

Signatures: _____
**SATCC Commission Board
Chair**

**SATCC Commission Board Vice
Chair**

Board Category Financial – F7
and Policy Tuition and Administrative Fee Change Policy
Name:

Approved: January 29, 2025

Supersedes: Apr. 3, 2024

**Next Scheduled
Review** November 2026

Policy As per Sections 16 (b), 16 (c) and 16 (d) of *The Apprenticeship and the Trade Certification Act, 2019*, the Commission Board will determine changes to tuition and administrative fees. As per Section 15(c) of *The Apprenticeship and the Trade Certification Act, 2019*, the Commission Board will submit a recommended annual budget and business plan for the Minister’s approval, including any changes to tuition and administrative fees.

Changes in tuition rates will be reviewed annually. Changes to tuition rates are calculated based on the average cost per training as determined by the Tuition Rate Change Methodology. A Minimum Tuition rate of four (4) weeks will be charged for technical training classes less than four (4) weeks in length.

Changes in administrative fees will be reviewed annually. Management will conduct an Administrative Fee Review every three (3) years. The Administrative Fee Review will estimate the SATCC’s average cost to deliver a service to clients and recommend a fee on a (partial) cost-recovery basis. Management will develop an Administrative Fee Change Plan recommending proposed timing to the Commission Board on when to implement any fee changes over the following three-year period. Every annual review will consider the proposed timing of the three-year Administrative Fee Change Plan.

Definitions

Tuition Rate Change Methodology ties increases in tuition rate increases to increases in the average cost per training day (CPTD). Specifically, the tuition rate is recommended to increase by \$5 per week

when the average CPTD increases above a threshold of \$2.50 above the current tuition rate.

Minimum Tuition is the weekly tuition rate times four (4) weeks. This applies to any trades with training less than 4 weeks in length (e.g. Powerline Technician, Mobile Crane Operator, Scaffolder, etc.).

Procedures

Management will submit an annual decision item for any changes to tuition and administrative fees to the Commission Board in its January/February meeting in each fiscal year. Management will incorporate any approved changes by the Commission Board to tuition and administrative fees into the next proposed annual business plan/budget. The annual business plan/budget will be recommended by the Commission Board to the minister at its June meeting in each fiscal year.

The Minister may/may not approve the business plan/budget in whole or in part, including any tuition and administrative fee changes recommended by the Commission Board. Any approved tuition and administrative fee changes will be implemented by management at the beginning of the next fiscal year (i.e. July 1) unless directed by the Commission Board and/or the Minister.

Management will conduct an Administrative Fee Review every three (3) years to develop an Administrative Fee Change Plan for the upcoming 3-year period. Management will provide the Administrative Fee Review in its annual review of administrative fee changes in the January/February Commission Board meeting. The 2023-24 to 2025-26 Administrative Fee Change Plan concludes in June 2026. Therefore, the next Administrative Fee Review needs to be conducted in 2025-26 (i.e. January 2026).

Background

The Saskatchewan Apprenticeship and Trade Certification Commission (SATCC) Commission Board of Directors approved a tuition fee methodology in November 2014. The Commission Board has also approved two separate administrative fee change plans (2016-17 to 2018-19 and 2023-24 to 2025-26). The Commission Board also approves annual tuition and fee changes recommended to the Minister as part of the annual business plan/budget development and approval process. The F7 Board Policy documents all of these into a singular policy with accompanying procedures.