

SIMON FRASER UNIVERSITY
OFFICE OF THE VICE-PRESIDENT, ACADEMIC
MEMORANDUM

To: Senate
From: J.M. Munro, Vice-President Academic
Subject: Tuition Fee Refund Policy for Undergraduate Students
Date: August 24, 1993

Action taken by the Senate Committee on Academic Planning and the Senate Committee on Undergraduate Studies gives rise to the following motion:

Motion:

"that Senate approve and recommend approval to the Board of Governors, as set forth in S.93 -48 the change to the tuition fee refund policy for undergraduate students."

**SIMON FRASER UNIVERSITY
OFFICE OF THE ASSOCIATE VICE-PRESIDENT, ACADEMIC
MEMORANDUM**

To: SCUS

From: Ron Heath
Registrar & Secretary, SCUS

Re: Tuition Refund Policy

Date: July 22, 1993

Over recent semesters it has become obvious that students have registered in a larger number of courses than they intend to take. This behaviour may be the result of students trying to secure alternate spaces because their 'first choices' are full, choosing several courses to 'see how it goes' during the first week with 'drops' of the least preferred courses, or perhaps keeping several options open for a few more weeks before finally deciding on a major or pattern of study. There may be other reasons. The effects of this behaviour are significant; in the 92-3 semester, initial course enrollment had declined by 1500 at the end of Week 1 and 2300 by the end of Week 3 of the semester. Unfortunately, since course places are at an absolute premium, other students are locked out of these courses. When enrolled students withdraw from courses, the instructional dollars are then underutilized due to lower actual enrollment. As the attached graph shows, the peak in course drops is the last day of Week 1, apparently too late for all the dropped course places to be picked up by students who earlier wished to enroll in these courses but could not because the courses were full.

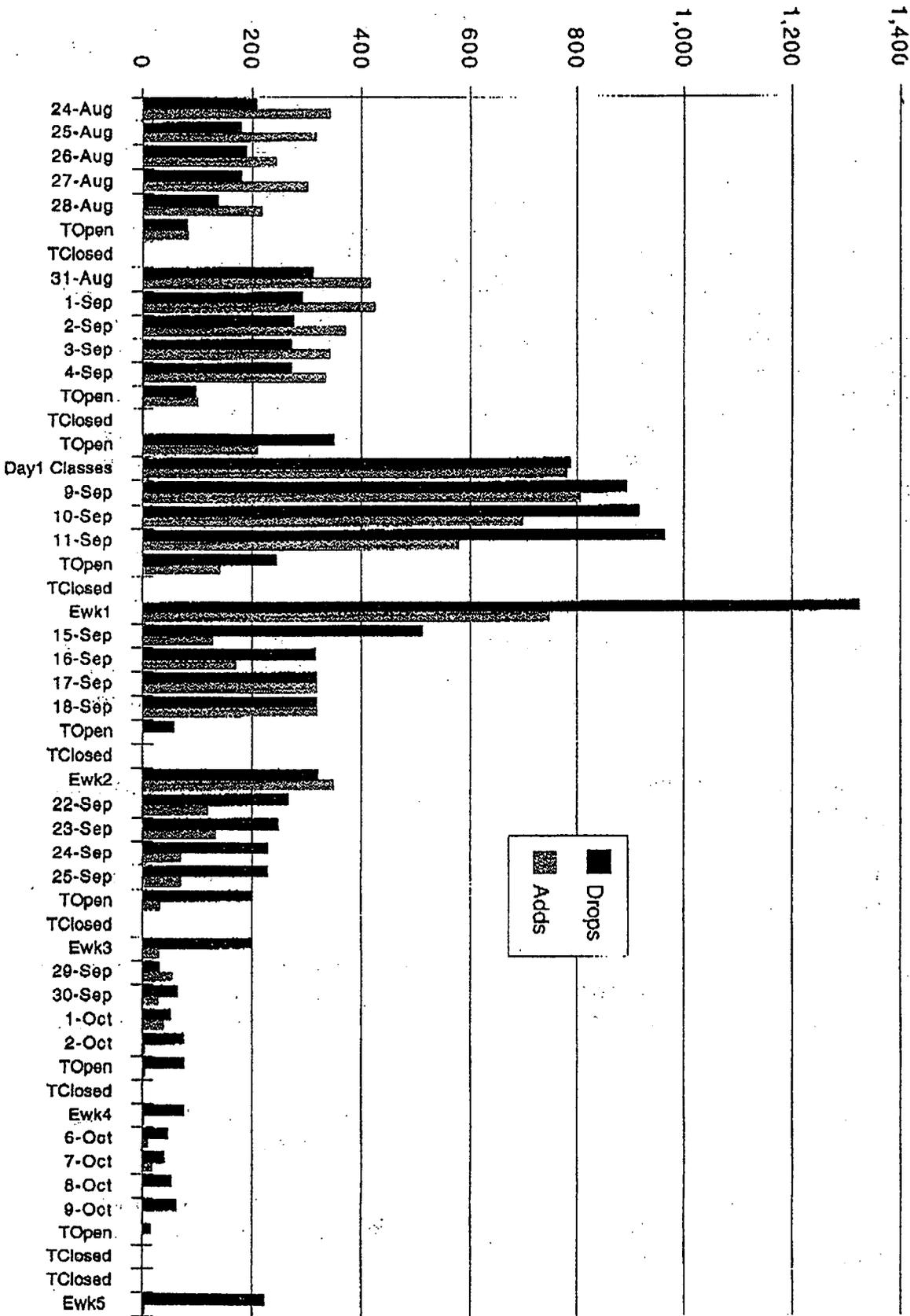
In order to discourage students enrolling in more courses than they intend to take, changes to the tuition fee refund policy are proposed. The intent is to modify student behaviour, thereby providing more available course spaces. There is no goal to generate additional revenue.

Based on earlier advice from the Registration Advisory Committee, it is proposed that the tuition fee refund policy be revised for the 94-1 semester as follows:

1. Continue 100% refund through one week after the last release of students to the telephone registration system.
2. Assess a penalty of \$50 per course for courses dropped during the period between the time specified in 1. above, and the end of Week 1 if the student's course load declines as a result. The maximum penalty for withdrawal from all courses during this period will be \$100. (Presently 100% refund)
3. Assess a penalty of \$100 per course dropped during Week 2 if the student's course load declines as a result. (Presently 100% refund less \$100 deposit)
4. No refund for courses dropped after Week 2 if the student's course load declines as a result. (Presently 100% refund less \$100 deposit in Weeks 2 and 3 and 50% refund subject to retention of the \$100 deposit in Week 4)

The established appeal procedure will continue to be available to consider exceptions to the tuition fee refund policy.

Transactions



TELEREG TRANSACTION ACTIVITY 1992-3