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To: [Jesse Robertson](#)
Subject: Extraordinary Tuition Worksheet Final April 2020.xlsx
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Attachments: [Extraordinary Tuition Worksheet Final April 2020.xlsx](#)

S.24(1)(a)

Peter L.

AE000-2021-G-22

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the *Freedom of Information & Protection of Privacy Act* to your request
Page(s) 2-5

From: [Peter Leclaire](#)
To: [Jesse Robertson](#)
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[Copy of Extraordinary Tuition Worksheet Final April 2020 \(002\).pdf](#)

Jesse,

S.24(1)(a)

Peter L.

AE000-2021-G-22

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GUIDELINES FOR THE ALBERTA TUITION FRAMEWORK

April 2020

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Updates to Alberta's Tuition Framework – February 2020

The [Alberta Tuition Framework](#) was adjusted in the fall of 2019 through the introduction of amendments to both the *Post-Secondary Learning Act* and the Tuition and Fees Regulation. The changes to the [Alberta Tuition Framework](#) are as follows:

- For the 2020/2021, 2021/2022, and 2022/2023 academic years, increases to the overall average tuition fees per domestic student at each institution are capped at seven per cent per year. Beginning in the 2023/2024 academic year, average increases for domestic students will be capped at the percentage annual change in the Alberta Consumer Price Index (CPI).
- The requirement for post-secondary institutions to receive sign off from the students' association in order to apply for an exceptional tuition fee increase is repealed. Institutions are still required to consult with the students' association regarding proposed exceptional tuition fee increases.
- The 10 per cent annual cap on increases to mandatory non-instructional fees that are below cost recovery is repealed.
- Authority for the Minister of Advanced Education to designate certain programs as executive graduate programs is repealed.

Elements of the [Alberta Tuition Framework](#) that remain unchanged include:

- The 10 per cent annual cap on increases to domestic tuition fees for each specialization.
- The cost recovery cap on mandatory non-instructional fees, and the requirement that new mandatory non-instructional fees be approved by the students' association.
- The requirement that institutions provide a written guarantee of the maximum tuition fees an international student may be required to pay over the course of their program at the time an offer of admission is made.

These guidelines provide guidance on how to comply with the current legal obligations and policy expectations associated with each element of Alberta's policy approach to tuition and fees.

The templates included in this document are for general reference purposes. The Ministry is currently working to modernize the reporting of tuition information so the specific reporting processes are under development.

Glossary

Academic Year: The academic year of the institution, as set or confirmed by notice in writing given by the Minister to the institution. (Tuition and Fees Regulation)

Apprentice: An individual who is engaged in an apprenticeship program that is provided for under the *Apprenticeship and Industry Training Act*. (*Apprenticeship and Industry Training Act*)

Apprenticeship Instructional Fees: Fees to be paid by a student to an institution in respect of instruction in apprenticeship technical training. (Tuition and Fees Regulation)

Apprenticeship Material and Service Fees: Mandatory fees to be paid by a student to an institution for materials and services that facilitate instruction in apprenticeship technical training, but does not include fees for equipment or materials that are retained or leased by the student. (Tuition and Fees Regulation)

Apprenticeship Program: A program of training in a designated trade that is approved by the Alberta Apprenticeship and Industry Training Board and under which an apprentice receives formal instruction and on the job training, and that is governed by a contract of apprenticeship that is registered under the *Apprenticeship and Industry Training Act*. (*Apprenticeship and Industry Training Act*)

Approved Program of Study: A program of study approved by the Minister under the Programs of Study Regulation or for the purposes of section 1(1)(m) of the *Student Financial Assistance Act*. (Tuition and Fees Regulation)

Apprenticeship Technical Training: Technical training under the *Apprenticeship and Industry Training Act*. (*Post-Secondary Learning Act*)

Audit Fees: A fee to allow students to attend a course with the understanding they will not receive credit for the course or be able to participate in assignments or examinations, or a fee that allows students to take an examination to demonstrate a sufficient level of competency in a subject such that they are granted credit for the course without receiving instruction.

Board: The board of governors of a public post-secondary institution. (*Post-secondary Learning Act*)

Department: For the purposes of this document, the department refers to the department of Advanced Education.

Distance Delivery Program: An approved program of study in which:

- all or most of the courses are delivered away from any permanent campus of the institution, and
- the individuals taking the courses are not in direct, in-person contact with each other or with the instructor on a regular basis for all or most of the courses. (Tuition and Fees Regulation)

Domestic Student: A student who is a Canadian citizen, a permanent resident of Canada or a protected person under subsection 95(2) of the *Immigration and Refugee Protection Act* (Canada). (*Post-secondary Learning Act*)

Full Load Equivalent (FLE): For the purposes of these Guidelines, FLE is an enrolment measure that is calculated by taking the load of the student enrolled (instructional hours + practicum hours) and dividing

by the full load of that program. This measure provides comparable metrics that are consistent across institutions and programs.

International Student: A student other than a domestic student. (Tuition and Fees Regulation)

Mandatory Non-instructional Fees (MNIFs): Fees to be paid by a student to an institution in respect of specific goods or services that are required for the student to complete an approved program of study or apprenticeship technical training, and that are:

- not apprenticeship instructional fees,
- not apprenticeship material and service fees,
- not tuition fees, and
- not membership fees for a student organization. (Tuition and Fees Regulation)

Off-campus Cost-Recovery Instruction Program: An approved program of study for which:

- instruction is wholly or predominantly delivered outside Alberta and away from any permanent campus of the institution, and
- no funding is provided by the department of the Government administered by the Minister. (Tuition and Fees Regulation)

Program of Study: A group of credit courses that, on completion, leads to the granting of a degree, diploma, or certificate. (*Post-secondary Learning Act*)

For the purposes of these Guidelines, programs of study can be considered at the program level or at the specialization level. The ministry's Provider and Program Registry System (PAPRS) is the authoritative record of programs and specializations.

Student Organization: A students association or a graduate students association. (*Post-secondary Learning Act*)

Students Association: A students association of a university, comprehensive community college or polytechnic institution established under section 93 or the students association of a university, public college or technical institute continued under section 125.2, 125.3 or 125.4 to be a students association of a university, comprehensive community college or polytechnic institution. (*Post-secondary Learning Act*)

Students Association Membership Fees: For the purposes of these Guidelines, student association membership fees are understood as fees levied by students associations on its members for the maintenance of the association. Student associations are granted authority to charge such fees through section 95(2)(e-f) of the *Post-Secondary Learning Act*.

Students' Council: The council of a student organization. (Tuition and Fees Regulation)

Third Party Contract: A contract between a third party and a board for the delivery of a program to the clients of the third party with the third party funding the cost for the delivery of the program to its clients. (Tuition and Fees Regulation)

Third Party MNIFs: For the purposes of these Guidelines, third party MNIFs are understood as a form of MNIF where the fee level is determined by a third party and all fee revenues are flowed through the institution to the third party.

Tuition Fees: Tuition fees are defined in the Tuition and Fees Regulation as:

(1) Fees identified in an institution's calendar or in a supplement to its calendar as tuition fees or fees for instruction for courses that are part of approved programs of study, excluding the following:

- courses taken as part of a distance delivery program by individuals who do not reside in Alberta,
- courses taken as part of apprenticeship technical training,
- off-campus cost recovery instruction programs that are delivered outside the province of Alberta,
- courses provided under a third-party contract,
- courses taken as part of a designated executive graduate program.

(2) Fees to be paid by a student to the institution for materials and services that facilitate instruction in the courses included in subclause (1), excluding the following:

- fees for equipment or materials that are retained or leased by the student,
- fees charged in respect of work placements or practicum experience where the persons or unincorporated bodies providing the work placement or practicum experience do not receive funding from the Government in respect of it. (Tuition and Fees Regulation)

The fees referred to in subclause (2) are typically referred to as *program fees*, which is a subcategory of tuition fees.

User Fees: For the purposes of these Guidelines, user fees are understood as fees for goods, services or activities that students may access on an as-needed basis. Students are not required to pay these fees in order to enroll in or complete their program of study.

Introduction

These Guidelines accompany the [Alberta Tuition Framework](#), which outlines the government's policy direction for tuition. The Guidelines are intended to help Alberta's public post-secondary institutions consistently implement the tuition and fees provisions in the *Post-secondary Learning Act* (PSLA) and the Tuition and Fees Regulation (TFR) and demonstrate their compliance through reporting to the [department](#). It describes reporting and compliance requirements for institutions starting in the 2020/2021 [academic year](#). The Guidelines are not a comprehensive and detailed outline of tuition policy, but do indicate where detailed information on legislative and regulatory requirements and authorities can be found.

These guidelines:

- explain the major categories of fees defined in the PSLA and TFR,
- establish the [department](#)'s reporting expectations,
- explain policy and compliance mechanisms for:
 - domestic tuition increases,
 - exceptional tuition increase proposals,
 - [international student](#) tuition guarantees, and
 - cost-recovery limits on [MNIF](#) amounts.

The TFR and these guidelines apply to all publicly-funded post-secondary institutions in Alberta except The Banff Centre and the Independent Academic Institutions.

Which Fees are Subject to the TFR?

The following fee types ARE subject to the TFR:

- [tuition fees](#),
- [apprenticeship instructional fees](#),
- [apprenticeship material and service fees](#), and
- [MNIFs](#).

The following fee types ARE NOT subject to the TFR:

- [user fees](#),
- [tuition fees](#) for programs not subject to the TFR,
- mandatory fees for the following materials and services that facilitate instruction:
 - equipment and materials retained or leased by the student,
 - work placements or practicum experiences for which provincial funding has not been provided to the employer,
 - [audit fees](#), and
 - fees for travel for field trips and/or practicums,
- fees for equipment or materials that facilitate instruction in [apprenticeship technical training](#) which are retained or leased by a student,
- fees charged for:
 - courses taken as part of a [distance delivery program](#) by people living outside Alberta,
 - [off-campus cost-recovery instruction programs](#), and
 - courses provided under a [third party contract](#).

See [Appendix A - Regulation of Fee Types](#) - for more information.

Responsibilities

The Minister of Advanced Education establishes legislative, regulatory and policy provisions relating to certain fees charged at public post-secondary institutions in Alberta. The Minister also determines [apprenticeship instructional fees](#) and [apprenticeship material and service fees](#).

[Boards](#) set [tuition fees](#), [international student tuition fees](#), and [MNIFs](#). [Boards](#) must consult with students as outlined in the TFR when setting these fees. [Boards](#) also set fees not subject to legislation and regulation, such as fees for programs that are not [approved programs of study](#).

Lastly, [boards](#) must publish the following annually in the institution calendar and website: [tuition fees](#), [MNIFs](#), fee policies set by the [board](#), and [apprenticeship instructional and material and services fees](#) set by the Minister.

Consultation Expectations

TFR s 8

Information Sharing

[Boards](#) are required to provide in each [academic year](#) to each of its [students' councils](#) a statement of anticipated increases to [tuition fees](#) and [MNIFs](#) for a 4-year period. [Boards](#) are also required to provide each of its [students' councils](#) all necessary information to compare the revenue from [MNIFs](#) to the costs of the specific goods and services in respect of which each [MNIF](#) is set each [academic year](#).

Consultation Mechanism and Practices

[Boards](#) must also establish a formal mechanism with each of its [students' councils](#) for holding consultations to discuss increases to [tuition fees](#) and [MNIFs](#). This mechanism must:

- allow for [students' council\(s\)](#) to provide ongoing input to the budget process regarding determination of these fees,
- include an outline of the process for communications and the holding of consultations, and
- provide for at least 2 meetings per year.

The [department](#) may review consultation processes to ensure they meet these regulation requirements.

Tuition Increases

PSLA s 61(1-4) and s. 61.01

TFR s 1(1)(e), (J), s 1(2)(a-b),(h), s. 2-4 and s. 11.1

General Background

For the 2020/2021, 2021/2022 and 2022/2023 academic years, institutions may increase tuition fees for approved programs of study that are not apprenticeship programs if:

- the increase is no more than 10 per cent higher for each specialization than [tuition fees](#) charged per [domestic student FLE](#) in the previous [academic year](#), and
- the overall average [tuition fees](#) per [domestic student FLE](#) does not increase from the prior [academic year](#) by more than seven per cent.

- overall average tuition fees per domestic student FLE excludes any tuition fees that were subject to an exceptional fee increase.

Following the 2022/2023 academic year, the cap on increases to the overall average tuition fees per domestic student FLE will be the percentage annual change in Alberta CPI. How the percentage annual change in Alberta CPI is calculated is outlined in section 2 of the TFR. The department will provide the method of calculation, including the data sources and a record of the calculation, on the Campus Alberta Project Site (CAPS) for all institutions. The department will also formally inform institutions of the CPI cap on average tuition fee increases per domestic FLE once the data needed for the calculation is available. This will normally take place later in the summer before the academic year preceding the academic year in which the cap takes effect (e.g. the cap for the 2023/2024 academic year will be communicated to institutions in late summer 2022). The Minister may also freeze tuition fees for approved programs of study that are not apprenticeship programs at their discretion.

The Minister will set apprenticeship instructional fees and apprenticeship material and service fees for each apprenticeship program by Ministerial Order. For the 2020/2021, 2021/2022, and 2022/2023 academic years, these fees may not increase by more than ten per cent. However, the Minister intends for these fees to increase by seven per cent each year, as is the case on average for other (non-apprenticeship) programs at the institution. For the academic years following 2022/2023, these fees may increase up to the percentage annual change in Alberta CPI or 10 per cent (whichever is smaller). The Minister may also freeze apprenticeship instruction fees and apprenticeship material and service fees at their discretion. The department will inform institutions of the rates for apprenticeship instructional fees and apprenticeship material and service fees as part of the TFR reporting process. Current apprenticeship instructional fee and apprenticeship material and service fee amounts can be found here: <https://tradesecrets.alberta.ca/technical-training-centre/paying-for-training/>.

Expectations for Off-Campus Cost-Recovery Instruction and Distance Delivery Programs

For a program to be considered an off-campus cost-recovery instruction program, it must be both delivered away from a main campus that is outside of Alberta and in a cost-recovery manner (e.g. the program recovers all costs without use of provincial funding sources). Simply delivering a program on a cost-recovery basis does not make a program exempt from the TFR. If the program is offered away from an institution's permanent campus, but is delivered in Alberta, it is subject to the TFR. For a program to be considered off-campus cost-recovery and therefore excluded from the TFR, it must be delivered outside of Alberta. Institutions are asked to keep the department apprised of developments related to off-campus cost recovery instruction programs (suspensions, terminations, etc.).

Students who reside in Alberta and take courses as part of distance delivery programs are covered by the TFR, whereas students who reside outside Alberta and take courses as part of a distance delivery program are outside of the TFR. Institutions are expected to distinguish between Alberta students and non-Alberta students clear when entering the location code of a distance delivery program in their PAPRS reporting.

Exceptional Tuition Increases

TFR s 1(2)(d-e) and s. 5-6

General Background

Institutions may submit proposals for tuition increases to approved programs of study, at either the program or specialization level, that do not count toward the institution's seven per cent maximum (and following the 2022/2023 academic year, the CPI maximum), and which can be greater than 10 per cent. Exceptional tuition increases are excluded from the seven per cent/CPI calculation for the year they are implemented, but going forward, the higher tuition fees become the new base for tuition increases for future enrolments.

Institutions must list this new total tuition fee amount for new cohorts as a single rate, rather than isolating the exceptional tuition increase portion of the total tuition amount and presenting it as its own fee type. This new tuition level can be increased in future academic years according to the regulation, but not in the same academic year it is implemented. For that implementation year, the tuition rate approved by the Minister must be the rate charged to domestic students.

Active students in the program at the time of approval are to be grandfathered for the standard program length as identified in PAPRS. For example, if a degree program receives an exceptional tuition increase, tuition fees for all current students in the year of approval are to be grandfathered for a four-year period. If a diploma program receives an exceptional tuition increase, then tuition fees for all current students in the year of approval are to be grandfathered for a two-year period.

Application Expectations

The exceptional increase mechanism is intended to be a rare exception to the normal increase mechanism. The Minister will take into consideration the percentage of students impacted by the cumulative exceptional increase proposals in a given year when reviewing proposals to ensure the exceptional increase mechanism remains a rare and exceptional means to raise tuition rates. Exceptional tuition increases are not intended to be a mechanism to allow institutions to raise tuition in all programs to increase revenues. Regardless of the outcome of applications, an institution may only submit an application once every five years for any approved program of study.

Quality improvements must align with the structure and design of the program or specialization as originally approved. Proposals including significant program changes must follow the usual process for program review and approval.

Timing

The department will accept proposals each year at any time between September and June. Accepted proposals can be implemented no earlier than a year after the immediately following September (e.g. a proposal submitted between September 2020 and June 2021 can be implemented in September 2022 at the earliest).

Content of Proposals

Proposals must:

- demonstrate that students, including the relevant student council (for example, for graduate programs, the council of the graduate students association) and students in the affected program were consulted,
- explain how all additional revenues from the increase will be spent to improve the quality of the program or specialization, and

- describe any prior exceptional increases to the program or specialization, including the increase amount and the improved outcomes that were achieved (if applicable).

[Appendix B - Exceptional Tuition Increases: A Guide for the Preparation of Proposals](#) - describes proposals and their evaluation in more detail.

Communication of Decision

The Minister will communicate the decision by letter to the [board](#).

Reporting

Institutions must report both tuition rates for grandfathered students and tuition rates for students subject to the approved exceptional increase for the program's or specialization's standard duration defined in PAPRS. After that time, the exceptional increase tuition rate will be the only rate reported.

Actual use of additional revenue generated from the exceptional increase will be monitored for the program or specialization length as documented in PAPRS. Institutions must report annually to their [board](#) and the [department](#) how additional exceptional tuition increase revenue is used. For more details on reporting, see [Appendix C4 - Exceptional Increase Expenditure Tracking](#).

Apprenticeship Programs

The Minister can order an exceptional increase to [apprenticeship instructional or material and service fees](#) once every five years. The Minister must consult with apprentices and institutions that provide [apprenticeship technical training](#), and may also consult with [student organizations](#), before ordering such an increase. If such an increase is introduced, it cannot be applied until the following [academic year](#). The Minister can order an exceptional increase for one or more [apprenticeship programs](#). Following the introduction of an exceptional increase to [apprenticeship instructional or material and service fees](#), subsequent annual fee increases will be subject to the regular cap of seven per cent (and following the 2022/2023 academic year, the CPI maximum)

International Student Tuition

TFR s 1(1)(i) and s. 10.

General Background

[International student](#) tuition fees are fees charged to students who are not Canadian citizens, permanent residents of Canada, or protected persons under subsection 95(2) of the federal *Immigrant and Refugee Protection Act*. Beginning for admissions in the 2020/2021 [academic year](#), institutions must outline in admissions acceptance letters to [international students](#) the maximum tuition for the program, including the annual maximum tuition based on the standard course load for each year of the [approved program of study](#). Institutions will not be allowed to increase these specified amounts in subsequent years.

Tuition Guarantee Model

Program standard duration

Tuition amounts must be guaranteed for the program's standard duration: the program length documented in PAPRS. The tuition guarantee only applies to the standard requirements, including any

available electives, necessary to complete a program. Any additional courses the international student chooses to take beyond the requirements for the program fall outside of the guarantee. Institutions may elect to identify the average length it takes learners to complete the program to provide learners with further transparency concerning expected costs.

Program level

Institutions must provide guaranteed tuition for an approved program of study at the program-level.¹ Guaranteed tuition is the maximum tuition for each year based on the standard full course load for each year of the program, the most expensive selection of electives, and where applicable, the most expensive specialization. Institutions may also choose to identify and guarantee different maximums for different specializations if there is significant discrepancy in tuition levels across specializations within a program.

Institutions are encouraged, but not required, to identify average tuition rates that students can typically expect to pay in their tuition guarantee letters, in addition to the maximum rate.

No cap

While tuition for international students must be guaranteed, it is not capped. Institutions are expected to charge at least cost-recovery rates to ensure government funding supports access for domestic students.

Transfers

When international students transfer out of a program, they cannot carry over guaranteed rates from that program. Institutions are to provide a new set of guaranteed tuition rates for the new program. For example, if an international student transfers into the second year of a four-year baccalaureate degree, the institution must guarantee tuition for years two, three and four.

Students admitted before 2020/2021

Institutions need not guarantee tuition for international students admitted before the 2020/2021 academic year. Nonetheless, the government encourages institutions to do so to ensure these students are also protected from unexpected tuition increases.

Reporting

Institutions must report international tuition in a new section in the TFR compliance template. This reporting will include the standard program duration, and maximum tuition fees an international student will pay each year for all active approved programs of study except open studies. The department may ask for more information as needed. See Appendix C2 - International Student Tuition Reporting - for details.

For example, in the 2020/2021 compliance cycle for an undergraduate degree program, institutions must report the maximum tuition for each year in the program: 2020/2021, 2021/2022, 2022/2023, and 2023/2024.

Institutions are also encouraged to post on their websites, or provide in admissions letters, an international student fee matrix which identifies the guaranteed tuition rates for each approved

¹ This level includes all specializations within a program.

program of study for different intake years. As guarantees are only for the standard length of the approved program of study, the intake years presented would refresh annually to reflect the intake years which would be currently enrolled in the program and subject to the guarantee.

Mandatory Non-Instructional Fees

PSLA s 61(1)(b), (2) and (4-6)

TFR s 1(2)(f) and s. 7

General Background

Mandatory non-instructional fees (MNIFs) are fees paid by a student to an institution in respect of specific goods or services that are required for the student to complete an approved program of study or apprenticeship technical training, and that are

- not apprenticeship instructional fees,
- not apprenticeship material and service fees,
- not tuition fees, and are
- not student association membership fees.

Appendix C5 – The Adult Learning System Fee Classification Logic shows the criteria for identifying the classification of fees charged by institutions. The department reviewed all of the fees in the system to ensure they

- align with the definitions in the regulation, and
- are classified consistently system-wide.

Introducing New Fees

In the event that an institution intends to introduce an entirely new fee, the fee classification tool should be used by institutions to classify fees (See Appendix C5). To avoid potential confusion and need for remediation due to a misclassified fee, institutions are encouraged to contact the department to ensure the new fee is classified correctly. It is considered best practice to have the results of the classification reviewed by the department prior to implementation to ensure classification is correct and consistent with the rest of the system.

New MNIFs need student approval

To introduce a new MNIF, institutions must receive formal approval from their student council(s). Institutions must demonstrate student approval prior to introducing a new MNIF by attaching a resolution passed by its student council(s) to its MNIF reporting templates demonstrating the council's(s') approval of the new fee. The resolution must demonstrate students' council(s) approval of the following basic elements of the new fee:

- the fee title,
- the fee level, and
- the goods and services supported by fee revenue.

Comprehensive MNIFs prohibited

Institutions may not charge comprehensive MNIFs, which are fees that support a broad range of unrelated goods and services. Institutions must identify the specific services or goods each MNIF supports.

MNIFs must be break-even or less

MNIFs must charge no more than the net cost to provide the specified services or goods (i.e. the difference between other sources of funding and cost of delivery). If an MNIF is currently at break-even, it may increase according to the cost of delivering the service. Students' council(s) approval is not required in order to increase MNIFs within these limits. If additional revenues are received to fund a good or service (or the cost of the good or service decreases), the MNIF must decrease to break-even.

When calculating break-even fee levels, institutions must include as revenue both government and other external-source funds earmarked for the MNIF-supported service (for example, Post-secondary Student Mental Health Program funding). In these instances, fees may only reflect the gap between earmarked revenue and break-even costs for the institution.

An institution may choose to operate the service or good supported by an MNIF at below cost-recovery levels. The regulation only requires that cost recovery cannot be exceeded.

The Minister may also freeze MNIFs at their discretion by Ministerial Order.

MNIFs for mental health services

MNIFs may support efforts that improve the mental health of students. However, MNIFs may only support certain types of mental health care, which the department refers to as “non-clinical”. Non-clinical care refers broadly to screening, brief interventions, and referrals to treatment.

More information on what constitutes non-clinical care and institutional mandates for mental health care can be found here: <https://open.alberta.ca/publications/9781460142530>.

Opt-out fees

If students can opt-out of paying a fee without any conditions, the fee is not an MNIF. However, if there are conditions for allowing students to opt-out, the fee is an MNIF. For example, if the student must show they have the good or service through alternative means in order to opt-out of paying the fee (e.g. proof of alternative health and dental coverage for health and dental plans) the fee is an MNIF.

Third party MNIFs

Some fees meet the definition of an MNIF and are controlled by a third party rather than the institution. These fees are considered a sub-section of the MNIF category and have different reporting requirements and expectations (e.g. transit fees and health and dental insurance fees). The department assesses cost-recovery from the institutional perspective, and since these fees are inherently cost-recovery for institutions, institutions do not need to provide detailed revenue and expense information. The amount charged to students and any applicable administrative surcharge must, however, be reported. If institutions charge an administrative surcharge on third-party fees, it must be reasonable and minimal.

MNIF Adjustments

Institutions are not permitted to substantively change the scope of the goods and services supported by an MNIF, or the student population to which the MNIF is charged, without consent of the students' council(s). The student populations that are subject to the MNIF and the goods and services which an MNIF supports are considered fundamental characteristics of an MNIF, and so changes to either of these characteristics would be treated as the introduction of a new MNIF (requiring student council consent).

Annual sign off of the Fee Classification Report ([Appendix C6](#)) generated by the Adult Learning System Fee Classification Tool ([Appendix C5](#)) is required to ensure the fees are still appropriately classified.

Student Association Fees

[Student association membership fees](#) are not [MNIFs](#), as they are explicitly excluded from the [MNIF](#) definition. Student Associations are treated as third parties for the purposes of [MNIFs](#), and all non-membership fees the institution charges on the Student Association's behalf will be treated [as third party MNIFs](#). Reporting for these fees will be limited to the amount charged to the student, as with other [third party MNIFs](#).

Compliance Process

Compliance practices for [MNIFs](#) occur in two stages:

1. Budget
2. Actual

Fee classification report

Institutions are expected to have their Vice President of Finance sign a copy of their Fee Classification Report annually to certify that the characteristics of each fee remain unchanged. This verification will also ensure that the services and goods supported by [MNIFs](#) remain constant. The contents of the Fee Classification Report for each institution was developed during the transitional fee classification review conducted by the department in the winter of 2019/2020.

Note: Across the system, fees may have similar names but different classifications depending on how the fee is used in practice.

Budget

Budget reporting for [MNIFs](#) must show the fee revenue anticipated from charging the [MNIF](#). This revenue cannot be more than enough to result in break even for the good or service. Therefore, reporting is split between third party and non-[third party MNIFs](#). See [Appendix C7](#) - [MNIF Budgets and Fee Schedule](#) - for sample budgets.

Estimated enrolments in this reporting must represent students who have to pay the [MNIF](#). If others have the option to pay for the service provided by the [MNIF](#), that revenue should be reported as "Other Revenue" and will offset the overall charge.

This budget will become part of forward-looking tuition fee compliance.

Actual

The [department](#) will annually review actual financial results for the delivery of the goods and services supported by [MNIFs](#) to verify they are delivered on a break-even basis.

The [department](#) will review the actual results against the original budget for the reasonability of the budget and overall trends of compliance that follow the spirit of the regulation. It is understood that budgets are an estimate and variances are likely and reasonable. The [department](#) will work with institutions to understand the financial results in the context of the institution's operations.

If there are instances of consistent and egregious noncompliance with the cost recovery principle in the regulation, the [department](#) will work with the institutions to bring it into compliance.

The reporting requirements for actual financial results are under development and will be shared once available.

Summary

At the time specified in Advanced Education’s “Schedule of Institutional Accountability Data Submissions,” the department will:

1. communicate the maximum allowable increase in overall tuition and apprenticeship fees.
2. provide tuition and fees compliance reporting templates.

Institutions will report in two phases:

1. Budget
 - Domestic student tuition reporting – by program and specialization per FLE to calculate compliance with the seven per cent/CPI and ten per cent caps (See [Appendix C1.](#))
 - International student tuition reporting – by program, for each year of the program’s standard duration (See [Appendix C2.](#))
 - Exceptional increase tracking - history of approved exceptional increases, the fee levels approved and the length of time in which they will be monitored for grandfathering and use of revenue (See [Appendix C3.](#))
 - MNIF budget and fee schedule – budgeted revenues and expenditures for the next academic year for each MNIF and details on the amounts of other fees charged at the institution (See [Appendix C7.](#))
2. Actual
 - Exceptional increase expenditure tracking – actual revenue generated by exceptional increases and use of revenue (See [Appendix C4.](#))
 - MNIF actual reporting – actual revenues and expenditures from the previous academic year for each MNIF charged and the specific services each supports (See [Appendix C8.](#))

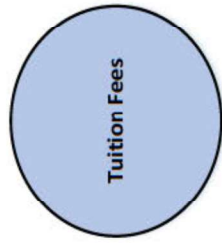
Contact for Additional Information

For further information or assistance in interpreting and applying the [Alberta Tuition Framework](#) and the instructions included in these Guidelines, institutions should contact the following department staff:

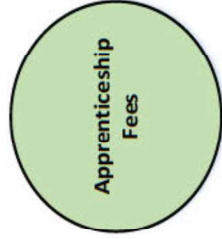
Leila Williams, Manager Financial Data and Accountability
Operational Data & Information Branch
Advanced Learning & Community Partnerships
10th Floor, Commerce Place | 10155 102 Street Edmonton, AB T5J 4L5
Phone: (780) 415-9571
Email: leila.williams@gov.ab.ca

Lisa Fox, Director
Policy and Engagement Branch
Advanced Learning and Community Partnerships
9th Floor, Commerce Place | 10155 102 Street Edmonton, AB T5J 4L5
Phone: (780) 422-1528
Email: lisa.fox@gov.ab.ca

Appendix A: Regulation of Fee Types



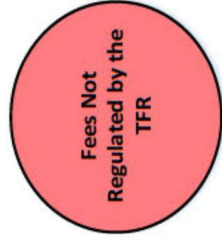
<p>Tuition Fees: Fees identified in an institution's calendar or in a supplement to its calendar as tuition fee or fees for instruction for courses that are part of programs approved by the Minister under the Programs of Study Regulation (except exclusions).</p> <p>Tuition includes Program Fees, which are fees paid by a student to the institution in courses that are part of programs approved by the Minister under the Programs of Study Regulation (except exclusions).</p>
<p>International Student Tuition Fees: Tuition fees charged to an international student.</p>



<p>Apprenticeship Instructional Fees: Fees to be paid by a student in respect of instruction in apprenticeship technical training.</p>
<p>Apprenticeship Material and Service Fees: Mandatory fees to be paid by a student to an institution for materials and services that facilitate instruction in apprenticeship technical training, but does not include fees for equipment or materials that are retained or leased by the student.</p>



<p>MNIFs: Fees charged to students that support specific goods and services that enhance the student experience, and that are:</p> <ul style="list-style-type: none"> not tuition fees as defined in the TFR, required in order to complete programs approved under the Programs of Study Regulation or designated under the <i>Apprenticeship and Industry Training Act</i>, and not membership fees for a student organization.
<p>Third Party MNIFs: MNIFs whose levels are entirely determined by a third party and whose revenues are entirely flowed through the institution to the third-party.</p>



<p>User Fees: Fees for goods, services or activities that students may access on an as-needed basis. Students are not required to pay these fees in order to enroll in or complete their program of study.</p>	<p>Exclusions to Program Fees: Mandatory fees for the following materials and services that facilitate instruction:</p> <ul style="list-style-type: none"> equipment and material retained or leased by the student, work placements for which provincial funding has not been provided, and travel for field trips and/or practicums.
<p>Exclusions to Tuition Fees: Tuition fees for:</p> <ul style="list-style-type: none"> Non-approved programming (e.g. continuing education) courses taken as part of a distance delivery program by individuals who do not reside in Alberta, off-campus cost-recovery programs offered outside Alberta, and courses provided under a third-party contract. 	<p>Exclusions to Material and Service Fees: Mandatory fees for materials and services that facilitate instruction in apprenticeship technical training that are retained or leased by the student.</p>
	<p>Student Association Fees: Fees levied on the membership of a student association for the maintenance of the association.</p>

Fee Category	Authority to Set Fees	Subject to the PSLA or TFR	Annual Reporting Requirements	Annual Consultation Requirements
Tuition Fees (Domestic Students)	Board	<p><u>PSLA:</u></p> <ul style="list-style-type: none"> Section 61(3)(a) of the PSLA limits average tuition fee increases for domestic students to the percentage annual change in the Alberta CPI. Section 61(3.1) exempts increases from the CPI cap for the 2020/2021, 2021/2022 and 2022/2023 academic years. <p><u>TFR:</u></p> <ul style="list-style-type: none"> Section 1(2)(h) defines tuition fees. Section 4(1) limits increases to the tuition charged to a domestic student for an individual program to 10%. Section 5 allows institutions to apply for an exceptional increase to tuition for a specific approved program of study once every five years. Section 11.1 allows institutions to increase average tuition for domestic students by a maximum of 7% for the 2020/2021, 2021/2022 and 2022/2023 academic years. 	<p>The TFR requires that the board publish its tuition and fees policies annually, in the manner and at the time established by the Minister.</p> <p>The department requires institutions to report their actual tuition and program fees for approved programs per FLE in the current academic year, and to provide forecasts of those fees for the next academic year based on the formula in Section 2 of the TFR in the customized tuition and fees compliance template.</p> <p>In the event that an institution receives an exceptional tuition increase, they are required to report on the utilization of the additional revenue received through the exceptional increase for a defined period of time identified in the department's letter approving the increase.</p>	<p>Section 8 of the TFR requires that the board establish a consultation mechanism with its students' council(s) to discuss increases to tuition fees and MNIFs, and to allow for ongoing input by each students' council to the budget process relative to the determination of these fees. This mechanism must:</p> <ul style="list-style-type: none"> include an outline of the process for communications and the holding of consultations, and provide for at least two meetings per year. <p>Section 8 of the TFR also requires that the board provide students' council(s) with a statement of anticipated tuition fee increases for a four-year period.</p>
International Student Tuition Fees	Board	<p><u>TFR:</u></p> <ul style="list-style-type: none"> Section 1(2)(h) defines tuition fees and section 1(1)(i) defines international students. Section 10 requires that institutions inform international students of tuition they will be charged for each year of the program in their admissions letter. Institutions are not allowed to deviate from these rates for the standard duration of the program. 	<p>The TFR requires that the board publish its tuition and fees policies annually, in the manner and at the time established by the Minister. The first year of a program or specialization guaranteed to an international student shall be published. The remaining fees may be published at the institution's discretion.</p> <p>The department requires institutions to report their tuition rates for international students for each year of the standard</p>	<p>Same as above as international student tuition fees are a form of tuition, and so are subject to the same legislative consultation requirements.</p>

Fee Category	Authority to Set Fees	Subject to the PSLA or TFR	Annual Reporting Requirements	Annual Consultation Requirements
Apprenticeship Instructional Fees	Minister	<p>Yes</p> <p><u>PSLA:</u></p> <ul style="list-style-type: none"> Section 61.01(3) stipulates that the Minister may only increase apprenticeship instructional fees by a percentage amount that does not exceed the percentage annual change in the Alberta CPI as calculated in the TFR. Section 61.01(4) exempts increases from the CPI cap for the 2020/2021, 2021/2022 and 2022/2023 academic years. <p><u>TFR:</u></p> <ul style="list-style-type: none"> Section 1(2)(a) defines apprenticeship instructional fees. Section 4(2) limits apprenticeship instructional fee increases to 10% (e.g. if CPI exceeds 10%, the maximum increase will be 10%). Section 6 allows the Minister to implement an exceptional fee increase to apprenticeship instructional fees for a designated trade no more frequently than every five years. 	<p>duration of a program of study annually in the provided templates.</p> <p>The department requires institutions to confirm the apprenticeship instructional fee amounts on an annual basis in the customized tuition and fee compliance templates</p>	None
Apprenticeship Material and Service Fees	Minister	<p>Yes</p> <p><u>PSLA:</u></p> <ul style="list-style-type: none"> Section 61.01(3) requires that the Minister may only increase apprenticeship material and service fees by a percentage amount that does not exceed the percentage annual change in the Alberta CPI as calculated in the TFR. 	<p>The department requires institutions to confirm apprenticeship material and service fee amounts on an annual basis in the customized tuition and fees compliance templates</p>	None

Fee Category	Authority to Set Fees	Subject to the PSLA or TFR	Annual Reporting Requirements	Annual Consultation Requirements
Mandatory Non-Instructional Fees (MNIFs)	Board	<ul style="list-style-type: none"> Section 61.01(4) exempts increases from the CPI cap for the 2020/2021, 2021/2022 and 2022/2023 academic years. <p><u>TFR:</u></p> <ul style="list-style-type: none"> Section 1(2)(b) defines apprenticeship material and service fees. Section 4(2) limits apprenticeship material and service fee increases to 10% (e.g. if CPI exceeds 10%, the maximum increase will be 10%). Section 6 allows the Minister to implement an exceptional fee increase to apprenticeship material and service fees for a designated trade no more frequently than every five years. <p><u>Yes</u></p> <p><u>PSLA:</u></p> <ul style="list-style-type: none"> Section 61(5) caps MNIF amounts at cost-recovery. Section 61(6) requires that the board obtain written approval from its students' council(s) before introducing a new MNIF. <p><u>TFR:</u></p> <ul style="list-style-type: none"> Section 1(2)(f) defines MNIFs. Section 7(1) stipulates that MNIFs must support specific goods or services, and if the fee is for a group of goods or services, they must be related goods or services. 	<p>The TFR requires that the board publish its MNIFs and fee policies annually, in the manner and at the times determined by the Minister.</p> <p>The department requires that institutions report their MNIF amounts and forecasts of this information for the following academic year in the templates provided. Actual results of revenues and expenditures for MNIF funded programs and services will be reviewed by the department.</p>	<p>The TFR requires that the board establish a consultation mechanism with each of the institution's students' councils to discuss increases to tuition fees and MNIFs, and to allow for ongoing input by each students' council to the budget process relative to the determination of these fees. This mechanism must:</p> <ul style="list-style-type: none"> Include an outline of the process for communications and the holding of consultations, and Provide for at least two meetings per year. <p>The TFR also requires that boards provide students' councils with a statement of anticipated MNIF increases for a four-year period, as well as all necessary information to compare the revenue from MNIFs to the costs of the specific goods and services each MNIF supports.</p>

Fee Category	Authority to Set Fees	Subject to the PSLA or TFR	Annual Reporting Requirements	Annual Consultation Requirements
Third-Party MNIFs	Set by the board in negotiation with third parties.	<u>Yes</u> Same as above, as third-party MNIFs are a type of MNIF.	The department recognizes that third party MNIFs are inherently cost-recovery from the perspective of the institution. Institutions are only required to identify their third-party MNIFs and note their fee levels in the provided tuition and fees compliance template.	The TFR requires that the board establish a consultation mechanism with each of the institution's students' councils to discuss increases to tuition fees and MNIFs to allow for ongoing input by each students' council to the budget process relative to the determination of these fees.
Students Association Membership Fees	Students Associations	<u>No</u>	The Fee Schedule has a section for non-regulated fee reporting. The department encourages reporting to better understand the range of fees charged to students by the institution.	None
User Fees	Board	<u>No</u>	The Fee Schedule has a section for non-regulated fee reporting. The department encourages reporting to better understand the range of fees charged to students by the institution.	None
Exclusions to Tuition Fees	Board	<u>No</u>	None	None
Exclusions to Apprenticeship Material and Service Fees	Board	<u>No</u>	None	None

Appendix B: Exceptional Tuition Increases: A Guide for the Preparation of Proposals

Introduction

The following outlines the information required by Advanced Education to evaluate proposals for exceptional increases to tuition. An “exceptional tuition fee increase” means an adjustment to tuition fees in respect of a specified approved program of study that is:

- not included in the calculation of the institution’s average tuition fees for the purposes of the seven per cent/CPI cap,
- not subject to the ten per cent cap on increases identified in Section 4 of the Tuition and Fees Regulation (TFR), and
- for the purposes of increasing the quality of the specified approved program of study.

Applications for exceptional tuition increases to an approved program of study can be at either the program or specialization level.

Institutions that wish to have an exceptional tuition fee increase considered are required to submit a proposal that demonstrates how the additional revenue received through the exceptional tuition fee increase will increase the quality of the specified approved program of study. Institutions must also demonstrate how students were consulted (including those in the affected program), and how feedback received through this process informed the contents of the proposal. Current students in the program must also be grandfathered for the program length identified in the Provider and Program Registry System (PAPRS), meaning the exceptional increase will only apply to incoming cohorts.

A separate proposal is required for each program for which an exceptional tuition fee increase is requested. Institutions may, however, submit a single application for multiple specializations if the specializations are within the same program. Applications for a specific approved program of study may be submitted no more frequently than once every five years. Requests for exceptional tuition increases that concern more than an individual program (or multiple specializations in different programs), or that are submitted sooner than five years after the Minister’s last decision on the program was rendered, will not be accepted or considered.

The department will accept proposals each year at any time between September and June. Consultations with learners must occur within this same period to ensure consultations are conducted with learners currently active in the program. The earliest an institution can implement an approved exceptional tuition increase is the year after the immediately following September (e.g. an approved proposal that is submitted between September 2020 and June 2021 could be implemented in September 2022).

Proposals are to be submitted by the board to the Minister, with a copy to Lisa Fox, Director of Policy and Engagement, at Lisa.Fox@gov.ab.ca.

The use of additional revenue and quality improvements

It is the department’s expectation that the additional revenue received through the proposed exceptional tuition increase will be allocated exclusively to the specified approved program of study. The exceptional tuition increase mechanism is not intended to provide for improvements to the quality of general, institution-wide student and instructional services upon which all programs rely, but rather to elements exclusively relevant to the specified approved program of study. It is also not intended solely to be a mechanism to increase revenues without substantive improvements in program quality.

All additional revenue is to be allocated to investments which improve program quality. The onus is on the institution submitting the proposed exceptional tuition increase to demonstrate to the Minister's satisfaction that the additional revenue generated through the increase will improve program quality. More specifically, the department will be looking for plans regarding the use of additional revenue to include investment in at least one of the following categories related to program quality:

- program instructor/faculty considerations (e.g. availability of faculty/instructors to students, faculty/instructor development etc.)
- program resources aside from capital infrastructure (e.g. specialized equipment, library resources, learning technology, IT resources, etc.)
- program delivery improvements that enhance the employability of graduates (e.g. innovative delivery methods, strengthening work-integrated learning components of programs, enhancing experiential learning etc.)
- learner services and supports (e.g. additional supports/services specific to the program that facilitate instruction)
- addressing exceptional program delivery cost pressures

Institutions may choose to invest additional revenue in other areas related to program quality, provided they can adequately demonstrate that these investments will improve program quality.

Program quality investments are required to align with the approved program of study. Proposals constituting significant program change need to follow the usual process for program review and approval.

Institutions will be required to report to both their boards and the department annually on the use of additional tuition revenue received because of an approved exceptional tuition increase. This reporting will be required for the standard length of the program identified in PAPRS (e.g. for a four-year degree program, expenditure reporting would be required for four years).

Criteria for proposals

For all exceptional tuition increase proposals, institutions must adhere to the following criteria and include these elements in the proposal:

- Name of program or specialization(s).
- The change in tuition fees requested.
- Any prior exceptional increases to the program, including the amount of the increase and outcomes achieved (if applicable).
- Information on how the relevant student council (e.g. in the case of a graduate program, the council of the graduate students' association) and students in the affected program have been consulted (including the method of consultation), when these consultations took place, feedback from these consultations, and illustration of how this feedback affected the contents of the proposal.
- A plan for additional revenue which:
 - identifies the anticipated revenue impact,
 - outlines all one-time and annual ongoing investments of all anticipated additional revenues for an amount of years which corresponds with the program length, and
 - identifies the categories of program quality investments towards which these investments will be allocated.
- A summary of quality investments to be made with additional revenues and a description of how these investments will enhance program quality.

- Projections of how many full-load equivalent (FLE) students will be affected based on historical enrolment levels. Projections must include:
 - program FLE figures for each of the past four academic years, and
 - new intake FLE figures for each of the past four academic years.
- Any potential institution-specific and system-wide impacts of the adjustment (e.g., impacts on similar approved programs of study at other institutions, programs into which the program in question ladders, transfer students, overall enrolment, etc.).

Evaluation of proposals

- Advanced Education will review proposals based on the criteria and analysis provided and may also consider:
 - potential impacts on affordability and accessibility,
 - implications that potential adjustments may have for the system,
 - total number of students that may be impacted by the cumulative proposals submitted by the institution,
 - institutional compliance with the terms and conditions of past approved exceptional tuition increases (if applicable).
- As per the TFR, when approving possible exceptional tuition increases, the Minister may specify how the exceptional tuition increase is implemented, including the students to which it applies, the amount of the increase, a phase-in period, and any other applicable terms and conditions.
- The Minister will communicate their decision regarding the proposal in a formal letter addressed to the board of governors of the submitting institution. In cases of approval, this letter will stipulate the terms and conditions of approval as well as reporting requirements.

Appendix C: Summary of Tuition and Fee Compliance Templates

C1. Domestic Student Tuition Reporting

The tuition fee reporting process is currently under development for automation. These templates are provided as a reference for content, not process.

Post Secondary Institution

Domestic Tuition Fee Regulation Compliance
2020/21 Over 2019/20 Academic Years

PAPRS Program Information:		2019/20 - Signed Off		2020/21 - Proposed		Projected Increase		Max:	
Status	Program Name	Specialization Name	Tuition Fees	Program Fees	Total Fees per FLE	2019/20 Fee Revenue	2020/21 Fee Revenue	Increase in Revenue	Increase
Active	ArtStream	ArtStream	1,200.00	1,200.00	1,200.00	69,374.40	-	(69,374.40)	0.0%
Active	Masters of Arts	Economics	1,242.00	1,242.00	1,242.00	17,666.50	-	(17,666.50)	0.0%
Active	Doctor of Arts	Sculpture	1,563.00	1,563.00	1,563.00	13,346.02	-	(13,346.02)	0.0%
Active	Bachelor of Fine Arts	General Studies	1,596.00	1,596.00	1,596.00	77,256.33	-	(77,256.33)	0.0%
Active	Bachelor of Fine Arts	Ceramics	1,224.00	1,224.00	1,224.00	92,279.81	-	(92,279.81)	0.0%
Active	Bachelor of Fine Arts	Drawing	1,267.00	1,267.00	1,267.00	3,802.27	-	(3,802.27)	0.0%
Active	Bachelor of Fine Arts	Fibre	1,594.00	1,594.00	1,594.00	42,982.21	-	(42,982.21)	0.0%
Active	Bachelor of Fine Arts	First Year Studies	24,244	1,567.00	1,567.00	37,990.35	-	(37,990.35)	0.0%
Active	Bachelor of Fine Arts	Glass	16,333	1,248.00	1,248.00	4,908.38	-	(4,908.38)	0.0%
Active	Bachelor of Fine Arts	Jewellery & Metals	25,644	1,292.00	1,292.00	21,102.24	-	(21,102.24)	0.0%
Active	Bachelor of Fine Arts	Media Arts	21,213	1,626.00	1,626.00	43,323.40	-	(43,323.40)	0.0%
Active	Bachelor of Fine Arts	Painting	15,455	1,598.00	1,598.00	33,898.37	-	(33,898.37)	0.0%
Active	Bachelor of Fine Arts	Print Media	23,096	1,273.00	1,273.00	23,493.61	-	(23,493.61)	0.0%
Active	Bachelor of Design	Sculpture	20,791	1,310.00	1,310.00	21,161.97	-	(21,161.97)	0.0%
Active	Bachelor of Design	Photography	1,000	1,659.00	1,659.00	39,626.87	-	(39,626.87)	0.0%
Active	Master of Fine Arts in Craft Media	Visual Communications Design	1,298.00	1,630.00	1,630.00	33,872.74	-	(33,872.74)	0.0%
						1,298.00	-	(1,298.00)	0.0%
						577,416.46	-	(577,416.46)	0.0%

Average Percent Increase **-100.00%**
CPI Maximum **2.00%**

LEERS Reconciliation

International Students	Domestic Enrolment 2018/19	2019/20 Fee Per Credit (Optional)	2020/21 Fee Per Credit (Optional)	2020/21 - Proposed	2020/21 Fee Revenue	2020/21 Fee Revenue	Increase in Revenue	Increase
Open Studies	57,812	1,200.00		Tuition Fees	69,374.40			
Other Approved Programs	14,250	1,242.00		Program Fees	17,666.50			
Credit Programs Not Subject to FER	3,540	1,563.00		Total Fees per FLE	13,346.02			
Apprenticeship Programs	50,296	1,596.00			77,256.33			
Off-Campus Cost Recovery Programs	75,392	1,224.00			92,279.81			
Federal Third Party Credit Programs	3,001	1,267.00			3,802.27			
Other Non-government Third Party	26,965	1,594.00			42,982.21			
Other provincial Dept. Third Party	3,933	1,248.00			37,990.35			
	16,333	1,292.00			4,908.38			
	25,644	1,626.00			21,102.24			
	21,213	1,598.00			43,323.40			
	15,455	1,273.00			33,898.37			
	23,096	1,310.00			23,493.61			
	20,791	1,659.00			21,161.97			
	1,000	1,630.00			39,626.87			
	408,802	1,298.00			33,872.74			
					577,416.46			

TOTAL CREDIT ENROLLMENTS (LEERS)

413,802

C2. International Student Tuition Reporting

Post Secondary Institution

Maximum International Tuition per FLE

Tuition Fee Regulation Reporting

2020/21 Intake of International Students

The tuition fee reporting process is currently under development for automation.
 These templates are provided as a reference for content, not process.

Approved Program Details		2020/21 Academic Year (20/21 Intake - Year One)			2021/22 Academic Year			2022/23 Academic Year			2023/24 Academic Year			2024/25 Academic Year		
Status	Credential	Level Of Study	Program Name	Maximum Program Length	Tuition Fees	Program Fees	Maximum Fees per FLE	Tuition Fees	Program Fees	Maximum Fees per FLE	Tuition Fees	Program Fees	Maximum Fees per FLE	Tuition Fees	Program Fees	Maximum Fees per FLE
Active	Degree	Career/Preparation	ArtStream	3												
Active	Degree	Master	Masters of Arts	4												
Active	Degree	Doctoral	Doctor of Arts	5												
Active	Degree	Undergraduate	Bachelor of Fine Arts	3												
Active	Degree	Undergraduate	Bachelor of Design	3												
Active	Degree	Master	Master of Fine Arts in Craft Media	3												

Vice-President Sign-Off

Name: _____

Position: _____

Date: _____

Signature: _____

C3. Exceptional Increase Tracking

Post Secondary Institution

History of Approved Exceptional Increases

The tuition fee reporting process is currently under development for automation.
 These templates are provided as a reference for content, not process.

PAPRS Program Information:						
Status	Credential	Program Name	Specialization Name	Number of Years	Monitoring	
Active	Degree	Bachelor of Fine Arts	General Studies	1	Year EI Approved	Tracking Ends
Active	Degree	Bachelor of Fine Arts	Ceramics	2	2020 / 2021	2021 / 2022
Active	Degree	Bachelor of Fine Arts	Drawing	2	2020 / 2021	2022 / 2023
Active	Degree	Bachelor of Fine Arts	Fibre	2	2020 / 2021	2022 / 2023
Active	Degree	Master of Fine Arts in Craft Media	Craft Media	3	2020 / 2021	2023 / 2024

Approved New Fees		
Tuition Fees	Program Fees	Total Fees per FLE
7,200.00		7,200.00
4,850.00		4,850.00
8,800.00		8,800.00
15,000.00		15,000.00
9,950.00		9,950.00

C4. Exceptional Increase Expenditure Tracking

Post Secondary Institution

Use of Funds Generated by Exceptional Increase
2020/21 Actual Reporting

*The tuition fee reporting process is currently under development for automation.
These templates are provided as a reference for content, not process.*

PAPRS Program Information:				
Status	Credential	Program Name	Specialization Name	Number of Years
Active	Degree	Bachelor of Fine Arts	General Studies	1
Active	Degree	Bachelor of Fine Arts	Ceramics	2
Active	Degree	Bachelor of Fine Arts	Drawing	2
Active	Degree	Bachelor of Fine Arts	Fibre	2
Active	Degree	Master of Fine Arts in: Craft Media	Craft Media	3

Monitoring			
Year El Approved	Tracking Ends		
2020 / 2021	2021 / 2022		
2020 / 2021	2022 / 2023		
2020 / 2021	2022 / 2023		
2020 / 2021	2023 / 2024		

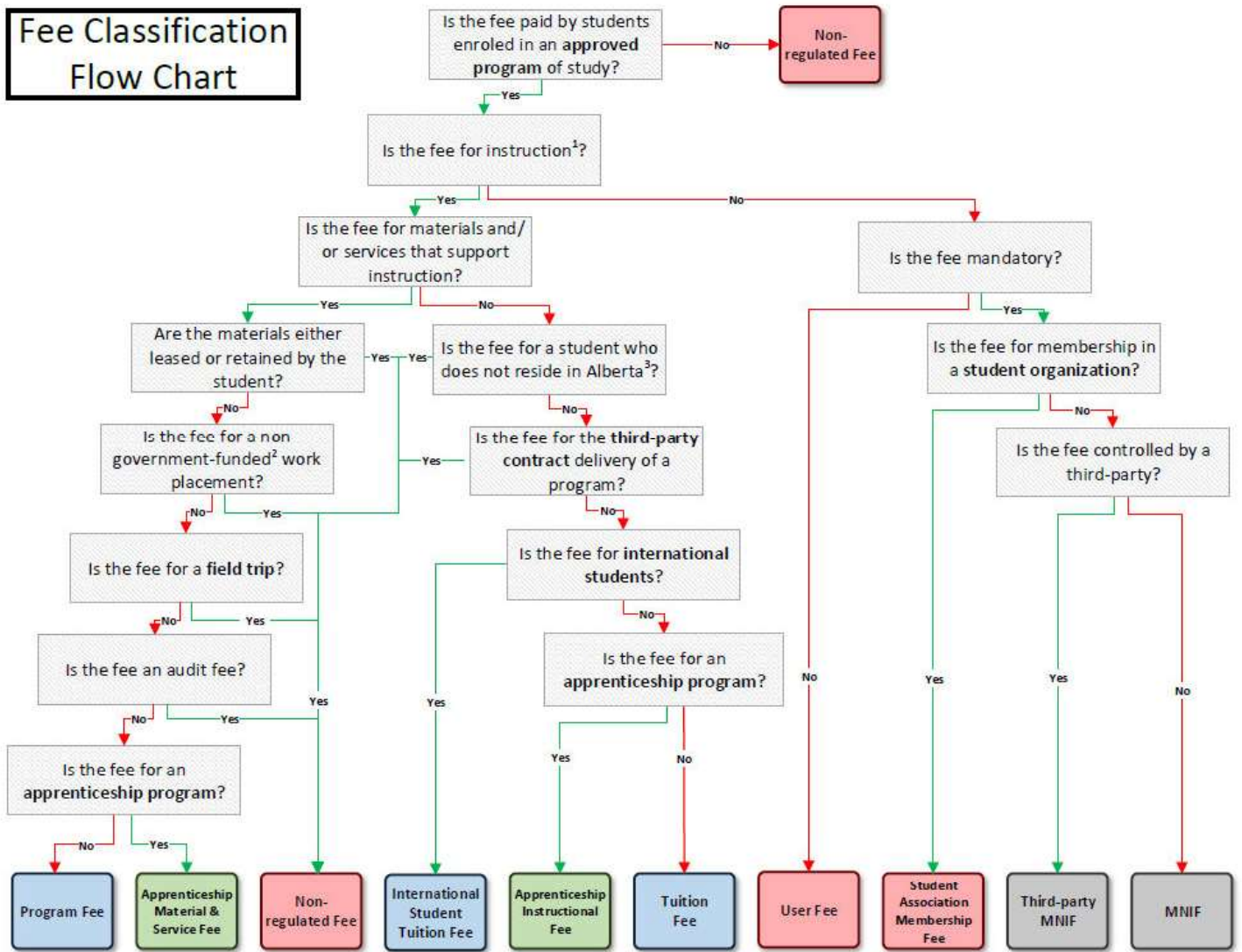
2020/21 Academic Year						
Grandfathered Rates (per domestic FLE)	Exceptional Increase Rates (per domestic FLE)	Increase per FLE (E.I. - Grandfathered)	FLEs at new rates	Estimated Revenue (Increase x FLEs at new rate)	Actual Revenue	Use of Funds
1,224.00	3,000.00	1,776.00		-		
1,267.00	3,000.00	1,733.00		-		
1,594.00	3,000.00	1,406.00		-		
1,567.00	3,000.00	1,433.00		-		
1,248.00	3,000.00	1,752.00		-		

Vice-President Sign-Off

Name: _____
 Position: _____
 Date: _____
 Signature: _____

C5. Adult Learning System Fee Classification Logic

Fee Classification Flow Chart



C6. Fee Classification Report

The tuition fee reporting process is currently under development for automation. These templates are provided as a reference for content, not process.

Adult Learning System Fee Classification Tool

No.	1 Is the fee paid by students enrolled in an approved program of study?	2 Is the fee for materials and/or services that support instruction?	3 Are the materials either retained by the student or leased?	4 Is the fee for a non-government-funded work placement?	5 Is the fee for a field trip?	6 Is this fee an audit fee?	7 Is the fee for an apprenticeship program?*	8 Is the fee for a student who does not reside in Alberta?	9 Is the fee for a third-party contract delivery of a program?	10 Is the fee for international students?	11 Is the fee for an apprenticeship program?*	12 Is the fee mandatory?	13 Is the fee for membership in a student organization?	14 Is the fee controlled by a third-party?	15 Fee Classification
	<p>Initial data will be populated during the fee review process and updates must be made as new fees are added. Annual sign off is required to ensure substantive changes are not made to the scope of the goods and services supported by the MNIF, or the student population to which</p>														

Notes:

* This question appears twice due to the logic of the question sequence.
 All bolded items are defined in the Tuition Fee Guidelines and/ or the Tuition and Fees Regulation.

Vice-President Sign-Off

Name: _____
 Position: _____
 Date: _____
 Signature: _____

C8. MNIF Actual Reporting

The tuition fee reporting process is currently under development for automation. These templates are provided as a reference for content, not process.

2020/21 Fee Schedule - Actual vs. Budget
ABC Institution

Mandatory Non Instructional Fees Budget to Actual

Fee Name:	Introduced*	Original Budget						Actual Results						Variance Results			
		Revenue:		Expense:		Total Deficit	Revenue:		Expense:		Total Deficit	Revenue	Expense	Result			
		Government Funding	Other Revenue	Total Revenue	Direct		Indirect**	Total Expense	Fee Revenue	Government Funding					Other Revenue	Total Revenue	Direct
Network Access Fee	Legacy	100,000.00	100,000.00	100,000.00	100,000.00	112,000.00	(12,000.00)	90,540.00	-	-	90,540.00	134,514.00	12,000.00	146,514.00	(55,974.00)	-9%	No explanation required
Recreation Fee	Legacy	215,000.00	215,000.00	240,000.00	10,000.00	250,000.00	(35,000.00)	204,123.00	-	-	204,123.00	190,150.00	10,000.00	200,150.00	3,973.00	-5%	Explain Variance Below
Total		215,000.00	215,000.00	240,000.00	10,000.00	250,000.00	(35,000.00)	204,123.00	-	-	204,123.00	190,150.00	10,000.00	200,150.00	3,973.00		

Notes:

Fee Name Explanation of Variance

Recreation Fee Due to lower than anticipated utilities costs, the direct costs of the institution were lower overall. This resulted in the costs associated with running the recreation facilities being lower than budgeted. Additionally, enrollments were lower than anticipated.

Estimated Enrollments	10,000,000
Actual Enrollments	9,695,000
Variance	1.57%

VP Finance Sign Off

Name: _____

Position: _____

Date: _____

Signature: _____

AE000-2021-G-22

Record(s) removed pursuant to Section 24 (1)(a)(b), and Section 25(1)(c) of
the *Freedom of Information & Protection of Privacy Act* to your request
Page(s) 42

From: [Gerald Kastendieck](#)
To: [Jesse Robertson](#); [Jackie Hammond](#); [Peter Leclair](#); [Brad Smith - Advanced Education](#); [Jessica Lucenko](#); [Laurie Chandler](#)
Cc: [Elizabeth Day](#); [Jennifer Atkins](#); [Caroline Orchison](#); [Lindsay Manz](#); [Thanasi Pananos](#)
Subject: Briefing Materials for Tomorrow's meeting on Tuition NR
Date: Thursday, June 04, 2020 1:24:59 PM
Attachments: NR
[Exceptional Tuition Increases.pdf](#)

Find attached briefing materials for tomorrow's 11 am call on Exceptional Tuition Increases

Non responsive

Classification: Protected A

AE000-2021-G-22

Record(s) removed pursuant to Section 24 (1)(a) of the *Freedom of Information & Protection of Privacy Act* to your request Page(s) 44-51

APPROVAL _____
Honourable Demetrios Nicolaidis
Minister of Advanced Education

DATE _____

**ADVICE TO HONOURABLE DEMETRIOS NICOLAIDES
MINISTER OF ADVANCED EDUCATION**

EXCEPTIONAL TUITION INCREASES

Decision
Option 1: Do not extend the exceptional tuition increase deadline of June 30.

S.24(1)(a)

DECISION REQUESTED BY:

- Department staff have requested a decision by June 5, 2020, to determine the timing of exceptional tuition increase proposal submission deadlines.

SUMMARY

Exceptional tuition increases are permitted under section 5 of the Tuition and Fees Regulation. The regulatory tool is designed to allow institutions to propose increases to tuition in rare and exceptional circumstances where the cost of the program should be increased to improve its quality. The regulatory language is very specific that the increases are to be exceptional. The provision is not intended to be used as a general revenue generation tool. The guidelines allow for exceptional tuition increase proposals to be submitted before the end of June for implementation in the academic year following the next year (i.e. proposals submitted now would be implemented for the 2021-22 academic year). However, given the current timelines and the focus of the institutions on the pandemic, it is likely that few, if any, institutions will be able to submit by the end of June 2020. To give institutions an opportunity to meet this window for exceptional tuition increases, with the quality improvements that will result for students, the Minister has the option to communicate to institutions and students that the guidelines will be amended to allow for proposals until October 16, 2020 for the 2020/21 year only. See Attachment 1 for detailed Options.

KEY CONSIDERATIONS

- Post-secondary institutions have been heavily impacted financially by the pandemic.
- Students have also been impacted in a number of ways, including having nearly all classes moved to an online format, and reduced availability of summer employment opportunities.
- Students are raising questions about the quality of online programming, and some have even called for tuition reductions.
- Students will be paying higher tuition this fall for the first time since 2014-15, as institutions are allowed to increase domestic student tuition by up to an average of seven per cent.
- Timing is critical to determine whether to proceed with the current (June 30th) deadline for exceptional tuition increase proposals, or whether to delay the deadline to give institutions additional time to submit proposals.
 - The department requires confirmation of the new rates of tuition by approximately mid-November for compliance purposes, so an October 16, 2020 deadline would pose tight timelines for the department.

- This extension would be for this year only, with the deadline reverting back to June 30th for subsequent years.

RECOMMENDATION

S.24(1)(a)

BACKGROUND

The Regulatory Tool

- Exceptional tuition increases are permitted under section 5 of the Tuition and Fees Regulation.
 - The regulatory tool is designed to allow institutions to propose increases to tuition outside the seven per cent/consumer price index increases, or the ten per cent cap on increases to individual programs, in rare and exceptional circumstances where the cost of the program should be increased to improve its quality.
- The policy intent underlying the provision is to allow programs to evolve and be appropriately resourced to ensure students get the best education, and to enable them to be labour market ready.
 - If the cost structure of the program is not permitted to change beyond the seven per cent/consumer price index allowance or the ten per cent cap, students may miss out on improvements to the quality of their program in exceptional circumstances.
- The Minister has final authority to approve or not approve the proposals, and has an important consumer protection role to play on behalf of students.
 - Exceptional tuition increases can also be ordered by the Minister for apprenticeship tuition and material and service fees, following consultations with apprentices and applicable institutions.
- When the provision was first added to the regulation, student consent was required for the increases to be proposed.
 - This was changed with regulatory amendments in 2019, such that student consultation is required but consent is not.
- The regulatory language is very specific that the increases are to be exceptional.
 - The provision is not intended to be used as a general revenue generation tool.
 - Allowing institutions to use the mechanism for general revenue generation not aimed at quality improvements in specific programs is possible, but would require amendments to the regulation.
- Exceptional tuition increases could not be implemented by institutions if institutions are expected to abide by hard expenditure targets. However, if expenditures can be offset by new revenues, these increases would not be an issue given the institution would be generating tuition revenue to offset their increased costs to improve the quality of the program.
- For additional background, information on the review process and criteria for reviewing the proposals, see Attachments 2, 3 and 4.

Submission Deadline

- The guidelines allow for exceptional tuition increase proposals to be submitted anytime between September and the end of June, for implementation the academic year following the next year (i.e. proposals submitted now would be implemented for the 2021-22 academic year).

- However, given the current timelines and the focus of the institutions on the pandemic, it is likely that few, if any, institutions will be able to submit by the end of June 2020.
- To give institutions an opportunity to meet this window for exceptional tuition increases, with the quality improvements that will result for students, the Minister has the option to communicate to institutions and students that the guidelines will be amended to allow for proposals until October 16, 2020.
 - Given that students are already likely to face increases to tuition averaging seven per cent in the next three years, adjusting the deadline to enable more institutions to submit exceptional tuition increases would likely upset students.

ATTACHMENT:

1. Options
2. Additional Background Information
3. Proposed Exceptional Tuition Increase Review Process
4. Exceptional Tuition Increase Proposal Evaluation Rubric
5. AR 58238 – Exceptional Tuition Increases, March 2020

CONTACT: Peter Leclaire, Assistant Deputy Minister
Advanced Learning and Community Partnerships, 780.641.9349

Attachment 1

Options

Option 1: Do not extend the exceptional tuition increase deadline.

- This would result in the deadline for proposals remaining June 30th.
- Few, if any, institutions would be likely to submit proposals by the end of the month.
- Proposals submitted later would be considered for implementation for September 2022.
- Institutions are encouraged to consult with students while they are on campus, rather than over the summer months, meaning that they are encouraged to submit their proposals between September and June.

S.24(1)(a)

S.24(1)(a)

AE000-2021-G-22

Record(s) removed pursuant to Section 24 (1)(a) of the *Freedom of Information & Protection of Privacy Act* to your request Page(s) 56

Attachment 2 Additional Background Information

Review Process (see Attachment 3)

- Institutions submitting proposals are required by the guidelines to send them to the Minister, with a copy to department staff. The guidelines allow for proposals to be submitted between September and June, meaning the deadline to do so is June 30th.
- Upon receiving a proposal, staff will immediately do a preliminary check to ensure that all of the required information is included (see Attachment 4). Where any required information has not been included, staff will call the institutional contact to have them send the missing information. This will ensure that minor errors or omissions are caught and remedied quickly.
- Staff will then undertake the formal, robust and substantive review required under the guidelines and approved by the Minister's Office through AR 58238 (see Attachment 5).
- This review will result in a briefing note to the Minister for each proposal received, which will include a recommendation on whether the Minister should approve or not approve the proposal (conditions for approval will also be recommended, where necessary). This briefing note will also flag any potential issues for the Minister (such as strong opposition from students during consultation, etc.), as well as broader system-wide issues of which the Minister should be aware.
- The Minister would then make a decision, which would be formally communicated to the board chair of the institution proposing the exceptional tuition increase.
 - An institution proposing exceptional increases to more than one program at a time would receive a single letter addressing all proposals reviewed.
- For approved exceptional increases, department staff would then work to develop the Ministerial Order.

S.24(1)(a)

AE000-2021-G-22

Record(s) removed pursuant to Section 24 (1)(a) of the *Freedom of Information & Protection of Privacy Act* to your request Page(s) 58-59

Attachment 4 Exceptional Tuition Increase Proposal Evaluation

Institution:

Program:

Lead Reviewer:

Secondary Reviewer:

Review By:

Date:

**Date of Past Exceptional
Increase(s) to Program
(if applicable):**

Stage 1: Required Elements of Proposal

Required Element	Element Included (Y/N)?	Details	Additional Comments (Where Applicable)
<i>Change in Tuition Fees Requested</i>			
<i>Estimate of number of learners (FLEs) impacted. Specific required elements include:</i> <ul style="list-style-type: none"> • <i>program FLE figures for each of the past four academic years, and</i> • <i>new intake FLE figures for each of the past four academic years.</i> 			
<i>Anticipated Additional Revenue</i>			

<p><i>Plan for Additional Revenue. Specific required elements include:</i></p> <ul style="list-style-type: none"> • <i>all one-time and annual ongoing investments of all anticipated additional revenues for an amount of years which corresponds with the program length,</i> • <i>the categories of program quality investments towards which these revenues will be allocated.</i> • <i>A summary of quality investments to be made with additional revenues and a description of how these investments will enhance program quality.</i> 			
<p><i>Student Consultation Approach and Feedback</i></p>			
<p><i>Incorporation of Student Feedback into the Proposal where feasible</i></p>			
<p><i>Potential Institution-Specific and System-Wide Impacts</i></p>			

Stage 2: Reasonableness of Increase Based on Scale of Anticipated Impact(Y/N)

Limit on Proposals	Limit Exceeded (Y/N)	Details	Additional Comments
<p>Does the proposed increase to tuition exceed 50%?</p>			
<p>Does the number of learners anticipated to be impacted at full implementation by the cumulative total of programs proposed for exceptional increases by the institution seem excessive (such as more</p>			

than 25% in a given year, or a significant proportion over a few years)?			
--	--	--	--

Stage 3: Analysis of Plan for Additional Revenue

Q1. Does the proposal clearly outline how all anticipated additional revenues would be invested? Are all of these investments allocated to efforts to improve program quality alone and not to address other financial imperatives for the institution?

Q2. Do each of these investments fit within the program quality categories identified in the Application Guide? If not, does the proposal effectively demonstrate how these investments would otherwise advance program quality?

Stage 4: Analysis of Consultation

Q1. What was the consultation method and to what extent did it provide the student council and learners in the affected program opportunity to provide meaningful input on the proposal?

Q2. What feedback was received from consultations with learners?

Q3. How was the learner feedback reflected in the submitted proposal (where feasible)?

Stage 5: Overall Analysis of Proposal

Q1: Are there any required elements that are missing from the proposal?

Q2. Are there potential broader impacts for Alberta’s post-secondary system not identified in the proposal?

Q3. What is the cumulative impact of the proposed exceptional tuition increase when considered together with other proposals submitted by the institution? What proportion of the total student body is estimated to be affected by these proposals in total at full implementation?

Q4. Are there accessibility and affordability concerns associated with the proposal that are significant enough to warrant consideration and mitigation?

Q5. Overall, does the proposal make a compelling case that investments of additional revenue will improve program quality?

Q6. Overall, did the consultation process provide for meaningful student input where student concerns were heard and meaningfully addressed through the contents of the proposal, to the extent possible?

Q7. Has the institution complied with the terms and conditions applied to past approved proposals (if applicable)?

Q8. Are there any terms and conditions which should be attached to the approval of this proposal (if applicable)?

Stage 6: Recommendation and Rationale

APPROVAL _____
Honourable Demetrios Nicolaides
Minister of Advanced Education

DATE _____

**ADVICE TO HONOURABLE DEMETRIOS NICOLAIDES
MINISTER OF ADVANCED EDUCATION**

EXCEPTIONAL TUITION INCREASES

Decision

S.24(1)(a)

SUMMARY

Institutions will soon begin submitting applications to the Minister for Exceptional Tuition Increases (ETIs) for domestic student tuition. A decision is required from the Minister about the scope of the process for submitting and reviewing applications.

S.24(1)(a)

S.24(1)(a)

KEY CONSIDERATIONS

- Financial pressures at institutions have led many to seek additional tuition revenue, which has included contemplating extra-regulatory increases. It is likely the Minister will face pressure from several institutions to clarify his position with respect to across-the-board and exceptional tuition increases.
- This provision of the TFR is meant to provide institutions with a mechanism to generate revenues to improve the quality of a program. It is not written in the regulation as, nor meant to be, a general revenue generation mechanism for institutions.
- The provision is also meant to be truly exceptional. The process was not designed to be a regular occurrence through which an institution can work around the seven per cent increase provision in the TFR.
- The nature of the provision means a review by the department would be necessary, and only those proposals adhering to the quality-based criteria and intent of the TFR would be approved. However, the application and compliance reporting inherent in such a process may be perceived by some as red tape.

RECOMMENDATION

S.24(1)(a)

BACKGROUND

- The TFR allows institutions to submit applications for an ETI for the purposes of improving the quality of one or more programs at the institution. The Minister's approval is required for any ETI to be implemented.
- The TFR stipulates that institutions cannot submit a proposal for a program more frequently than once every five years, must consult students in the preparation of the proposal, and must grandfather current students under the previous tuition rate, if the proposal is approved (i.e. students enrolled in the program subject to an approved ETI would continue to pay the non-exceptional rate, subject to the regular seven per cent increases).
- According to the ministry's policy guidelines (Attachment 2), institutions are able to submit ETI proposals anytime between September and June of any academic year (including the current year), with any approved ETIs being implemented the year after the immediately following academic year (i.e. submissions approved at this time would be implemented in the 2021/2022 academic year).
 - By requiring proposals to be submitted between September and June, the guidelines facilitate consultation with students while many of them are on campus. The implementation in the year following the next academic year ensures enough time for Ministerial review, institutional implementation, and that the students are consulted a reasonable amount of time before the new rate takes effect.
- To ensure approved proposals are implemented as outlined in the proposal to the Minister, institutions are required to report annually to the department on the exceptional and grandfathered rate being charged to students, as well as how exceptional tuition increase revenues are being spent.

S.24(1)(a)

- With the recent release of the Alberta Tuition Framework, staff are updating the policy guidelines for institutions, which contain detailed operational instructions for institutions on tuition, including a guide for the preparation of ETI proposals. This document will establish the operational parameters for institutional submissions, staff reviews of proposals and formulation of recommendations to the Minister, and reporting expectations to ensure compliance to the regulation.
- The scope of this briefing note does not include exceptional apprenticeship tuition and fee increases, which are at the discretion of Minister, subject to the regulatory limitations.

ATTACHMENTS:

S.24(1)(a)

2. Excerpt from Guidelines: A Guide for the Preparation of Exceptional Tuition Increase Proposals

CONTACT: Peter Leclaire, Assistant Deputy Minister
Advanced Learning and Community Partnerships, 780-641-9349

AE000-2021-G-22

Record(s) removed pursuant to Section 24 (1)(a) of the *Freedom of Information & Protection of Privacy Act* to your request Page(s) 67-69

From: [Brad Smith \(ADM\)](#)
To: [Curtis Clarke](#); [Jackie Hammond](#)
Cc: [Carmen Baldwin-Dery](#)
Subject: FW: Tuition notes - discussion with university finance people
Date: October 16, 2020 3:54:31 PM
Attachments: [FW Revised Guidelines for the Alberta Tuition Framework.msg](#)

S.24(1)(a)(b)

Brad

Classification: Protected A

From: Lisa Fox <Lisa.Fox@gov.ab.ca>
Sent: October-14-20 2:23 PM
To: Mike Ponting <Mike.Ponting@gov.ab.ca>; Peter Leclaire <Peter.Leclaire@gov.ab.ca>; Brad Smith - Advanced Education <BSmith@gov.ab.ca>; Carmen Baldwin-Dery <Carmen.Baldwin-Dery@gov.ab.ca>; Chris Winton <Chris.Winton@gov.ab.ca>
Cc: Lindsay Manz <Lindsay.Manz@gov.ab.ca>
Subject: Tuition notes - discussion with university finance people

Notes from AUA VP Finance meeting – October 13.

Attendees: U of A, U of C, U of L, AU, AUA, MRU, GMU, BC

FYI – I attended this meeting yesterday and indicated to participants that the Minister may be considering extending the deadline for allowing for exceptional tuition increase proposals to this Fall in order to be in effect for next academic year (rather than the current deadline which passed back in June).

S.24(1)(a)

S.24(1)(a)

S.24(1)(a)

Lisa Fox

Director, Policy & Engagement
Advanced Learning & Community Partnerships
Advanced Education
(780) 422-1528
lisa.fox@gov.ab.ca

Classification: Protected A

From: [Lisa Fox](#)
To: "[Annalise Van Ham \(avanham@mtroyal.ca\)](#)"; [Byford, Bruce](#); "[Deborah Meyers \(dmeyers@athabascau.ca\)](#)"; "[Jill Brown \(jill.brown@auarts.ca\)](#)"; "[Linda Dalgetty \(linda.dalgetty@ucalgary.ca\)](#)"; "[Nancy Walker \(Nancy.walker@uleth.ca\)](#)"; "[Rick Ellis \(ellisr23@macewan.ca\)](#)"; "[Martin Coutts](#)"; "[mcoutts@ualberta.ca](#)"
Subject: FW: Revised Guidelines for the Alberta Tuition Framework
Date: October 14, 2020 8:56:00 AM
Attachments: Non responsive

Hello,

Thank you for letting me join your meeting yesterday. As discussed I'm re-sending the operational Guidelines for the Alberta Tuition Framework. These provide information to operationalize the many aspects of tuition and fees, including exceptional tuition increase processes and expectations (starting page 11 and Appendix B page 23).

Thanks,

Lisa

Classification: Protected A

From: AE Campus Alberta <AE.CampusAlberta@gov.ab.ca>
Sent: Wednesday, April 15, 2020 9:24 AM
To: mprineas@athabascau.ca; erasmus.okine@uleth.ca; steven.dew@ualberta.ca; Dru.Marshall@ucalgary.ca; strzelcz@ucalgary.ca; andre.plante@auarts.ca; Provost@macewan.ca; lbrown1@mtroyal.ca; sftiz@nait.ca; brad.donaldson@sait.ca; mmwaba@bowvalleycollege.ca; THeath@gprc.ab.ca; fred.russell@keyano.ca; michael.crowe@lakelandcollege.ca; samantha.lenci@lethbridgecollege.ca; TChapman@mhc.ab.ca; norma.schneider@norquest.ca; mitchellg@northernlakescollege.ca; dthompson@oldscollege.ca; guy.gervais@portagecollege.ca; paulette.hanna@rdc.ab.ca; howard_jang@banffcentre.ca; pam.nordstrom@ambrose.edu; NDonkor@burmanu.ca; valerie.henitiuk@concordia.ab.ca; tara.hyland-russell@stmu.ca; hank.bestman@kingsu.ca; dmeyers@athabascau.ca; ! Nancy Walker <nancy.walker@uleth.ca>; gitta@ualberta.ca; linda.dalgetty@ucalgary.ca; Jill.brown@auarts.ca; ellisr23@macewan.ca; ! A Vanham <AVanHam@mtroyal.ca>; jedumont@nait.ca; roy.daykin@sait.ca; ckoch@bowvalleycollege.ca; Alogan@gprc.ab.ca; Dale.Mountain@keyano.ca; murray.walford@lakelandcollege.ca; simon.griffiths@lethbridgecollege.ca; wresch@mhc.ab.ca; michelle.beck@norquest.ca; 'semagins@northernlakescollege.ca' <semagins@northernlakescollege.ca>; gwiens@oldscollege.ca; Bev.Moghrabi@portagecollege.ca; james.brinkhurst@rdc.ab.ca; Bruce_Byford@banffcentre.ca; 'Brett.huffey@ambrose.edu' <Brett.huffey@ambrose.edu>; dhuether@burmanu.ca; rizwan.kanji@concordia.ab.ca; oxana.digodi@stmu.ca; ralph.troschke@kingsu.ca
Cc: AE Campus Alberta <AE.CampusAlberta@gov.ab.ca>; Mike Ponting <Mike.Ponting@gov.ab.ca>; Lisa Fox <Lisa.Fox@gov.ab.ca>; Chris Winton <Chris.Winton@gov.ab.ca>; Leila Williams <Leila.Williams@gov.ab.ca>
Subject: Revised Guidelines for the Alberta Tuition Framework

Good morning;

This email is being sent to Senior Academic Officers and Senior Business Officers.

As referenced in the recent e-mail related to the updated [Alberta Tuition Framework 2.0](#), please find attached a copy of the revised Guidelines for the Alberta Tuition Framework. For those who have access to the 'Tuition Fee Regulation Compliance' section of the Campus Alberta Project Site (CAPS), the Guidelines will also be posted there.

The Guidelines continue to provide institutions and student associations with detailed guidance on how to comply with the legislative/regulatory obligations and policy expectations associated with Alberta's updated policy approach to tuition, which were reflected in amendments to the *Post-secondary Learning Act* and the Tuition and Fees Regulation in Fall 2019.

These Guidelines for the Alberta Tuition Framework include information on a number of aspects of the framework that were updated in Fall 2019. These changes include:

- The inclusion of the seven per cent maximum allowable average increase to domestic student tuition for the 2020-2021, 2021-2022, and 2022-2023 academic years (thereafter, the maximum allowable average returns to the rate of inflation as defined by the Alberta Consumer Price Index). Apprenticeship tuition and material and service fees will also increase by seven per cent for those three academic years.
- The changes to the submission criteria for exceptional tuition increases, whereby institutions can submit proposals without student consent, provided students have been consulted.
- The elimination of the Executive Graduate Program requirements. Tuition in these programs will now be regulated as other program tuition is regulated.
- The change in the requirements for Mandatory Non-instructional Fees to reach cost-recovery (i.e. those fees below cost recovery can now increase by more than ten per cent).

As the Guidelines are an operational policy document, it is expected that adjustments will be made to their contents over time as appropriate to address emergent implementation or operational challenges. These revisions will be made in a transparent fashion which ensures all institutional and student stakeholders are aware of the changes and the rationale supporting them.

David Williams
Executive Director, Policy and Business Intelligence

From: [Lisa Fox](#)
To: [Peter Leclaire](#); [Brad Smith - Advanced Education](#); [Carmen Baldwin-Dery](#); [Mike Ponting](#); [Chris Winton](#)
Cc: [Lindsay Manz](#)
Subject: FW: Revised Guidelines for the Alberta Tuition Framework
Date: Friday, October 23, 2020 1:00:37 PM

Just FYI that I closed the loop with the University finance people on my exploratory conversation about possibly changing the timelines for the exceptional increases.

I have indicated there will no change to the exceptional tuition increase process at this time. And they should plan for it to be like it currently is written (which does allow they work on and submit proposals now but they would be in effect for 22-23 academic).

Classification: Protected A

From: Lisa Fox
Sent: Friday, October 23, 2020 11:18 AM
To: 'Annalise Van Ham (avanham@mtroyal.ca)' <avanham@mtroyal.ca>; Byford, Bruce (Bruce_Byford@banffcentre.ca) <Bruce_Byford@banffcentre.ca>; 'Deborah Meyers (dmeyers@athabascau.ca)' <dmeyers@athabascau.ca>; 'Jill Brown (jill.brown@auarts.ca)' <jill.brown@auarts.ca>; 'Linda Dalgetty (linda.dalgetty@ucalgary.ca)' <linda.dalgetty@ucalgary.ca>; 'Nancy Walker (Nancy.walker@uleth.ca)' <Nancy.walker@uleth.ca>; 'Rick Ellis (ellisr23@macewan.ca)' <ellisr23@macewan.ca>; 'Martin Coutts' <martin.coutts@ualberta.ca>; 'mcoutts@ualberta.ca' <mcoutts@ualberta.ca>
Subject: RE: Revised Guidelines for the Alberta Tuition Framework

Hello,

In follow up to my conversation with you on the 13th, I have been asked if there is any status update.

So I wanted to let you know that no decision to extend the timelines for exceptional increase proposals (to be in effect for next academic year) has been made.

At this time then, I would assume the process will remain the same as currently outlined in the Guidelines. Which would mean you can still work on proposals and submit them now and up till end of June, and they would be for effect in 2022-23 academic year.

Thanks,

Lisa

Classification: Protected A

From: Lisa Fox
Sent: Wednesday, October 14, 2020 8:56 AM
To: 'Annalise Van Ham (avanham@mtroyal.ca)' <avanham@mtroyal.ca>; Byford, Bruce

(Bruce_Byford@banffcentre.ca) <Bruce_Byford@banffcentre.ca>; 'Deborah Meyers (dmeyers@athabascau.ca)' <dmeyers@athabascau.ca>; 'Jill Brown (jill.brown@auarts.ca)' <jill.brown@auarts.ca>; 'Linda Dalgetty (linda.dalgetty@ucalgary.ca)' <linda.dalgetty@ucalgary.ca>; 'Nancy Walker (Nancy.walker@uleth.ca)' <Nancy.walker@uleth.ca>; 'Rick Ellis (ellisr23@macewan.ca)' <ellisr23@macewan.ca>; 'Martin Coutts' <martin.coutts@ualberta.ca>; 'mcoutts@ualberta.ca' <mcoutts@ualberta.ca>

Subject: FW: Revised Guidelines for the Alberta Tuition Framework

Hello,

Thank you for letting me join your meeting yesterday. As discussed I'm re-sending the operational Guidelines for the Alberta Tuition Framework. These provide information to operationalize the many aspects of tuition and fees, including exceptional tuition increase processes and expectations (starting page 11 and Appendix B page 23).

Thanks,

Lisa

Classification: Protected A

From: AE Campus Alberta <AE.CampusAlberta@gov.ab.ca>

Sent: Wednesday, April 15, 2020 9:24 AM

To: mprineas@athabascau.ca; erasmus.okine@uleth.ca; steven.dew@ualberta.ca; Dru.Marshall@ucalgary.ca; strzelcz@ucalgary.ca; andre.plante@auarts.ca; Provost@macewan.ca; lbrown1@mtroyal.ca; sfitz@nait.ca; brad.donaldson@sait.ca; mmwaba@bowvalleycollege.ca; THeath@gprc.ab.ca; fred.russell@keyano.ca; michael.crowe@lakelandcollege.ca; samantha.lenci@lethbridgecollege.ca; TChapman@mhc.ab.ca; norma.schneider@norquest.ca; mitchellg@northernlakescollege.ca; dthompson@oldscollege.ca; guy.gervais@portagecollege.ca; paulette.hanna@rdc.ab.ca; howard_jang@banffcentre.ca; pam.nordstrom@ambrose.edu; NDonkor@burmanu.ca; valerie.henitiuk@concordia.ab.ca; tara.hyland-russell@stmu.ca; hank.bestman@kingsu.ca; dmeyers@athabascau.ca; ! Nancy Walker <nancy.walker@uleth.ca>; gitta@ualberta.ca; linda.dalgetty@ucalgary.ca; jill.brown@auarts.ca; ellisr23@macewan.ca; ! A Vanham <AVanHam@mtroyal.ca>; jedumont@nait.ca; roy.daykin@sait.ca; ckoch@bowvalleycollege.ca; Alogan@gprc.ab.ca; Dale.Mountain@keyano.ca; murray.walford@lakelandcollege.ca; simon.griffiths@lethbridgecollege.ca; wresch@mhc.ab.ca; michelle.beck@norquest.ca; 'semagins@northernlakescollege.ca' <semagins@northernlakescollege.ca>; gwiens@oldscollege.ca; Bev.Moghrabi@portagecollege.ca; james.brinkhurst@rdc.ab.ca; Bruce_Byford@banffcentre.ca; 'Brett.huffey@ambrose.edu' <Brett.huffey@ambrose.edu>; dhuether@burmanu.ca; rizwan.kanji@concordia.ab.ca; oxana.digodi@stmu.ca; ralph.troschke@kingsu.ca

Cc: AE Campus Alberta <AE.CampusAlberta@gov.ab.ca>; Mike Ponting <Mike.Ponting@gov.ab.ca>; Lisa Fox <Lisa.Fox@gov.ab.ca>; Chris Winton <Chris.Winton@gov.ab.ca>; Leila Williams <Leila.Williams@gov.ab.ca>

Subject: Revised Guidelines for the Alberta Tuition Framework

Good morning;

This email is being sent to Senior Academic Officers and Senior Business Officers.

As referenced in the recent e-mail related to the updated [Alberta Tuition Framework 2.0](#), please find attached a copy of the revised Guidelines for the Alberta Tuition Framework. For those who have access to the 'Tuition Fee Regulation Compliance' section of the Campus Alberta Project Site (CAPS), the Guidelines will also be posted there.

The Guidelines continue to provide institutions and student associations with detailed guidance on how to comply with the legislative/regulatory obligations and policy expectations associated with Alberta's updated policy approach to tuition, which were reflected in amendments to the *Post-secondary Learning Act* and the Tuition and Fees Regulation in Fall 2019.

These Guidelines for the Alberta Tuition Framework include information on a number of aspects of the framework that were updated in Fall 2019. These changes include:

- The inclusion of the seven per cent maximum allowable average increase to domestic student tuition for the 2020-2021, 2021-2022, and 2022-2023 academic years (thereafter, the maximum allowable average returns to the rate of inflation as defined by the Alberta Consumer Price Index). Apprenticeship tuition and material and service fees will also increase by seven per cent for those three academic years.
- The changes to the submission criteria for exceptional tuition increases, whereby institutions can submit proposals without student consent, provided students have been consulted.
- The elimination of the Executive Graduate Program requirements. Tuition in these programs will now be regulated as other program tuition is regulated.
- The change in the requirements for Mandatory Non-instructional Fees to reach cost-recovery (i.e. those fees below cost recovery can now increase by more than ten per cent).

As the Guidelines are an operational policy document, it is expected that adjustments will be made to their contents over time as appropriate to address emergent implementation or operational challenges. These revisions will be made in a transparent fashion which ensures all institutional and student stakeholders are aware of the changes and the rationale supporting them.

David Williams
Executive Director, Policy and Business Intelligence

From: eter Leclaire <Peter.Leclaire@gov.ab.ca>
Sent: onday, April 12, 2021 1:35 PM
To: teven Dew
Subject: e: Exceptional tuition increases

Thanks Steve. Yes Law did capture our attention late last week. The Minister's office was contacted by the reporter. Nothing further required at this time. I noted to the Minister's office that this was likely initial conversations by the institution in preparation for a submission. You are not the only institution preparing a submission. The context of comparators is helpful Steve, even if it is not the context that will be used to review the submission based on the regulation. Comparators appear to be an important context for the last few years.

Regards,
Peter L.

From: Steven Dew <steven.dew@ualberta.ca>
Date: Monday, April 12, 2021 at 7:49 AM
To: Peter Leclaire <Peter.Leclaire@gov.ab.ca>
Subject: Exceptional tuition increases

CAUTION: This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Peter,

As an update, we have started to consult with students about proposed ETIs. I see that Law has already hit the paper. For your information, attached is the current plan (as well as our U15 marketplace). We realize the case has to be made to the Minister on the basis of quality and value add, not on the basis of market.

Happy to discuss further.

Steve

--

Steven Dew, PhD, PEng.
Provost and Vice-President (Academic)
Professor, Dept. of Electrical and Computer Engineering
University of Alberta, Edmonton, AB, Canada T6G 2G7
email: steven.dew@ualberta.ca | phone: +1.780.492.3443

The University of Alberta acknowledges that we are located on Treaty 6 territory, and respects the history, languages, and cultures of the First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our institution.

CONFIDENTIALITY NOTICE: This email message, including any attachments, is intended only for the named recipient(s) and may contain information that is confidential and/or exempt from disclosure under applicable law. If you have received this message in error, or are not the named recipient(s), please immediately notify the sender by reply email and delete this message, including any attachments. Thank you.

University of Alberta
2021 Extra-ordinary Tuition Increases Proposal
For Implementation September 2022

Program Name	UofA Tuition		2022 Proposed		2022 Proposed		Proposed		UofT Tuition	
	2020-21	2021-22	Extra-ordinary increase	Extra-ordinary increase	Extra-ordinary increase	Tuition	2020-21	2020-21	2020-21	2020-21
Undergraduate programs										
BComm (Business) (30 credits with 2 options)	7,488.48	8,012.48	22.00%	1,762.75	9,775.23	S.24(1)(a)(b); S.25(1)(c)				
BSc Eng (Engineering) 36 credits	6,831.36	7,309.44	24.50%	1,790.81	9,100.25					
JD (Law)32credits	10,936.08	11,701.48	45.00%	5,265.67	16,967.15					
Radiation Therapy BSc (Medicine)(30 credits)	5,692.80	6,091.20	20.00%	1,218.24	7,309.44					
Medical Laboratory ScienceBSc (Medicine) Year 2 entry	7,021.12	7,512.48	17.00%	1,277.12	8,789.60					
DDS (Dentistry)	21,597.36	23,109.15	40.00%	9,243.66	32,352.81					
APDDS (Dentistry)	53,358.36	57,093.40	40.00%	22,837.36	79,930.76					
PharmD (Pharmacy) (32 credits)	10,684.16	11,431.68	44.00%	5,029.94	16,461.62					
Graduate programs										
MBA - Business	13,441.20	14,380.80	67.00%	9,635.14	24,015.94					
MEng - Engineering	6,865.20	7,345.20	23.00%	1,689.40	9,034.60					
Master - Counselling Psychology (Education)	4,006.80	4,287.28	100.00%	4,287.28	8,574.55					
Master - Counselling Psychology-Thesis (Education)	3,918.60	4,192.80	104.51%	4,381.75	8,574.55					

*** Proposed amounts may change based on fee index value and configuration. Rates will be set as close to the above calculations as possible.

Domestic Undergraduate Tuition for Major Programs, 2021-21

The following table presents U15 undergraduate tuition across selected programs.

S.24(1)(a)(b); S.25(1)(c)

S.24(1)(a)(b); S.25(1)(c)

Table 1. Domestic Undergraduate Tuition for Major Programs, 2020-21

2020-21 Tuition	Arts & Social Science	Business	Dentistry	Education	Engineering	Kinesiology	Law	Medicine	Nursing	Pharmacy	Science
University of Alberta	\$5,692.80	\$7,488.48	\$21,597.36	\$5,692.80	\$6,831.36	\$5,692.80	\$10,936.08	\$12,887.20	\$6,641.60	\$10,684.16	\$5,692.80
Dalhousie University	S.24(1)(a)(b); S.25(1)(c)										
McGill University	S.24(1)(a)(b); S.25(1)(c)										
McMaster University	S.24(1)(a)(b); S.25(1)(c)										
Queen's University	S.24(1)(a)(b); S.25(1)(c)										
Universite de Montreal	S.24(1)(a)(b); S.25(1)(c)										
Universite Laval	S.24(1)(a)(b); S.25(1)(c)										
University of British Columbia	S.24(1)(a)(b); S.25(1)(c)										
University of Calgary	S.24(1)(a)(b); S.25(1)(c)										
University of Manitoba	S.24(1)(a)(b); S.25(1)(c)										
University of Ottawa	S.24(1)(a)(b); S.25(1)(c)										
University of Saskatchewan	S.24(1)(a)(b); S.25(1)(c)										
University of Toronto	S.24(1)(a)(b); S.25(1)(c)										
University of Waterloo	S.24(1)(a)(b); S.25(1)(c)										
Western University	S.24(1)(a)(b); S.25(1)(c)										

Average (excluding U of A)

Average minus U of A

% difference from average

Source: U15 2020-21 Tuition & Fees results and Institution financial websites.

NOTES:

S.24(1)(a)(b); S.25(1)(c)

Domestic Tuition, 2020-21

	Graduate			Undergraduate			
	MBA - Business	MEng - Engineering	Master - Counselling Psychology (Education)	Master - Counselling Psychology-Thesis (Education)	Radiation Therapy BSc (Medicine) (30 credits)	Medical Laboratory ScienceBSc (Medicine) Year 2 entry	APDDS (Dentistry)
Dalhousie University	S.24(1)(a)(b); S.25(1)(c)	S.24(1)(a)(b); S.25(1)(c)	S.24(1)(a)(b); S.25(1)(c)	S.24(1)(a)(b); S.25(1)(c)	S.24(1)(a)(b); S.25(1)(c)	S.24(1)(a)(b); S.25(1)(c)	S.24(1)(a)(b); S.25(1)(c)
McGill University							
McMaster University							
Queen's University							
Universite de Montreal							
Université Laval							
University of Alberta	\$13,441.20	\$4,006.80	\$4,006.80	\$3,918.60	\$5,692.80	\$5,692.80	\$51,615.32
University of British Columbia							
University of Calgary							
University of Manitoba							
University of Ottawa							
University of Saskatchewan							
University of Toronto							
University of Waterloo							
Western University							

Source: U15 2020-21 Tuition & Fees report for graduate programs (with some exceptions), and institutions' tuition & financial websites for undergraduate programs.

Note:

S.24(1)(a)(b); S.25(1)(c)

From: [Peter Leclaire](#)
To: [Jesse Robertson](#)
Cc: [Curtis Clarke](#); [Jackie Hammond](#); [Gerald Kastendieck](#)
Subject: Re: UAlberta Exceptional Tuition Increases
Date: April 21, 2021 10:55:14 AM

Jesse,

Good to start with me on this. We are the touch point right now. I had a conversation with the UofA this morning on this. We are going to get a few of these submissions. We've got a handful of notices of pending submissions and we are anticipating more. I have a BN to check in on our receptivity to these submissions. As you know they will come into effect in fall of 2022.

Peter L.

From: Jesse Robertson <jesse.robertson@gov.ab.ca>
Date: Wednesday, April 21, 2021 at 10:37 AM
To: Peter Leclaire <Peter.Leclaire@gov.ab.ca>
Cc: Curtis Clarke <Curtis.Clarke@gov.ab.ca>, Jackie Hammond <Jackie.Hammond@gov.ab.ca>, Gerald Kastendieck <Gerald.Kastendieck@gov.ab.ca>
Subject: FW: UAlberta Exceptional Tuition Increases

Hi Peter,

Is tuition still your department?

Anyway, please find attached a letter from the U of A students association flagging potential issues with U of A's exceptional increase proposals.

We'll want this for context when/if a proposal comes in from the school.

Thanks,

J

Classification: Protected A

From: Joel Agarwal <joel.agarwal@su.ualberta.ca>
Sent: April 19, 2021 5:38 AM
To: AE Minister <AE.Minister@gov.ab.ca>; Jesse Robertson <jesse.robertson@gov.ab.ca>
Subject: UAlberta Exceptional Tuition Increases

CAUTION: This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Good Morning Minister Nicolaidis and Jesse,

I hope you both had a wonderful weekend enjoying the warm weather!

Jesse and I briefly chatted earlier, regarding the University of Alberta's recent notice of exceptional tuition increase where certain faculties / programs may see anywhere from 17% to 104% tuition increases for Fall 2022.

We (UASU) only recently found out about these proposals just over a week ago, and have reason to believe that the process / consultation was not done to the extent it should be done in accordance with the PSLA and the Tuition and Fees Regulation.

I've **attached a document outlining these concerns** which you are more than welcome to take a look at.

I would love to meet with you both to discuss this at some point, along with Rowan Ley VP External and Incoming President).

Looking forward to hearing from you.

Cheers,

Joel Agarwal

President | University of Alberta Students' Union

SUB 2-900 |

780.492.4241

Facebook: [@UASUExec](#) | Twitter: [@UASUPresident](#)

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6

Territory.



From: isa Fox <Lisa.Fox@gov.ab.ca>
Sent: ednesday, April 21, 2021 11:11 AM
To: eter Leclaire; Lindsay Manz
Subject: W: Exceptional Increases meeting with the Minister
Attachments: rocess and Consultation Flaws in Exceptional Tuition Increase Proposals.pdf

FYI – U of A students have written to Minister and spoken with Jesse about their concerns with the consultation process for ETI. They have a meeting set up with Minister on Monday at 4:30pm. We don't know if this is going to be AR'd but Amanda/Tasha plan to advise Gerald and they will also likely meet with CAUS/U of A student rep in advance on Friday.

Classification: Protected A
From: Rowan Ley <rowan.ley@su.ualberta.ca>
Sent: Wednesday, April 21, 2021 7:27 AM
To: natasha.webber@gov.ab.ca; Amanda Sheehy <Amanda.Sheehy@gov.ab.ca>
Subject: Exceptional Increases meeting with the Minister

CAUTION: This email has been sent from an external source. Treat hyperlinks and attachments in this email with care.

Hi Natasha and Amanda,
First of all, I don't believe I connected to say this, but the CAUS membership was very happy with our last Student leaders' Orientation meeting. Thanks for arranging it-- we especially found the quality of the expert speakers from the department you brought in very helpful.

In any case, I hope you're both doing well, or at least well given the circumstances! We have a bit of an issue over at U of A and I figured I should take you up on your kind offer to discuss issues with us in advance before we meet the Minister.

As I'm guessing you probably heard, U of A recently proposed a series of exceptional tuition increases ranging from 22% to 104% which they will be bringing to the Minister in June. While we are obviously not usually supportive of tuition increases, in the past we have supported exceptional increases with a clear benefit to quality. In this case, though, we think the University did not fulfil its' duties to consult and notify us as outlined in the tuition and fees regulation, and they certainly did not live up to the spirit of it. We know Minister Nicolaides has a history of taking the consultation requirements quite seriously, so we have arranged a meeting with him at 4:30 on Monday to get him our side of the story.

Joel has spoken to Jesse about it already and he has been quite helpful. We put together a little three-page brief on the University's consultation process and where we feel it hasn't been fair, which is what we are going to be presenting the Minister on Monday. I've attached that here. Please let me know if you'd be interested in giving me a call anytime in the next few days and if there's anything we can help you with!

Thanks,
Rowan Ley
Vice President External | University of Alberta Students' Union
Chair | Council of Alberta University Students
SUB 2-900 |
780.492.4241

Facebook: @UASUExec | Instagram: @UASU | Twitter: @rowanley

We would like to respectfully acknowledge that our University and our Students' Union are located on Treaty 6

Territory.

Process and Consultation Flaws in Exceptional Tuition Increase Proposals

April 16, 2021



Overview

In the next few weeks, the University of Alberta intends to submit proposals for exceptional/extraordinary domestic tuition increases of 20-104%, affecting over 6,000 students. The UASU believes these proposals have not met the minimum standards in the Tuition and Fees Regulation and the University's own consultation processes. The UASU strongly urges the Minister to reject the proposed increases if and when the University submits them.

Timeline

- *January 2021:* At an Academic Planning Committee meeting and a private Tuition and Budget Advisory Committee (TBAC) meeting, the UASU asks whether exceptional tuition increases are coming. According to UASU meeting notes, the University only discusses possible increases in hypothetical high-level terms. Framing language centres on 'if,' 'might,' and 'potential.'
- *March 17:* At TBAC, the University informs the UASU, without detail, that exceptional tuition increases will be requested, and that a proposal is being developed. The University plans for a May consultation, and the UASU pushes back.
- *March 18-24:* Some student leaders see complete proposals for exceptional tuition increases in private meetings of faculty councils. The UASU was not privy to these proposals and discussions. Student leaders recently informed the UASU of these events in confidence.
- *Tuesday, April 6:* The Dean at the Faculty of Law publicly informs students of a proposed 45% tuition increase, and media coverage results.
- *Friday, April 9:* At TBAC, the University informs the UASU that it will submit exceptional tuition increase proposals to the Minister before June. The meeting introduces specific, apparently finalized rates for specific targeted faculties, a proposal that had apparently been circulated for at least a month without the UASU's knowledge.
- *Sunday, April 11:* The [Edmonton Journal](#) breaks the story of the proposed 45% increase in the Faculty of Law.

- Monday, April 12: After verifying with the Provost that the TBAC information (but not the minimal relevant documents) can be considered public, the UASU [issues a press release](#) and contacts the media.

Unmet Requirements

Requirements from the Post-Secondary Learning Act	
REQUIREMENT	UNMET
s.95(5): "The council of a students association is the official channel of communication between the students of a public post-secondary institution...and the board."	As shown in detail below, the UASU believes the University has disregarded proper channels of consultation with the student body, i.e. the UASU, as established in s.95(5) and required in the Tuition and Fees Regulation.

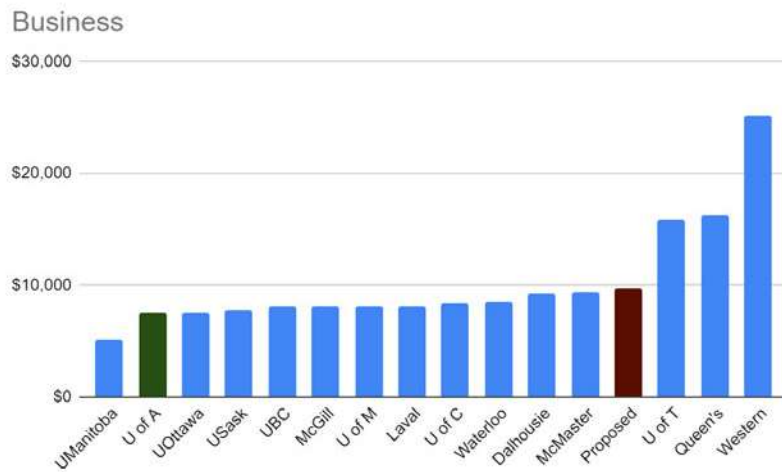
Requirements from the Tuition and Fees Regulation	
REQUIREMENT	UNMET
s.5(4) "The board must consult with the students' council before making an application" for an exceptional tuition increase.	<p>While the University has not yet submitted these proposals to the government, there has been no significant consultation with the UASU, let alone its Students' Council. The proposed time frame does not allow for substantive consultation as required by s.5(4):</p> <ul style="list-style-type: none"> The University informed the UASU in mid-April and intends to submit the proposals before June. This extremely short time frame is not consistent with previous consultations. For example, in 2014 the Faculty of Law attempted to raise tuition by 58% after a year-long consultation process involving numerous surveys, town halls, etc. The proposed time frame overlaps with Winter Term final exams, UASU Executive transition, University governance meetings on hold for the summer, and the start of full-time work for many students. There is no worse time of year for a substantive consultation.

s.5(2)(a) "...in the amount that the Minister considers appropriate"

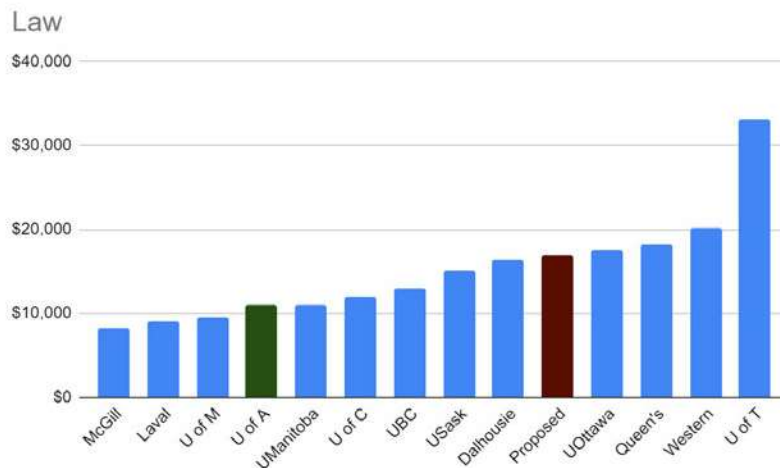
Looking at undergraduate programs, we urge the Minister to agree that the following increases are inappropriate:

- JD (Law): from \$11,701 to \$16,967 (+\$5,265, 45%)
- PharmD (Pharmacy): from \$11,431 to \$16,461 (+\$5,029, 44%)
- DDS (Dentistry): from \$23,109 to \$32,352 (+\$9,243, 40%)
- APDDS (Dentistry): from \$57,093 to \$79,930 (+\$22,837, 40%)
- BSc in Engineering: from \$7,309 to \$9,100 (+\$1,790, 24.5%)
- BComm (Business): from \$8,012 to \$9,775 (+\$1,762, 22%)
- BSc in Radiation Therapy: from \$6,091 to \$7,309 (+\$1,218, 20%)
- BSc in Medical Laboratory Science: from \$7,512 to \$8,789 (+\$1,277, 17%)

We also believe that the University's framing of 'increasing to the U15 average' takes advantage of the intrinsic flaw of calculating a mean: a few outliers push averages higher. For example, based on the University's TBAC documents:



For Business programs, due to outliers, the mean is 25% higher than the median value.



For Law programs, due to outliers, the mean is 16% higher than the median value.

In short, 'increasing to the average' can easily make a program one of the most expensive in Canada. Both at face value and by comparison with other schools, the proposed amounts (17-45% on top of other domestic tuition increases) should not be considered appropriate under s.5(2)(a).

s.8(1): "A board shall (a) provide in each academic year to each of the institutions' students' councils (i) a statement of anticipated increases to tuition fees...for a 4-year period."

Under s.8(1)(a)(i), the University is responsible to provide the UASU with a statement of anticipated tuition increases years in advance through the consultation mechanism established in s.8(1-2), i.e. TBAC.

The UASU President is privy to verbal comments in the Board of Governors and other closed meetings. Based on successive Presidents' private meeting notes, it seems clear in hindsight that the University has probably anticipated and planned for large exceptional increases in the affected programs since at least November 2019. However, the University has always framed exceptional increases as hypothetical possibilities when speaking with the UASU - as recently as the TBAC meeting in January. The University did not provide any substantive information on the proposed exceptional increases to the UASU until April 2021, and only confirmed there would be exceptional increases in mid-March.

REQUIREMENT	UNMET
<p>P.11, Participation Values and Guiding Principles: “Ensure decision making processes reflect the consideration of student input...Provide timely notice and information that is accessible to enable full participation.”</p> <p>P.13, Continuum of Student Participation: “Provide complete, objective, reliable, timely and easy to access information,” listed as an early-stage prerequisite to any consultation effort.</p>	<p>The proposals first shared with the UASU in mid-April are clearly at an advanced stage:</p> <ul style="list-style-type: none"> • They are intended to go to the Minister in the next few weeks for approval. • They specify what appear to be effectively-finalized percent and dollar values that the University is defending in media statements. • Full proposals were apparently circulated to some faculty councils at least a month earlier. <p>These proposals do not reflect consideration of student input for the simple reason that the UASU and the student body had no opportunity to provide input, or even know about these proposals.</p> <p>Recent attempts to garner some degree of last-minute support from any available students cannot be considered meaningful consultation, especially under the requirements of the PSLA and Tuition and Fees Regulation.</p>

MEETING DATE REQUESTED: May 13, 2021

AR

60989

Date Submitted

May 10, 2021

ITEM:
PRESENTER(S):

Peter Leclaire
Lisa Fox

TIME REQUIRED:
ATTACHMENTS:

15 minutes

(check one, double click): Yes No

If yes, please list:

- Minister Briefing Note

S.24(1)(a)

PURPOSE (check one, double click): Decision Discussion Information

Check the criteria that applies to this items (not limited to examples in parenthesis):

- Item for the Minister's decision (e.g. policy, precedent setting items)
- Business Plan item (includes updates on BP strategies, performance measures, etc.)
- Strategic business decision (issues with cross-divisional impact)
- Strategic planning (e.g. e-scans, priority setting items, budget)
- Item requires collective strategic consideration of ET

DECISION REQUIRED (concisely detail the decision being sought from Executive Team):

The Executive Team:

- To provide an overview and ensure common understanding of the implementation timelines around recent tuition policy decisions.

BACKGROUND (please be brief):

S.24(1)(a)

UPDATE FOR DM BLOG (if appropriate):

Equipment: If using equipment for a presentation, please test functionality prior to the meeting.

FOIP Request AE000-2021-G-22

FOIP Page No.0090

ADVICE TO HONOURABLE DEMETRIOS NICOLAIDES
MINISTER OF ADVANCED EDUCATION

IMPLEMENTING POLICY DECISIONS RELATED TO TUITION

SUMMARY

S.24(1)(a)

BACKGROUND

S.24(1)(a)

S.24(1)(a)

ANALYSIS

S.24(1)(a)

S.24(1)(a)

ATTACHMENT

1. Tuition Schedule from 2020/21 to 2024/25

CONTACT: Peter Leclaire, Assistant Deputy Minister
Insight, Transformation and Innovation, 780-641-9349



S.24(1)(a)



S.24(1)(a)

From: [Gerald Kastendieck](#)
To: [Jesse Robertson](#); [Aderoju Alao](#); [Taylor Hides](#); [Curtis Clarke](#); [Jackie Hammond](#); [Peter Leclair](#); [Mike Fernandez](#); [Brad Smith \(ADM\)](#); [Carmen Baldwin-Dery](#); [Brendan Proce](#)
Cc: [Elizabeth Day](#); [Mike Caverhill](#); [Justin Selner](#); [Lindsay Manz](#); [Caroline Orchison](#); [Roberta Stuart](#); [Lisa Fox](#); [Allan OBrien](#)
Subject: MDM Binder May 25
Date: May 21, 2021 2:00:26 PM
Attachments: [May 25, 2021 - MDM Binder.pdf](#)

Attached is the MDM binder the May 25, 10:30 AM meeting.

MINISTER/DEPUTY MINISTER/EXECUTIVE MEETING

Location: DM Boardroom/ZOOM
Meeting ID: 811 2256 8871
Passcode: 805340
Date: May 25, 2021
Time: 10 to 11:30 AM



AGENDA ITEMS:

1	Tuition & Exceptional Tuition Requests	Peter/Lisa/Mike
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Non responsive

APPROVAL _____

Honourable Demetrios Nicolaides
Minister of Advanced Education

DATE _____

**ADVICE TO HONOURABLE DEMETRIOS NICOLAIDES
MINISTER OF ADVANCED EDUCATION**

EXCEPTIONAL TUITION INCREASES

SUMMARY

It is anticipated there will be a number of exceptional tuition increase proposals submitted by institutions to the Minister between now and the end of June 2021.

S.24(1)(a)

S.24(1)(a)

Department staff will analyze any submitted proposals and make a recommendation to the Minister on whether they should be approved, approved with terms and conditions, or denied. Many institutions have contacted department staff to inquire about the Minister's receptivity to these proposals, so it is likely that several will submit in May and June, unless the preference is to signal a reluctance to review them as was done last year. Despite institutions proposing, consulting on, and implementing any approved increases, students will likely assign responsibility to the Minister given the Minister's role in approving proposals and enabling their implementation through ministerial order.

KEY CONSIDERATIONS

- At this time, proposals to the Minister are for approval to increase tuition in a particular program at a rate that does not count toward the regulated caps in order to improve the quality of the program.
 - This tool cannot be used to maintain the quality of a program faced with financial challenges or as a revenue generating mechanism.
- This quality-related stream of exceptional tuition increases is different from the new stream, which was recently approved by Cabinet for implementation with changes to the Tuition and Fees Regulation (the regulation) in the fall (see AR 60989 (travelling with this AR) for information on the new stream of exceptional increases)

S.24(1)(a)

- It is unclear how many institutions will submit proposals nor how many each institution will submit. Neither the regulation nor the tuition guidelines policy document limit the number of proposals that can be submitted.

S.24(1)(a)

- Students are likely to be very dissatisfied with any decision by the Minister to approve exceptional tuition increases.

- Despite institutions proposing, consulting on, and implementing any approved increases, students will likely assign responsibility to the Minister given the Minister’s role in approving proposals and enabling implementation through ministerial order.
- The department has identified June 30, 2021 as the deadline for submitting proposals in the tuition guidelines policy.
 - This deadline is intended to give the department adequate time to review and the Minister ample time to make a decision before communicating to institutions in early/mid fall in time for the institution to make decisions about implementation.
- An accepted proposal can be implemented as soon as practicable for the institution, which is generally the academic year following the next academic year, no earlier than 2022/23.
- Institutions may only charge incoming cohorts the exceptional tuition rate and must charge current students the previous rate, subject to regular seven per cent/inflationary increases.
 - This provision only applies to domestic students and does not affect guaranteed tuition rates for international students, which are not subject to the tuition increase cap.
- Many institutions have inquired whether the Minister is willing to review proposals at this time, given the reluctance to do so last year (when the Alberta 2030 project and its analysis of tuition issues was not yet underway).

S.24(1)(a)

RECOMMENDATION

S.24(1)(a)

BACKGROUND

Regulatory Provisions:

- The regulation requires institutions to have an average increase to domestic student tuition of no higher than seven per cent in 2021/22 and 2022/23, which will be replaced by an inflationary average in 2023/24, and beyond.
- The regulation also allows institutions to propose exceptional tuition increases for non-apprenticeship programs, which would not be included in the seven per cent/ inflationary average.
 - An institution can propose such an increase only when the increased tuition revenue would be directed to quality improvements in that program and if currently enrolled students would be grandfathered.

- Exceptional tuition increases has never been used despite the mechanism having been introduced in fall 2018 and amended in fall 2019 to remove the requirement for student approval of the proposals.
- The regulation stipulates that an institution must consult with the appropriate students' association (i.e. the undergraduate students' association for a proposal for an undergraduate program or the graduate students' association for a graduate program).
 - The tuition guidelines policy document, which provides more concrete policy direction, requires that students in the affected program be consulted.
- The regulation also stipulates that an institution cannot apply for an exceptional tuition increase for the same program more frequently than once every five years.
- Importantly, the regulation is clear that the mechanism is to be used to “improve[e] the quality of an approved program.”
 - The mechanism is not meant to be a general revenue generation tool for the institution nor to allow the institution to charge similar rates of tuition for similar programs at other institutions.
 - The tool is also not allowed to be used to simply maintain the program's quality in the event there are revenue challenges.
- An institution that meets the above regulatory criteria can submit a proposal to the Minister, who has the authority to accept the proposal, accept it with terms or conditions, or deny it.
- In 2021/22, the Minister also has authority to order an exceptional tuition increase to the tuition or fees of one or more apprenticeship programs, provided he consult with institutions offering apprenticeship programming and apprentices in the affected program(s).
 - Such an increase must also be for the purposes of improving the quality of that program and currently enrolled apprentices must be grandfathered.

24(1)(a)

Proposal Review Process:

- Institutions are required to submit their proposals to the Minister with a copy to Advanced Education's Executive Director of Transformation, Lisa Fox.
- Department staff have developed an internal process for the review of proposals.
- Upon initial receipt of the proposal, staff will vet the proposal to ensure all required elements are included. Department staff will work with any institution failing to provide all required components to ensure the proposal is completed.
- Department staff will draft an acknowledgement letter for the Minister to immediately send to the chair of the institution's board of governors to inform them that the proposal is received and will be reviewed.
- Department staff will undertake a fulsome analysis of the merits of complete proposals based on the criteria included in the guidelines. This will include analyzing factors such as:
 - whether the increased revenue will be used exclusively for tangible quality improvements in the program (or financial assistance to mitigate affordability impacts);
 - whether consultations with students were sufficiently robust, in good faith, and impacted the contents of the submitted proposal;

- whether the proposed tuition increase is justifiable and proportional to the quality investments and is not egregiously high;
 - the number of students affected by all of the institution's exceptional tuition increase proposals; and
 - impacts on Alberta student aid programming.
- Upon completion of the department's analysis, the department will generate a briefing package that includes a recommendation to the Minister to either approve, approve with terms or conditions, or deny the proposal.
 - The package will include draft correspondence from the Minister to the institution that aligns with the recommendation.
 - In cases where the department is recommending approval, department staff will also prepare a ministerial order for the Minister's signature.
- The regulation gives the Minister the full authority to approve any exceptional increase proposals. Cabinet approval is not legally required.
 - Any proposals approved by the Minister (whether aligned with the department's recommendation, or not) must be formally approved by order.
- The institution's board of governors has final authority to implement the increase.
 - Unless the Minister stipulates any terms on his approval of the proposal related to the timing of implementation, the board of governors can implement it as soon as practicable.
 - The board of governors can also choose not to implement, if the conditions placed on the approval, or any other factor, affect the board of governors' interest in pursuing the increase.

Current State:

S.24(1)(a)

S.24(1)(a)

- The guidelines stipulate that the deadline for institutions to submit exceptional tuition increase proposals is the end of June.

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