

INTERNATIONAL BUSINESS UNIVERSITY (IBU)

POLICY CONTROL

Policy Number	1008 (previously 108)
Policy Title	IBU Tuition and Fee Policy
Policy Owner / Responsible Offices	Finance Office
Approval Authority	Board of Directors
Applies To	All domestic and international students registered in a program at IBU
Approval Date	March 24, 2024
Effective Date	March 24, 2024
Review Date/s	December 31, 2025 (1st review)
Revision Date/s	May 4, 2026
Revision Implementation Date/s	May 6, 2026

1. INTRODUCTION AND BACKGROUND

International Business University (IBU) establishes tuition and fee structures to support the delivery of high-quality academic programs, student services, and institutional operations. A transparent tuition and fee framework enables students to understand their financial obligations while supporting institutional sustainability and long-term planning.

2. PURPOSE

The purpose of this policy is to establish a fair, transparent, and consistent framework governing the setting, communication, and administration of tuition and fees at International Business University (IBU). This policy ensures that students are clearly informed of their financial obligations while enabling the University to sustainably support academic programs, student services, and institutional operations. IBU aims to make every effort to keep student costs to a minimum.

By articulating principles for fee determination, notification, and oversight, this policy promotes accountability, financial planning, and alignment with institutional priorities, while making reasonable efforts to minimize student costs.

3. POLICY STATEMENT

International Business University establishes, reviews, and administers tuition and ancillary fees in a transparent manner, balancing affordability for students with the financial requirements necessary to sustain academic delivery, student services, and institutional operations.

IBU annually charges tuition fees for its programs of study. IBU reviews these fees and its fees policy annually. Tuition and Fees listed in published schedules or student accounts may need to be changed year on year reflecting increases in costs of delivery but are set in advance and are available on the University website at <https://ibu.ca/admission/#tuition>. Thus, IBU reserves the right to increase or modify any listed tuition and fees without notice, until the date when instruction for a particular semester has begun.

IBU will use reasonable efforts to provide students with prompt notification of any tuition, fees or other charges due to IBU, along with details of the arrangements for payment.

4. APPLICABILITY

This policy applies to all domestic and international students registered in a program at IBU. This policy is available to all past, current and prospective domestic and international students of IBU.

5. DEFINITIONS

Tuition: Tuition is a mandatory charge assessed against each registered student. Tuition is assessed across all campuses and programs of IBU.

In addition to funding programs and services supported by Tuition (such as student financial aid and related programs, admissions, registration, administration, libraries, and operation and maintenance of campus), income generated by Tuition may be used for general support of IBU's operating budget. Revenue from Tuition may be used to fund all costs related to instruction, including faculty salaries and service provider fees.

Fees: IBU is committed to providing a supportive and enriched learning environment for all undergraduate, graduate and professional students. In addition to tuition, students may be required to pay Ancillary Fees. These ancillary fees other than Tuition and may include but are not limited to, charges for services related to the physical and psychological health and

well-being of students; international student health insurance, social, recreational, and cultural activities and programs; services related to campus life and campus community; technology expenses directly related to the services; and career support, registration, accommodation, field trips, fines, book fees, breakage and debt collection.

The Fees shall be used to support services and programs that are beneficial to students and complementary to, but not a part of, the core educational program.

6. POLICY

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6.1 DETERMINING TUITION AND FEES

IBU's President makes annual recommendation to Board of Directors, which has overall responsibility for and authority to approve IBU's Tuition and Fees. The President makes its recommendation after considering a variety of factors, including but not limited to needs and priorities of undergraduate and graduate students; inflation and other budgetary cost increases; creation of new programs or services; and overall budget priorities of IBU. All fees published by IBU are in Canadian Dollars unless stated otherwise.

The tuition fee for each student is determined based on the program of study, course load, level of study, mode of delivery, campus location, number of academic credits undertaken, and the student's applicable fee status. Where a student's fee status, program, or campus changes during their period of enrollment at IBU, including but not limited to a change from international to domestic status, the Tuition and Fees applicable to the revised status, program, or campus shall take effect commencing the first full academic semester following the effective date of such change. Tuition and Fees assessed prior to the effective date of the change shall remain unchanged and shall not be subject to adjustment. Any such change may also affect the student's eligibility for bursaries, scholarships, financial aid, or other institutional awards, in accordance with applicable IBU policies and procedures.

Students shall pay their Tuition and Fees according to the fee regime in force at their initial registration on the program of study, subject only to annual increases according to this Policy.

6.2 NOTIFICATION TO STUDENTS

To assist students and their parents in planning for future educational expenses, the President shall report annually to the Board the proposed fee levels for Tuition and the applicable Fees for the next academic year.

Information about Tuition fees for the first year of study will be stated to students in their offer letter. Tuition information for all programs is also available from IBU website. The exact tuition fee is calculated once students have registered and when IBU has verified information on academic standing, eligibility for scholarships, partial fee waivers, financial penalties, fee status, funding position and other factors.

Students who are not certain of their mode of study or fee status should contact the Admissions Office.

7. ROLES AND RESPONSIBILITIES

President

The President is responsible for the implementation of this Policy. The President may delegate its responsibility to individuals who will be responsible for the implementation of this Policy. The President or the delegated person may issue requirements and procedure for the implementation of this Policy.

Board of Directors

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8. REVIEW

This Policy may be updated annually in line with budgetary conditions, new student services and programs and other changing circumstances. This Policy will be reviewed annually, with the next review scheduled before 31 December 2026.

9. COMPLIANCE PROCEDURES

9.1 PAYMENT OF TUITION AND FEES

Defaults on payment are treated seriously and may lead to sanctions being taken against the student, which are described in IBU's Tuition and Fee Collection Policy.

10. EVALUATION AND QUALITY ASSURANCE

Annual review of tuition and fees supports institutional financial sustainability, regulatory compliance, and transparency in student financial obligations.

11. RELATED DOCUMENTS

- Tuition and Fee Collection Policy