not international students or out-of-province students, a tuition fee freeze will be implemented for all years of study in respect of:

- existing full-time and part-time regular fee programs
- existing full-time and part-time high demand programs
- tuition short weekly fees
- prior learning assessment and recognition (PLAR) fees

The tuition fee freeze is to be implemented by year of study (not cohort).

Students are to pay the same tuition fees as students in the same program and program year paid in 2022-23.

Students are to pay the same tuition short weekly and PLAR fees as in 2022-23.

During the tuition fee freeze, regular fee programs are not to be converted to high demand programs.

Tuition Fee Increases for Out-of-Province Students

Tuition fees for out-of-province students may increase by up to 5% in 2023-24 to 2026-27.

The increase for out-of-province students is to be applied by respective year of study (not cohort).

Tuition Fee increases for Tuition Anomalies

For programs approved through the Tuition Anomalies process (i.e., programs with lower-than-sector-average tuition rates for comparable programs), tuition fee increases over a multi-year timeframe will be permitted for those programs up to a maximum of 7.5% annually and applicable to first-year incoming students starting in 2023-24.

Institutions can only apply one type of increase to impacted students (for example, if a domestic out-of-province student is entering their first year of a program that has been approved for a tuition anomaly increase, then that same student cannot be subject to the domestic out-of-province tuition increase as well).

Tuition Policy Exceptions

Students with permanent, persistent or prolonged, documented disabilities that require a reduced course load as a learning accommodation are entitled to pay a reduced tuition fee of \$20 per course once they have paid the equivalent in tuition fees as a student taking the same program in the approved duration and in the same academic years and terms. Details related to eligibility are set out in the [Tuition and Ancillary Fees Reporting Operating Procedure](#).

Colleges may also establish tuition fees below the minimum part-time fee per student contact hour, but not less than \$20 per course, for students that are:

- members of college staff
- senior citizens
- enrolled in field placement courses
- enrolled part-time in a full-time program of instruction where the total fees for the part-time courses taken would exceed the tuition fee if the student were full-time in the program
- other exceptional circumstances as determined by the college

Project Hero is an initiative which offers free tuition to dependent children of Canadian Forces members who died while serving in an active mission since 2002. For any student who meets the criteria for this initiative colleges may offer an award for tuition fee expenses not to exceed a total of eight semesters. Students receiving the benefit are eligible to be included in the enrolment audit if the following criteria are met:

- the student or another source pays the same tuition fee as other students enrolled in the same program/course in the same term and the same program level
- all remaining program delivery expenses over and above tuition fees, including incidental/ancillary and administrative fees, are not covered by another source; reimbursement of the tuition fees is not taken from revenues received from the Core Operating Grant, but from another source.

The enrolment of auditing students is not eligible for funding under the Core Operating Grant. College boards of governors have full discretion to establish tuition fees for auditing students.

College boards of governors have full discretion to establish tuition fees for international students who are ineligible to be counted for funding under the Core Operating Grant, provided that year-over-year increases of the annual tuition fee for returning

international students do not exceed 20% until such time as these students could reasonably be expected to complete their program of instruction.

For all programs of instruction or courses that are ineligible for funding under the Core Operating Grant, boards of governors are to establish tuition fees at levels they deem appropriate.

Tuition Fee Set-Aside and Student Access Guarantee

- A college must, as part of its participation in the Student Access Guarantee, make financial aid available to full-time students enrolled in programs of instructions approved for Ontario Student Assistance Program (OSAP) purposes who would otherwise have OSAP-assessed unmet need related to the amount by which their tuition, compulsory ancillary fees and/or their book, equipment and supply costs exceed annually ministry-established amounts.

The college's financial aid may be provided through bursaries, student scholarships, work study or employment between academic semesters. For second-entry programs aid may also be through access to private loans.

For details refer to the ministry's annual Student Access Guarantee Guidelines.

- Tuition fee set-aside assistance to be disbursed annually will be set at the sum of the previous year's tuition fee set-aside (base level) multiplied by the percentage change in enrolment plus 10% of the change in average tuition fee multiplied by the previous year's enrolment. Tuition fee set-aside funds are to be used for student assistance purposes.

For details on tuition fee set-aside expenditure policies refer to the ministry's annual Tuition Fee Set-Aside Expenditure Guidelines.

Ancillary Fees

Ancillary Fee Classification Framework: all ancillary fees are subject to the following classification framework. The classification framework outlines which types of fees can be charged on a compulsory basis. The governing bodies of institutions will be responsible for ensuring that the institution is in compliance with this binding policy directive.

Program-related ancillary fees are outside the scope of the framework and remain allowable compulsory ancillary fees for students registered in applicable programs.

For any fee that does not meet the requirements outlined below to be considered a compulsory ancillary fee, institutions must provide students with the option to opt-out of paying the fee. Institutions must ensure that students are able to opt-out of these fees online at the time of billing.

To ensure transparency and clarity, colleges are expected to itemize the individual functions for which fees are charged. Bundling fees together (for example, charging a 'student activity fee' that encompasses funding for multiple services) is not permitted.

Essential (may be charged on a compulsory basis)

Athletics and Recreation

Fees supporting the operating and capital costs of athletic facilities made available to the broader student body may be charged on a compulsory basis.

Student Associations

Fees established by an elected student governing body of the college, to the extent that the fee is part of the normal activities of the governing body.

Career Services

Fees to support career related services made available to the broader student body, including career counselling, information sessions, job fairs, job boards and job placement may be charged on a compulsory basis.

Student Buildings

Fees that support spaces and facilities that host student activities and services which are not supported through the government operating and capital grants may be charged as compulsory ancillary fees. A facility that is restricted to specific students who pay separate costs for access cannot be supported through a compulsory ancillary fee (for example, student residences).

Health and Counselling

On-campus access to health professionals for basic medical care, mental health, counselling and basic health resources may be supported through compulsory ancillary fees. Services for disabilities or mental health assessments necessary to support academic accommodations and achievement cannot be supported by a fee - these are considered services that are normally paid out of operating revenues.

Academic Support

Academic support includes services such as peer tutoring or improving writing skills that are not provided through academic program delivery and are not funded by government operating and capital grants. Fees that fall under this category may be charged as compulsory.

Fees for technology that provides academic support may be charged on a compulsory basis. Institutions are responsible for providing details about the technology service(s). All other technology fees may only be implemented on an opt-out basis.

Student ID Cards

Student ID cards identify individuals as students at their college or university and are used for access to services and facilities such as athletic centres, library and media services, and meal plans. The cards may also be required for exams and accessing academic records. The cost of issuing the student ID cards may be charged as a compulsory ancillary fee.

Student Achievement and Records

Fees related to the administrative costs of producing documents of student achievement, such as diplomas and transcripts as well as costs related to convocation may be charged as compulsory ancillary fees. No ancillary fees may be charged for the general administrative costs of maintaining student records for internal purposes.

Financial Aid Offices

Fees that support enhanced financial aid office services to students may be charged on a compulsory basis. This could include the development of a student-facing app or hotline that helps students navigate, understand and monitor the status of their financial aid. Compulsory ancillary fees to support general operating costs of the financial aid office, including the cost of bursaries or other financial aid awards, are not allowed as such services would be considered tuition-related fees and therefore ineligible as compulsory ancillary fees.

Campus Safety

Fees that support programs and services that promote on-campus safety, including the prevention of sexual violence, are an allowable compulsory ancillary fee. Such programs and services may include but are not limited to walk safe programs which provide students, faculty and staff free night-time accompaniment for those who are uncomfortable or who are unable to walk home alone.

Health and Dental Plans

Fees for these plans can be charged on a compulsory basis, but colleges must allow students to opt-out if they provide proof of pre-existing coverage.

Student Transit Passes

If an institution has a compulsory ancillary fee to support a student transit pass agreement, compulsory ancillary fees may be charged for the duration of the agreement and any subsequent renewals of these agreements. Renewals are understood to be subsequent contracts between the same parties creating uninterrupted service to students.

All other transit passes may only be implemented on an opt-out basis.

Non-Essential

All fees not included in the above categories must be optional.

Notwithstanding the fees named above, colleges remain subject to the requirement that the introduction of new compulsory ancillary fees or the increase of existing compulsory ancillary fees be conducted according to ancillary fee protocols.

- Institutional compulsory ancillary fees may be increased or new fees added only through implementation of a protocol that has been jointly agreed to by the college administration and student governing body representatives and approved by the board of governors. Minimum requirements for the protocol are identified in the Tuition and Ancillary Fees Reporting Operating Procedure.
- Fees for digital learning materials that are the property of the student, and which can include test/assessment tools, may be increased without observing the protocol referenced above.
 - The ministry considers the payment of tuition as supporting the cost of instruction and assessment. Where a course or program relies substantially on

assessments that are included with a learning resource, such as an online textbook, the ministry expects colleges to have a policy with respect to their students' interests in these situations. Such a policy could include a rebate to students of a portion of their textbook fees where bundled assessments represent a substantial portion of a student's mark for a course.

- The ministry acknowledges the contribution that these resources can make to the quality of teaching and learning, including support for adaptive learning and formative assessment. Colleges should be proactive in monitoring conditions attached to the use of learning resources by faculty and students to ensure that these are consistent with institutional academic policies and values.
- Any increase or expansion in the rate of institutional compulsory ancillary fees which would increase total institutional compulsory ancillary fees by more than 20% in one academic year must be approved through a student referendum.
- Institutions may not charge an ancillary fee for confirmation of credential completion (for example, a program completion letter or statement).

Tuition Billing

Colleges may not charge a fee for the administration of tuition deposits or subsequent billings.

Tuition Billing: Tuition Deposits

- Colleges may require a tuition deposit from students before the start of their study term for the academic year.
- The tuition deposit shall reduce the amount of tuition owed by the student and shall not be an additional fee over and above the course/program fees for the academic year.

- The maximum tuition deposit that a college can require is 10% of the student's total tuition fees for the academic year or \$500, whichever is greater.
- Up to \$500 of the tuition deposit may be non-refundable. However, colleges shall make accommodations and refund deposits to students who withdraw for reasonable circumstances (for example, parental or medical leave).
- Information regarding the collection of tuition deposits must also provide available options for students who are unable to make a deposit payment.
- Colleges may require the tuition deposit no sooner than three (3) months prior to the first day of the month of the student's study period start (for example, a tuition deposit can be required as early as June 1st for study periods that begin anytime in September).
- A tuition deposit can be charged to students enrolled in consecutive terms of study only once during the academic year except in the case of:
 - Students who take a term off from their studies. This exception does not include students who take a term off from their studies for education-related reasons such as a co-op/work term.
 - Students who elect to switch their program of study during the academic year.

Tuition Billing: Subsequent Payments

- Subject to the subsequent payments below, colleges shall provide all students with the option of per-term billing. For the purpose of this binding policy directive, per-term billing refers to dividing the total tuition fees for the academic year by the number of academic terms that the student is scheduled to participate in for the academic year and requiring a subsequent payment each term.

- In the case of programs for which colleges do not utilize academic terms the total tuition fees shall be divided as follows:

Total study period length	Minimum number of payments expected for per-term billing
Less than 21 weeks	1
21 to 40 weeks	2
More than 40 weeks	3

Colleges may charge subsequent payments in accordance with the following:

- Subsequent payments for students **without** an Ontario Student Assistance Program (OSAP) entitlement one month prior to the study period start shall not be due sooner than:
 - mid-November for the winter term
 - one (1) month prior to the start date of the respective term for all other terms
- Subsequent payments for students with an Ontario Student Assistance Program (OSAP) entitlement one month prior to the study period start shall not be due sooner than the start date of the respective term:
 - colleges shall automatically administer per-term billing
 - colleges may not charge a fee for this later payment date or for providing this service to students
 - colleges may extend this option to students entitled to financial assistance through other programs (either from Ontario, the federal government or other jurisdictions)

Tuition Billing: Late Fees

- While bearing in mind the need to ensure timeliness of tuition fee payments, late fee policies shall be reasonable and transparent to students.

Requirement to Communicate Fees

All tuition and compulsory ancillary fees to be paid by students are to be published by colleges at a reasonable time before the deadline for accepting offers of admission for new students and by the registration deadline for returning students. Fees are not to be increased and new fees are not to be introduced following the deadline for accepting offers of admission or the registration deadline, as appropriate, for the semesters of a program or course delivery of a given tuition year.

All ancillary fees are to be adequately explained to students to enable them to understand the purpose of these fees and the materials, services or facilities to be made available through the payment of such fees.

Refund Policy

This tuition and ancillary fee refund policy applies to all students whether or not their enrolment is eligible for funding through the Core Operating Grant. A college cannot require a student to waive his or her right to a refund as a condition of the student's enrolment in a full-time program.

Students who submit formal notification of withdrawal from a full-time program of instruction are entitled to a refund of tuition and ancillary fees as follows:

- Within 10 business days of the beginning of a semester or the beginning of the period for which the student paid fees, students that are eligible for funding under the Core Operating Grant are entitled to a refund of the full tuition and ancillary fees for the semester or program period less \$500, and a refund in full of any tuition and ancillary fees paid in advance for subsequent semesters.
- Within 10 business days of the beginning of a semester or the beginning of the period for which the student paid fees, students paying international student fees

are entitled to a refund of a portion of the full tuition and ancillary fees paid for the semester or program period as calculated according to the following equation:

$$\text{Refund} = \text{fees paid} - \frac{\text{international student tuition fee}}{\text{tuition fee for COG students}} \times \$500$$

(Refund equals fees paid minus the international student tuition fee, divided by the tuition fee for Core Operating Grant students, multiplied by \$500.)

COG students = students that are eligible for funding under the Core Operating Grant.

As well, a refund in full is to be paid for any tuition and ancillary fees paid in advance for subsequent semesters.

- After 10 business days all students are entitled to a refund in full of any fees paid in advance for subsequent semesters.
- For students of programs or colleges that do not utilize academic terms, “a refund in full of fees paid in advance for subsequent semesters”, refers to a refund of billings for future study periods, as defined in Tuition Billing.

Notwithstanding the first two points under Refund Policy, refunds for co-op education semesters and part-time activity are at the discretion of the board of governors.

Ministry Reporting

Colleges are to submit the following reports to the ministry:

- audited enrolment
- tuition and ancillary fee reports
- tuition fee set-aside expenditure report
- other reports as may be requested.

Tuition fees and related items are to be calculated and reported as detailed in the Tuition and Ancillary Fees Reporting Operating Procedure.

Summary of Responsibilities

Colleges of Applied Arts and Technology

The college is responsible for:

- ensuring that tuition fees and ancillary fees for all courses and programs of instruction operated by the college are approved by the board of governors and in compliance with this Binding Policy Directive on Tuition and Ancillary Fees
- ensuring that information is made available to the college community, including students and potential students, regarding tuition and ancillary fees, the tuition and ancillary fee refund policy, the use of revenues from tuition and ancillary fee increases, and other aspects of policy related to tuition and ancillary fees
- consulting with students through the protocol for increasing or introducing ancillary fees
- submitting tuition and ancillary fee reports to the ministry at scheduled times
- utilizing revenue from tuition fee increases for student-aid purposes
- ensuring that financial aid as required under the directive is available to Ontario students who would otherwise face financial need

Ministry of Colleges and Universities

The ministry is responsible for:

- communicating to colleges the legislative and policy framework and expected outcomes related to tuition and ancillary fees
- monitoring the activities of colleges to confirm that they are in compliance with this binding policy directive, government policies and working with colleges to facilitate corrective action in cases of non-compliance
- notifying colleges of best practices identified and encouraging their implementation by colleges

Appendix A: Glossary

Ancillary fees: Fees charged to support services and activities distinct from academic programming or general overhead for the institution. Examples of ancillary fees include convocation fees, student activity fees, athletic fees, health care and insurance fees, field trip fees and fees associated with the cost of buildings such as student centres.

Compulsory ancillary fees: Ancillary fees that a student is required to pay in order to enrol in or successfully complete any course or program of instruction. There are two types of compulsory ancillary fees:

- program ancillary fees which are compulsory for students in applicable programs
- institutional ancillary fees which are compulsory for all students

Auditing student: An individual who has declared attendance in a course or program of instruction on a non-participating basis and who is not seeking evaluation.

College-university collaborative program: A concurrent program where students are studying simultaneously at both a college and university during an academic year or a joint/integrated program where students are taking the program sequentially at one institution and then the other.

Co-op diploma apprenticeship program: A program of instruction that combines an Ontario College Diploma program and apprenticeship training leading to a Certificate of Qualification. This program enables individuals to train as apprentices in a specific trade while obtaining an associated college diploma.

Core Operating Grant (COG) allocation: The portion of the provincial operating grant for colleges that is distributed among colleges on the basis of each college's historical average enrolment in courses and programs of instruction eligible for funding. For the purpose of this binding policy directive reference to the Core Operating Grant College

Funding Framework allocation includes funding provided under the Nursing Operating Grants.

Entitlement: For the purpose of this binding policy directive, an entitlement is an amount greater than zero of student loans or grants that a student qualifies for through the Ontario Student Assistance Program (OSAP). The ministry notifies institutions of students' entitlements through the institution's daily year-to-date file.

Full-time student: An individual who is enrolled in a college program of instruction for at least 70% of the student contact hours or 66 $\frac{2}{3}$ % of the courses required for the program of instruction in a given semester or reporting period. A student granted advanced standing or an exemption from a course is not considered to be enrolled in the course.

High demand program of instruction: A postsecondary program of instruction eligible for funding under the Core Operating Grant for which colleges have the discretion to charge fees above the maximum permitted for regular fee programs.

International student: A foreign national who is authorized under the Immigration and Refugee Protection Act (Canada) to enrol as a student in an educational institution in Canada.

Late fees: Both lump-sum and percentage-based fees charged over and above a student's tuition fees if a student does not pay tuition and/or ancillary fees before payment deadlines.

Out-of-province student: A student who is a Canadian citizen within the meaning of *Citizenship Act* or a person registered as an Indian within the meaning of the *Indian Act*, a permanent resident within the meaning of the *Immigration and Refugee Protection Act (Canada)*, or a protected person within the meaning of subsection 95(2) of that Act, but who does not meet the residency requirement set out in section 6 of Ontario Regulation

70/17: Ontario Student Grants and Ontario Student Loans. The text of that section, as of the date of the issuance of this document, is as follows:

6 (1) An individual meets the residency requirement for a grant or student loan if, on or before the day the period of study of the approved program of study in which the individual is or is to be enrolled begins, either the individual or one of his or her expected contributors,

(a) has resided in Ontario for a period of at least 12 consecutive months; and

(b) has not resided in another province or territory in Canada for a period of 12 or more consecutive months since completing the 12-month period of residency in Ontario required under clause (a).

(2) In determining whether an individual or his or her expected contributor has resided in Ontario or in another province or territory of Canada for 12 consecutive months for the purposes of subsection (1), the time that the individual or spouse spent in full-time studies at a post-secondary institution shall not be included.

(3) Despite subsection (1), an individual who does not meet the residency requirement described in that subsection shall be deemed to meet the residency requirement for the purposes of issuing a grant or student loan if,

(a) neither the individual, nor any of his or her other expected contributors, has resided in any province or territory of Canada other than Ontario for 12 or more consecutive months; and

(b) the individual,

(i) is or will be attending an approved institution in Ontario on a full-time basis and, as of the day the application is made, the individual resides in Ontario, or

(ii) has previously received a grant or student loan under the Act.

If changes to the OSAP residency requirement occur following the issuance of the binding policy directive and operating procedure, the new OSAP residency requirement shall be applied for the purpose of determining whether a student is an out-of-province student.

Part-time student: An individual who is enrolled in one or more courses comprising less than 70% of the student contact hours or 66⅔% of the courses required for a full-time program of instruction in a given semester or reporting period.

Per-term billing: Dividing the total tuition fees for the academic year by the number of academic terms that the student is scheduled to participate in for the academic year and requiring a subsequent payment each term.

Postsecondary program of instruction: A group of related courses that conforms to the levels of learning articulated in the Credentials Framework and leads to the awarding of a credential. There are two types of postsecondary programs of instruction:

- **Basic postsecondary program:** Conforms to the levels of learning articulated in the Credentials Framework and leads to the awarding of one of the following credentials: Ontario College Certificate, Ontario College Diploma or Ontario College Advanced Diploma (see Minister's Binding Policy Directive on Framework for Programs of Instruction). Basic programs also include joint college-university programs that lead to the awarding of a degree by a university partner.
- **Post-basic program:** Conforms to the levels of learning articulated in the Credentials Framework and leads to the awarding of an Ontario College Graduate Certificate or a baccalaureate degree (see Minister's Binding Policy Directive on Framework for Programs of Instruction).

Prior learning assessment and recognition (PLAR): A process that uses a variety of tools to help learners reflect on, identify, articulate and demonstrate past learning. Prior

learning can be acquired through study, work and other life experiences that are not recognized through formal transfer of credit mechanisms.

- **Challenge process:** A method of assessment, other than portfolio assessment, developed and evaluated by subject-expert faculty to measure an individual's learning achievement against course learning outcomes. The process measures demonstrated learning through a variety of written and non-written evaluation methods for the purpose of awarding credit without requiring enrolment in a course.
- **Portfolio assessment:** A method of assessment that involves the evaluation of an organized collection of materials developed by a learner that records learning achievements and relates them to personal, educational or occupational goals, in this case, achievement of stated learning outcomes of college courses or programs.
- **Portfolio development course:** A course in which students develop a portfolio for subsequent assessment for prior learning assessment and recognition purposes.

Regular fee program: A postsecondary program of instruction for which colleges must establish a tuition fee within the minimum and maximum fees specified in [Appendix A](#) in order to be eligible for funding under the Core Operating Grant. Regular fee programs include the following types of activity:

- full-time regular postsecondary basic programs
- part-time activity
- tuition-short programs
- prior learning assessment and recognition

Student Access Guarantee: The name of a set of ministry policies and processes that coordinate institutional and government financial aid to students attending publicly assisted Ontario universities and colleges so as to more fully meet students' assessed financial needs. These policies and processes include both compulsory provisions and voluntary provisions.

Student contact hour (SCH): A unit representing one student enrolled in one required hour of instruction.

Subsequent payment: An amount that is paid after the initial tuition deposit as part of the student's total fees to reduce the amount of fees owing for the academic year.

Tuition deposit: An amount that is paid as part of the student's total tuition fees for the academic year to secure a student's enrolment at a college.

Tuition fee set-aside: A portion of tuition fee revenues resulting from tuition fee increases since 1995, which colleges must allocate to student assistance.

Tuition fees: Fees charged to students representing their contribution towards the operating and capital costs of academic program delivery and general overhead for the institution.

Tuition short program of instruction: A basic postsecondary program that generally is less than 52 weeks in duration, is designed to prepare students for employment or career advancement or to provide vocational updating or academic upgrading and normally leads to a college certificate as defined in the Credentials Framework (see the Minister's Binding Policy Directive on Framework for Programs of Instruction).

Appendix B: Minimum and Maximum Tuition Fees for Regular Programs

Program Type	Minimum	Maximum
Full-time Postsecondary Annual Base Tuition Fees ^{1 3}	\$1,275.00	\$ 3,384.07
Full-Time Tuition Short Weekly Fees ^{2 3}	\$35.65	\$94.62
Part-time Fee per Student Contact Hour	\$3.05	\$8.02
PLAR Fee per Challenge Process or Portfolio Assessment	\$20.00	\$185.72

¹ These are annual fees for most programs delivered in a standard two-semester program.

² A tuition short program of instruction is generally less than 52 weeks in duration.

³ With regard to full-time programs, the above minimum and maximums are applicable to the base annual tuition fee.