

Fees Policy

Overview

The operational costs of the **Alberta Post-Secondary Application System Society (APAS)** are funded through the collection of annual fees charged to its members. APAS and its Board of Directors are committed to minimizing these costs while maintaining services and information that are secure, current and responsive, follow current industry standards, fulfill client requirements, and gather and provide legislated information.

Purpose

The purpose of this policy is to describe the allocation model and fee structure for calculation of annual fees charged to member institutions.

POLICY

1. GENERAL

The operating costs of APAS are funded entirely through fees charged to member institutions.

2. ASSESSMENT OF FEES

Annual fees charged to member institutions will be assessed based on the number of **unique applicants** to each institution as reported to Alberta Innovation and Advanced Education. The rate at which each institution's annual fee is assessed is based on the current **institutional allocation** model, subject to the approval of the Board of Directors.

3. MEMBERSHIP FEES

At the discretion of the Board of Directors, member institutions may be charged an annual **membership fee** in addition to the fee assessed based on the institutional allocation model.

4. PAYMENT OF FEES

Member institutions will be invoiced the assessed fees at the beginning of the APAS fiscal year. Payment is expected no later than November of the same year.

DEFINITIONS

Institutional Allocation	Fee based on the number of unique applicants at a member institution multiplied by the current rate per applicant.
Membership Fee	Fixed charge levied on member institutions.
Unique Applicants	Applicants to a program at a post-secondary institution, excluding graduate programs, professional programs, apprenticeship programs, and internal transfer applications.