Approval Authority:	Board of Governors	**Last Approved:**	October 6, 2026
Administrative Responsibility:	President	**Next Review:**	2026-2027

POLICY

1.0 INTERPRETATION

A. In these Bylaws, unless the context otherwise requires:
   1. Board means the Board of Nicola Valley Institute of Technology as described in the relevant sections of the College and Institute Act of the Province of British Columbia from time to time in force and all amendments to it
   2. Act means the College and Institute Act of the Province of British Columbia from time to time in force and all amendments to it.
   3. Chair means the Chairperson of the Board, duly elected as required by these Bylaws.
   4. NVIT means Nicola Valley Institute of Technology.
   5. Institute means Nicola Valley Institute of Technology.

B. The definitions in the College and Institute Act apply to these Bylaws.

C. Board governance policy means those resolutions of the Board intended to govern the operations of the Institute and duly passed and amended according to the relevant sections of these Bylaws. The President's Office holds a copy of Board Governance Policies, also available on the Institute's website.

D. Education Council means the Education Council of NVIT as described in the relevant sections of the College and Institute Act of the Province of British Columbia from time to time in force and all amendments to it.

1.1 FORMALITIES

A. The Head Office of the Institute is 4155 Belshaw Street, Merritt, British Columbia, effective January 1, 2002.

B. The Board may at any time, by resolution, direct how any particular instrument, contract or obligation of the institute may or shall be executed and may appoint any Officer or Employee or any Board member or members to sign contracts, documents or instruments in writing on behalf of the Institute. In the absence of a resolution providing otherwise, the seal may be affixed by authorization of the Chair and the President.

C. The Board may provide a common seal for the Institute and may, by resolution, establish procedures for the use and custody of such seal from time to time. Unless otherwise directed by

the Board, the seal will be kept in possession of the senior financial officer, who will be responsible for ensuring the seal's security and maintaining a record of its use.

D. The Board may also provide a Registrar's seal to certify students' diplomas and administrative and academic records. Such seal shall be affixed by the Registrar or the Registrar's delegate.

E. The Board shall see that all necessary books and records of the Institute required by the Bylaws of the Institute or by any applicable statute or law are regularly and properly kept. Such books and records shall be held in the custody of the senior financial officer.

F. Where these bylaws are at a variance with the College & Institute Act, the Act shall take precedence.

1.2 THE BOARD

A. The powers and duties of the Board shall be as determined by the College and Institute Act.

B. The Board and the Education Council shall govern the affairs of the Institute. The powers and membership of each body shall be as required by the College and Institute Act.

C. Board Composition:

(1) The NVIT Board is composted of:

(a) Eight or more persons appointed by the Lieutenant Governor in Council.
(b) one person from the instructional staff elected by instructional staff members;
(c) two students elected by the students;
(d) one person from the support staff, elected by the support staff;
(e) the President;
(f) the Chair of the Education Council.

Except for the President and the Chair of the Education Council, each Board member in attendance will have one vote at all meetings of the Board.

(2) Board vacancies will be publicly posted.

- Using the competency skills matrix, the NVIT Board or Board Executive Committee will determine suitable Indigenous candidates for the Board and will submit those to the government.
- The nomination of Board members will be structured to reflect the provincial mandate of the institution while maintaining a connection to its founding bands.
- In addition to using a publicly posted nomination process, the institution's "founding communities" will be provided with the opportunity to nominate candidates to fill two seats on the Board.
- The remaining seats will be publicly posted for Indigenous "members-at-large" when vacant, with nominees able to be drawn from anywhere in British Columbia, including the Nicola Valley.

D. At the first meeting of the Board following the appointment or election of a Board member, the new Board member will affirm, sign and date the following Oath of Office:

"I, _____, sincerely promise and affirm that I will truly, faithfully and impartially, to the best of my ability, execute the duties and responsibilities of my position as a member of the Board of the Nicola Valley Institute of Technology. I have read and agree to abide by the Code of Conduct and Ethical Conduct bylaw of the Institute."

E. The members of the Board shall elect the following annually from among the members of the Board appointed by the Lieutenant Governor in Council:
   - Board Chair
   - Board Vice Chair
   - Board Executive Committee
   - ARM Committee; and
   - Committee chairs & vice-chairs
   - The ARM Committee may include one NVIT employee and one NVIT student who are currently on the Board. All members are eligible to vote except the ex-officio members.

   The election for the above positions shall occur during the Board's Fall meeting and take effect immediately following the adjournment of the meeting.

1.3 CODE OF CONDUCT AND ETHICAL CONDUCT

A. Code of Conduct

Effective governance of Nicola Valley Institute of Technology is contingent on its Board members fulfilling their roles and responsibilities with the highest standards of conduct. The following outlines the minimum standard of conduct demanded of all NVIT Board members (appointed, elected, and ex-officio):

(a) Duty of Integrity - to comply with the fiduciary duties of a Board member, to act honestly and in good faith in this position of trust.
(b) Duty of Loyalty - to give their loyalty to the institution when acting as a member of the Board, responsible first and foremost to the welfare of Nicola Valley Institute of Technology. Members of specific constituency groups, such as faculty, staff or students, may bring forward to Board discussions the views of their respective constituency; however, in deliberations and voting, they shall always act in the best interest of NVIT as a whole.
(c) Duty of Care - to act prudently and diligently, keeping themself informed about the institution's policies, business and affairs, and to regularly attend meetings, adequately prepared for the expected duties.
(d) Duty of Confidentiality - notwithstanding the need of members to make an informed decision on an issue before the Board by obtaining input from internal and external committees, members are to ensure that information usually considered confidential (i.e., financial, legal and personnel issues) remains so.
(e) Duty of Skill - to use one's level of knowledge and one's expertise effectively in dealing with the institution's affairs.

(f) Duty of Respect - Board member conduct should reflect social standards of courtesy, respect and dignity.

(g) Duty to Comply with the Law

(i) Board members should comply fully with the letter and the spirit of all applicable laws.

(ii) In their relationship with the organization, no Board member should commit or condone an unethical or illegal act or instruct another Board member, employee, or supplier to do so.

(iii) Board members are expected to be sufficiently familiar with any legislation that applies to their work to recognize potential liabilities and to know when to seek legal advice. If in doubt, Board members are expected to ask for clarification.

(iv) Falsifying any record of transactions is unacceptable.

(v) Board members should not only comply fully with the law but should also avoid any situation which could be perceived as improper or indicate a casual attitude towards compliance.

(h) Duty to Inform – Board members must inform the Board Chair of any circumstance that may negatively or harm their respective abilities to perform the duties required of their membership on the Board.

Conduct of members contrary to the above duties may be subject to review by the Board and subsequent punitive action as per B.10 Breach in the Ethical Conduct section below.

B. Ethical Conduct

B.1 Conflict of Interest

i. In general, a conflict of interest exists for Board members who use their position at the organization to benefit themselves, friends or families.
ii. A Board member should not use their position with the organization to pursue or advance their personal interests or the interests of a related person (“related” person means a spouse, child, parent or sibling), the Board member's business associate, corporation, union or partnership, or the interests of a person to whom the Board member owes an obligation.
iii. A Board member should not directly or indirectly benefit from a transaction with the organization over which a Board member can influence decisions made by the organization.
iv. A Board member should only take personal advantage of an opportunity available to the organization if the organization has clearly and irrevocably decided against pursuing the opportunity and the opportunity is also open to the public.
v. A Board member should not use their position with the organization to solicit clients for the Board member's business or a business operated by a close friend, family, business associate, corporation, union or partnership of the Board member, or a person to whom the Board member owes an obligation.
vi. Every Board member should avoid any situation in which there is, or may appear to be, a potential conflict that could interfere with the Board member’s judgment in making decisions in

the organization's best interest. “Conflict” means a conflict of interest or apparent conflict of interest; “apparent” conflict of interest means any situation where it would appear to a reasonable person that the Board member is in a conflict-of-interest situation.

vii. Several situations could give rise to a conflict of interest. The most common are accepting gifts, favours, or kickbacks from suppliers, close or family relationships with outside suppliers, passing confidential information to competitors or other interested parties or misusing privileged information. The following are examples of the types of conduct and situations that can lead to a conflict of interest:

- influencing the organization to lease equipment from a business owned by the Board member's spouse;
- influencing the organization to allocate funds to an institution where the Board member or their relative works or is involved;
- participating in a decision by the organization to hire or promote a relative of the Board member;
- influencing the organization to make all its travel arrangements through a travel agency owned by a relative of the Board member;
- influencing or participating in a decision of the organization that will directly or indirectly result in the Board member's own financial gain.

viii. A Board member should fully disclose all circumstances that could conceivably be construed as a conflict of interest.

ix. A conflict of interest due to representation of or relation to a specific constituency may occasionally arise. In general, voting on matters which affect a broad group (i.e., students, staff, faculty) by a member of that group is not considered a conflict of interest. Conflict could reasonably be deemed to exist, however for the following identified groups when considering these matters:

(a) decisions directly affecting a specific instructional program in which
   i. student Board members are enrolled in the program;
   ii. faculty or support staff Board members are employed in the program;
   iii. members with related persons are enrolled in or employed in the program.

(b) decisions related to labour negotiations and labour relations
   i. for faculty and support staff Board members;
   ii. for Board members with related persons who hold faculty and/or support staff positions at the institution;
   iii. for Board members with related persons who hold positions at other institutions who could be seen to gain benefit from information divulged on these matters.

For clarification, these guidelines recommend that student members be permitted to vote on issues related to tuition and fees.

B.2 Disclosure

i) Full disclosure enables Board members to resolve unclear situations and allows disposing of conflicting interests before any difficulty can arise.
ii) A Board member should disclose the conflict (preferably in writing) to the Board Chair immediately upon becoming aware of a potential conflict of interest situation. This requirement exists even if the Board member becomes aware of the conflict after a transaction is complete.
iii) If a Board member doubts whether a situation involves a conflict, the Board member should immediately seek the advice of the Board Chair. If appropriate, the Board may wish to seek advice from the organization's ethics advisor or legal advice.
iv) Unless a Board member is otherwise directed, a Board member should immediately take steps to resolve the conflict or remove the suspicion that it exists.
v) If a Board member is concerned that another Board member is in a conflict of interest situation, the Board member should immediately bring their concern to the other Board member's attention and request that the conflict be declared. If the other Board member refuses to declare the conflict, the Board member should immediately bring their concern to the attention of the Board Chair. If there is a concern with the Board Chair, the issue should be referred to the Board's Executive Committee.
vi) A Board member should disclose the nature and extent of any conflict at the first meeting of the Board, after which the facts leading to the conflict have come to that Board member's attention. After disclosing the conflict, the Board member:
    - should not take part in the discussion of the matter or vote on any questions in respect of the matter (although the Board member may be counted in the quorum present at the Board meeting);
    - if the meeting is open to the public, may remain in the room, but shall not take part in that portion of the meeting during which the matter giving rise to the conflict is under discussion, and shall leave the room before any vote on the matter giving rise to the conflict;
    - should, if the meeting is not open to the public, immediately leave the meeting and not return until all discussion and voting concerning the matter giving rise to the conflict is completed; and
    - should not attempt, in any way or at any time, to influence the discussion or the voting of the Board on any question relating to the matter giving rise to the conflict.
vii) If a Board member is ruled by the Board Chair to be in a conflict of interest but does not voluntarily comply with the relevant conflict of interest actions in B.2(vi) above, then the Board Chair may require that Board member to either comply or be considered in breach of Board bylaws and subject to immediate Board action under B.10 below.

B.3 Outside Business Interests

i) Board members should declare possible conflicting outside business activities at the time of appointment. Notwithstanding any outside activities, Board members must act in the organization's best interest.

ii) No Board member should hold a significant financial interest, either directly or through a relative or associate, or hold or accept a position as an officer or Board member in an organization in a material relationship with the organization, whereby their position in the organization, the Board member could in any way benefit the other organization by influencing the purchasing, selling or other decisions of the organization, unless that interest has been fully disclosed in writing to the organization.
iii) A “significant financial interest” in this context is any interest substantial enough that decisions of the organization could result in a personal gain for the Board member.
iv) These restrictions apply equally to interests in companies that may compete with the organization in all of its areas of activity.
v) Board members selected to the Board as a stakeholder group or region's representative owe the same duties and loyalty to the organization. When their duties conflict with the wishes of the stakeholder or constituent, their primary duty remains to act in the best interests of the organization.

B.4 Confidential Information

i) Confidential information includes proprietary technical, business, financial, legal, or any other information the organization treats as confidential.
ii) Board members should not disclose such information to any outside person unless authorized during or after the termination of an appointment.
iii) Similarly, Board members should never disclose or use confidential information gained by their association with the organization for personal gain, or to benefit friends, relatives or associates.
iv) If in doubt about what is considered confidential, a Board member should seek guidance from the Board Chair or the President.

B.5 Investment Activity

i) Board members should not, either directly or through relatives or associates, acquire or dispose of any interest, including publicly traded shares, in any company while having undisclosed confidential information obtained in the course of work at the organization which could reasonably affect the value of such securities.

B.6 Outside Employment Or Association

i) A Board member who accepts a position with any organization that could lead to a conflict of interest or situation prejudicial to the organization's interests, should discuss the implications of accepting such a position with the Board Chair, recognizing that acceptance of such a position might require the Board member’s resignation from the organization’s Board.

B.7 Entertainment, Gifts And Favours

i) It is essential to fair business practices that all those who associate with the organization, as suppliers, contractors or Board members, have access to the organization on equal terms.
ii) Board members and members of their immediate families should not accept entertainment, gifts or favours that create or appear to create a favoured position for doing business with the organization. Any firm offering such inducement should be asked to cease.
iii) Similarly, no Board member should offer or solicit gifts or favours to secure preferential treatment for themselves or the organization.
iv) Under no circumstances should Board members offer or receive cash, preferred loans, securities, or secret commissions in exchange for preferential treatment. Any Board member experiencing or witnessing such an offer should immediately report the incident to the Board Chair.
v) Gifts and entertainment should only be accepted or offered by a Board member in the normal exchanges common to established business relationships for the organization. An exchange of such gifts should create no sense of obligation on the part of the Board member.
vi) Inappropriate gifts received by a Board member should be returned to the donor.
vii) Full and immediate disclosure to the Board Chair of borderline cases will always be taken as good-faith compliance with these standards.

B.8 Use Of The Organization's Property

i) A Board member should require the organization's approval to use property owned by the organization for personal purposes, or to purchase property from the organization unless the purchase is made through the usual channels also available to the public.
ii) Even then, a Board member should not purchase property owned by the organization if that Board member is involved in an official capacity in some aspect of the sale or purchase.

B.9 Responsibility

i) The organization should behave, and be perceived, as an ethical organization.
ii) Each Board member should adhere to the minimum standards described herein and in the organization's code of conduct, and to the standards set out in applicable policies, guidelines or legislation.
iii) Integrity, honesty, and trust are essential to the organization's success. Therefore, any Board member who knows or suspects a breach of the organization's code of conduct and ethics must report it to the Board Chair.

B.10 Breach

i) If a Board member is found to have breached their duty by violating the minimum standards set out in these by-laws, the Board may, in respect of that member, take any action permitted by law, including:

a. By resolution of the Board, request that member resign from the Board;
b. By a resolution passed by not less than 2/3 of the members of the Board, request the Lieutenant Governor in Council to remove that member from the Board for cause.

ii) Within seven days, a Board member may appeal a sanction to the full Board, in writing, and the decision of the Board shall be final.

B.11 Where To Seek Clarification

i) The Board Chair is responsible for guiding any item concerning the code of conduct and standards of ethical behaviour, consulting professional expertise as necessary.

1.4 MEETINGS

A. The meetings of the Board and its committees shall be governed by:

1. The College and Institute Act;

2. The relevant sections of these Bylaws, and by Board Governance Policy established under these Bylaws;

3. Where the College and Institute Act is silent, and the Bylaws and Board Governance Policy are also silent, Robert's Rules of Order (latest edition) shall govern Board meetings in all cases to which they apply. In which they are consistent with these Board Bylaws and any Special Rules of Order the Board may adopt in governance policy.

B. At all meetings of the Board, any member of the Board, senior administrators, or designated representatives may speak to any matter before the Board, but only voting Board members may move, second, or vote on any motion.

C. <u>Quorum</u>

a) A quorum is present at a meeting when a majority of voting members holding office are in attendance.

b) Board members are considered in attendance at a meeting of the Board whether they are there in person or participating by teleconference, videoconference or other electronic means whereby all members can hear each other.

c) At the discretion of the Chair, urgent business may be considered by calling a special meeting using other electronic means (such as e-mail) as an alternative to an in-person, teleconferenced, and/or video-conferenced meeting. Participating Board members will be considered in attendance for establishing a quorum if they respond to the issue(s) within the time-frame set by the Chair.

d) If there is no quorum present after thirty minutes after the time appointed for the board meeting, then the meeting shall be adjourned to a date fixed by the Chair. The names of the members present at the expiration of the said thirty minutes shall be recorded. At the discretion

of the Chair, urgent business may be considered by the Executive Committee, provided that a quorum of the Executive Committee can be established. The Executive Committee has the authority to make decisions and report back to the Board at the next regular meeting. Alternatively, the members present at a regular meeting of the Board where a quorum is absent may determine to continue the meeting; resolutions may not be passed at this meeting. However they may be passed using an alternative mechanism as per "c" above.

e) The affirmative votes of a majority present at a meeting at which a quorum is present are required to pass a resolution of the Board.

f) A resolution in writing signed by all members of the Board is as effective as if it had been passed at a meeting of the Board properly called and constituted.

D. The Chair shall call regular meetings of the Board by a predetermined schedule adopted annually by the Board. The Board must hold a minimum of 4 meetings each year and the intervals between meetings should be approximately equal.
   i) Open Sessions: the Board shall conduct its business at public meetings wherever possible.
   ii) In-Camera Sessions: unless otherwise determined by the Board, the following matters shall be considered in-camera:
      a) salaries, conditions of employment and issues of collective bargaining,
      b) employee appointments, transfers, resignations, promotions, demotions, conduct, discipline or suspension, and all other matters relating to individual employees,
      c) conduct, discipline or suspension, and all other matters relating to individual students,
      d) legal issues and opinions respecting the liability or interest of the Board, and discussions of issues that might create a liability for the Board,
      e) matters relating to the acquisition, disposition or security of real property, where it is in the interest of the Institute to maintain confidentiality, or to protect the privacy of an individual,
      f) matters of a contractual or financial nature where it is in the interest of the Institute to maintain confidentiality,
      g) official tributes, and
      h) such other matters as shall be determined by the Board.

Notice, with the Agenda, of regular meetings shall be distributed reasonably in advance of each meeting.

E. Special meetings to address an urgent matter(s) may be called at the discretion of the Chair. The agenda of special meetings will be restricted to the urgent matter(s) identified unless additional agenda items are approved by the members present at the beginning of the meeting. Special meetings will be in-camera unless designated as open by the Chair.

F. Actions of the Board

Unless required to be exercised by Bylaw, the action of the Board upon any matter coming before it shall be evidenced by resolution, and the entry thereof in the approved minutes of the Board, shall be prima facie evidence of the action taken.

G. Circulation of Minutes

Copies of the minutes of Institute Board meetings shall be circulated in accordance with Board Governance Process Policy.

1.5 BOARD POLICY

A. The Board may, from time to time, establish Policy under the College and Institute Act, and these Bylaws for the orderly management of the Institute's affairs. Such Institute Policy shall be by resolution of the Board following due process as established by the Board in Board Governance Policy.

1.6 INDEMNIFICATION

A. Every Board Member, Officer of the Board, and Officer of the Institute, including their heirs, executors and administrators, and estate and effects, respectively, shall from time to time, and at all times, be indemnified and saved harmless, out of funds of the Institute, from and against:
   (1) All costs, charges and expenses whatsoever sustained or incurred by a member or officer in or about any action, suit or proceeding which is brought, commenced or prosecuted against such member or officer, for or in respect of any act, deed, matter or thing whatsoever, made, done, permitted, or omitted by that member or officer, in or about the execution of the duties performed by that individual as a Board member or officer or officer of the Institute.
   (2) All other costs, charges and expenses sustained or incurred in or about or in relation to the affairs of the Institute; except such costs, charges or expenses as are occasioned by the Board member's/officer's or Institute officer's own wilful neglect or default.
   (3) The Board Chair and Vice Chair are Officers of the Board.
   (4) The Officers of the Institute are the President and others designated by the Board from time to time.

1.7 RESIGNATION OF BOARD MEMBERS

A. The resignation of a member of the Board shall be made by a notice in writing, addressed and delivered to the President or Board Chair, who shall immediately notify the Ministry (in the case of Lieutenant Governor in Council appointees) or the Registrar in the case of elected members.

B. If a member of the Board has not attended three consecutive regular meetings of the Board during their current appointment, the member is no longer a member of the Board unless excused by a resolution of the Board.

C. On a resolution passed by the vote of at least a 2/3 majority of the members of the Board, the Board may recommend to the Lieutenant Governor in Council that a Board member be removed for cause.

1.8 HONORARIA AND EXPENSES OF BOARD MEMBERS

A. Each eligible member of the Board will be paid an honorarium specified by the Lieutenant Governor in Council.

Each member of the Board shall be reimbursed by the Institute for any reasonable travelling and other out-of-pocket expenses necessarily incurred by them in discharging duties as a Board member.

1.9 EDUCATION COUNCIL

A. The Board may appoint, by election, one representative to serve as a non-voting member of the Education Council. The Board appointee will be appointed for a one-year term, and will be chosen from among the Board's voting members.

1.10 POWERS, DUTIES AND BENEFITS OF THE PRESIDENT

A. The Board, by resolution, shall appoint a President who shall be the Chief Executive Officer of the Institute.

B. The President shall, under the direction of the Board, supervise and direct the instructional, administrative, and other staff of the Institute, and exercise such powers and perform such duties as are assigned to them by the College and Institute Act, by any other enactment, and by the resolutions, Bylaws, Board Policy and orders of the Board.

C. The President's salary and benefits shall be within the relevant guidelines established by the Provincial government from time to time for the public postsecondary sector. The President’s performance and compensation shall be reviewed per the terms of the contractual agreement between the President and NVIT (normally annually) and determined by a resolution of the Board.

1.11 FEES AND CHARGES FOR INSTRUCTION

A. Fees for students receiving instruction in credit programs and courses shall be as detailed in the attached Appendix A. From time to time the schedule of fees and charges for instruction may be revised by a resolution of the Board.

1.12 AMENDMENT OF THE BYLAWS

A. Bylaws of the Board may be amended by a resolution of the Board provided that at least 28 days written notice of the proposed amendment has been given at a regular meeting of the Board and pursuant to the provisions of the College and Institute Act.

Appendix "A"

Policy C.3.17 Fees and Charges for Instruction. [Revised by Board resolution on February 4, 2025 in accordance with section 1.11(A)]

SCHEDULE "A"

This fee schedule will remain in effect until amended in the manner prescribed by the College and Institute Act and by NVIT By-Law 1.11(A). Fees are subject to revisions by the NVIT Board of Governors each year. Any revisions in fees will come into effect for the Fall Semester.

Fee schedule for credit courses within the funded program profile
(Effective 2026 Fall semester)

Full- & Part-Time Tuition and Fees

Academic (first & second year levels) and Career/Technical Programs
Tuition per credit. $100.43

Academic (third & fourth year levels) Programs where tuition is paid to NVIT
Tuition per credit. $145.27

(or as per NVIT's affiliation agreement with the degree granting institution)

Access to Practical Nursing and Practical Nursing Programs
Tuition per credit. $103.83

Electrician Pre-Apprenticeship Program
Program Tuition $3,153.09

Plumbing and Piping Trades Program
Program Tuition $3,214.99

Residential Construction Foundations Certificate Program
Program Tuition $3,781.27

Construction Craft Worker Certificate Program Level 1 and Level 2
Program Tuition per level. $606.77

Heavy Equipment Operator Foundation Program
Program Tuition $16,163.85

Heavy Equipment Operator-Excavators Training Program
Program Tuition $12,216.16

Professional Cook Level 1
Program Tuition $2,929.14

Welder Foundation Certificate Program
Program Tuition $3,216.33

Automotive Service Technician Foundation Program

Program Tuition.....$3,864.28

Professional Cooks Level 2 Program

Program Tuition.....$965.28

Carpentry Level 1 and Level 2 Program

Program Tuition per level. $884.73

Indigenous Language Courses are at no cost (tuition-free)

All mandatory students fees are applicable

College Readiness Program

Adult Basic Education courses & the Youth Explore Trades Sample Program are tuition free.

New Programs

Tuition for programs introduced after 2003-2004 may be established at higher levels than the above rates.

Seniors (age 60 +)

May be waived subject to the **C.3.15 Institute Fees, Senior Citizens** policy.

Note: Students must pay all assessed "Other Fees".

Youth In Care

May be waived subject to the **C.3.16 Institute Fees - Youth in Care** policy.

Note: Students must pay all assessed "Other Fees".

Directed Studies and Prior Learning Assessment Recognition Students

Tuition per credit is based upon the tuition per credit for the course(s) (as per the schedule above) either being delivered through directed studies methodology or through the prior learning assessment recognition process. Lab fees are also assessed for courses involving lab work.

International Students - Intake of International students is permanently suspended except for students from the Indigenous peoples in accordance with UNDRIP.

Tuition per credit. $409.05

For current international students each College Readiness/Adult Basic Education course is considered equivalent to 3 credits for tuition calculation purposes. For programs that have program tuition rather than credits, the international fee will be three times the domestic program tuition rate.

All student activity fees are maintained at their current rates for the 2026/27 year.

Other Fees

Lab/Shop/Studio Fees

Science Courses. .....$30.00 per course (Credit and non-credit)

Computer Courses. .....$30.00 per course (Credit and non-credit)

Automotive Service Technician Foundation Shop Fees. $309.69

Electrician Pre-Apprenticeship Shop Fees. $309.69

Plumbing and Piping Shop Fees. $309.69

Residential Construction Foundations Shop Fees. $309.69

Health Lab Fees. $309.69

Professional Cook Shop Fees. $337.84

Welder Foundation Shop Fees..... $309.69

Experiential Learning Fees:

ENRT1 .....$270.61 per year

ENRT2 .....$270.61 per year

COOP 110-220 .....$297.67 per course

CAPS2. .....$432.97 per year
(does not apply to 1st year CAPS)

SOCW 375..... $162.36 per section

Fees are based on non-tuition expenses related to specific experiential learning delivery and activities.

External Invigilation Fee $100.00

Graduation Fees. .....$84.46 per credential
(if applied for before March 31st)

Late Graduation Fees. ..... $126.69 per credential
(April 1st to the day before graduation)

External Cohort Graduation Fees.....$212.24

Documentation Fee $40.00
per request plus photocopy and scanning costs

Official Transcripts. .....FREE

Students can access their grades and unofficial transcripts at no cost through the mynvit.ca portal.

Student Society Fee per course (maximum $60/semester)..... $20.00

This fee is non-refundable and is established by the Student Society. The NVIT Student Society passed, via referendum on February 16, 2011, a motion that NVIT collect on behalf of, and remit to, the NVIT Student Society, any and all Student Society Fees for all registrations that occur on or within 100 km of the NVIT Merritt or NVIT Burnaby campuses. Fees are also levied on course work delivered via directed studies and prior learning assessment recognition. NVIT Continuing Studies courses are exempt from NVIT Student Society fees.

U-Pass – Universal Transit Pass per month as determined by TransLink

Effective Sep 1, 2025 – Aug 31, 2026..... $46.90
Effective Sep 1, 2026 – Aug 31, 2027..... $47.85
Effective Sep 1, 2027 – Aug 31, 2028..... $48.80
Effective Sep 1, 2028 – Aug 31, 2029..... $49.80
Effective Sep 1, 2029 – Aug 31, 2030..... $50.80

The NVIT Student Society passed, via Referendum on February 16, 2011, a motion for NVIT students enrolled in courses within the metro-Vancouver region to participate in the UPASS BC program with the Ministry of Transportation, Translink, and the other public metro-Vancouver post-secondary institutes. The UPASS BC program is mandatory for all NVIT students enrolled in NVIT courses within the metro-Vancouver region who are also:

- Enrolled in a course of at least 21 days duration (as per course start and end dates); **and**
- Assessed the Student Society fees; **and**
- Enrolled in a course that is either a minimum of 3 credits **OR** if College Readiness is a minimum of 12 hours per week.

Student Health and Dental Insurance per annum..... $275.00

[effective January 1, 2015]

The NVIT Student Society passed, via Referendum on February 26, 2014, a motion for NVIT students to participate (via partnership with the Camosun College Student Society), in a Student Health and Dental Insurance plan. The program is mandatory for all NVIT students at NVIT who are also:

- Enrolled in a program which delivers 60 contact hours within the first 7 weeks of study (as per course start and end dates); and
- Assessed the Student Society fees.

Students will be assessed an annual fee at the beginning of the program. Students receive 12 months coverage effective the 1st of the month when their program starts &; if the program is longer than 2 years, either a 2 year fee is assessed at the beginning or another annual fee is assessed along with a fee assessment mid-program.

Opt out options are available to students who are able to demonstrate they have alternate coverage. Students with existing coverage can coordinate their new benefits with existing plans.

Should learners opt to take courses delivered via Directed Studies and/or Prior Learning Assessment Recognition, and should those courses also meet all of the criteria above, then learners will be assessed the UPASS BC fees and Student Health and Dental fees on the registration for the directed studies and/or prior learning assessment recognition course(s).

NSF Cheque Charge. $20.00
This will be charged on all dishonoured cheques.

Fax Transmission Service. $1.00
per page for receiving

.....$2.00
per page for sending

Tuition and Fee Payment Due Date

Payment of tuition and fees are due according to the dates specified in NVIT's Schedule of Events, published annually in the NVIT Program Calendar. Provision of written confirmation of sponsorship, from an NVIT approved community, agency and/or organization for tuition and fees must be provided by the published tuition and fee deadline. In the absence of sponsorship, NVIT tuition and fees can also be paid by the published tuition and fee deadline by Passport to Education, cash, Interac, direct payment, credit card, money order, and cheque. Cheques are acceptable ***only*** upon prior approval from the Senior Financial Officer.

Tuition and Fees for all semester coursework that commences after the regular semester start-up as specified in NVIT's Schedule of Events, published annually in the NVIT Program Calendar, are due at the time of registration. This includes all NVIT Student Society Fees and UPASS BC fees.

Tuition and Fees for all registration in courses through Directed Studies and/or Prior Learning Assessment Recognition are due at the time of registration.

Learners with overdue tuition and fees will be withdrawn from all coursework. Learners with unpaid accounts continue to be responsible for the outstanding tuition and fees after they are withdrawn. Learners will not be able to access grades or transcripts, and/or register in other courses until all overdue tuition and fees are paid.

Refund Policy

All refunds are subject to the **C.3.12 Refund of Fees** policy.

Income Tax Receipts

An official receipt for income tax purposes will be available to eligible students by the end of February of each year. Refer to the Canada Revenue Agency Information for Students on their website as www.cra-arc.gc.ca.

Fee schedule for credit courses in addition to the funded program profile, and for non-credit courses.

Courses will be offered for fees which are sufficient to cover all costs of delivery, including administrative overhead charges determined according to Board Policy.

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