



DALHOUSIE UNIVERSITY
HALIFAX, NOVA SCOTIA
CANADA
B3H 4H6

<i>FINANCIAL POLICY AND PROCEDURES</i>		<i>Instruction Number:</i>
<i>Subject:</i> STUDENT ACCOUNTS		<i>Date Issued:</i> January 4, 1993
<i>Title:</i> DISTANCE EDUCATION FEES		<i>Date Revised:</i> January 31, 2001
<i>Issued by:</i> CONTROLLER	<i>Approved by:</i> DIRECTOR OF FINANCIAL SERVICES	

Description:

This instruction outlines the policies and procedures for the collection, distribution and accounting for distance education fees and the procedures for establishing distance education classes.

Policy:

1. A distance education fee will be assessed by Student Accounts for all classes with an institution ID of "C". The fee is currently \$34 per credit hour or equivalent for all distance education classes.
2. Distance education fees will be governed by the University policy on Student Fees and Charges.
3. For refund purposes, the distance education fee will be treated in the same manner as other University incidental fees. Fees are non-refundable after the last day to register with a late fee.

Procedures:

ESTABLISHING DISTANCE EDUCATION CLASSES & REVENUE ACCOUNTING

1. Contact the Office of Instructional Development and Technology to assist with the development of classes taught via distance education methods.

For **new classes** which have not been offered before, either by distance education or on campus:

- a) Obtain approval by the curriculum committee of the Faculty concerned.
- b) Inform the Registrar's Office of new approval. Include the following details:
 - Subject and class number
 - Credit value in hours, ie. 03 hours (.5 credit) 06 hours (1 credit).
 - Class title (25 characters maximum)
 - Cross-listings if applicable
 - Year class will first be offered

For **all** classes:

2. Each year room scheduling will request class offering information including those classes which will be taught by distance education. Forward the regular class submission information to the scheduling office and the distance education information to the Registrar's Office directly. Include details of the term in which classes are to be offered.
3. The Registrar's Office will be responsible for recording class offerings as: "**by distance education only**". A complete list of distance education classes will be produced by the Registrar's Office and forwarded to the scheduling office for inclusion in the timetable.

DISTANCE EDUCATION FEE

1. The distance education fee will be credited to the applicable departmental account by Student Accounts. It is the responsibility of Student Accounts to ensure that distance education fees are transferred to the appropriate departments on a timely basis.
2. Please advise Student Accounts of the organization number your department has designated to which distance education fees will be credited. Please note that the transfer of funds will occur once per term, only after the fee becomes non-refundable and no further changes in the account balance are anticipated.

STUDENT ACCOUNTS

Distance Education Fees

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