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## Non-Instructional Fee Consultation Policy

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<b>Policy Sponsor:</b>	Office of the Vice President, Finance & Administration
<b>Policy Contact:</b>	Director, Financial Services
<b>Policy Number:</b>	N/A
<b>Effective Date:</b>	February 1, 2012
<b>Approval Group:</b>	Executive Committee, The Board
<b>Approval Date:</b>	January 31, 2012, Motion # 277-1
<b>Review Date:</b>	February 1, 2014

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### Purpose

To ensure congruence with best-practice guidelines on consultation and discussion between Athabasca University (AU) and its students with regard to non-instructional fees.

### Definitions

<b>Board</b>	Governors of Athabasca University
<b>Non-Instructional Fees</b>	Institutional mandatory universal fees charged to students for AU services that are not subject to regulation but not including any fee collected by the institution on behalf of another organization.
<b>Consultation</b>	For purposes of this policy, a formal meeting of the Fees Consultation Committee.
<b>Fees Consultation Committee</b>	A body composed of student representatives and individuals designated by the Vice-President, Academic, and the Vice-President, Finance and Administration to discuss the creation, deletion or possible adjustments to non-instructional fees.



## **Student Representatives**

Elected representatives of the Athabasca University Students Union (AUSU) and Athabasca University Graduate Students Association (AUGSA).

## **Policy Statements**

AU will hold consultations with the two student representatives on establishment of or changes to non-instructional fees according to the terms of the Procedures affiliated with this Policy. These consultations must precede budget submission to the Board of changes to non-instructional fees.

The mechanism for this consultation shall be a formal Consultation Committee. Terms of Reference for this Committee are provided in Appendix A of the Procedures.

AU will provide to Student Representatives all necessary information about the services associated with non-instructional fees. When introducing new non-instructional fees, AU will clearly communicate the objective of the service(s) to be provided.

Non-instructional fees may only be used to fund specific, identifiable services for students. AU must direct revenue garnered from non-instructional fees toward the services for which they were created.

Consultations will not address fees controlled by Student Representatives or fees levied by a third party.

Information from the consultation will be taken in consideration by the Board in establishing or changing non-instructional fees but ultimate authority on non-instructional fees rests with the Board.

All non-instructional fees are reported to the Government of Alberta through the normal processes.

All non-instructional fees will be clearly identified in the AU Calendar. The Calendar must clearly identify which non-instructional fees are levied by AU and which are levied by Student Representatives.

Student Representatives are required to respect institutional budget preparation confidentiality where non-instructional fee consultations are concerned.

## **Applicable Legislation and Regulations**

[Post-Secondary Learning Act](#) – Alberta Regulation 55/2004 Section 6.

## **Related References, Policies, Procedures and Forms**

[Non-Instructional Fee Consultation Procedures](#)



## **History**

Committee, The Board, April 2, 2012, Motion # 279-1 (Revised)

Executive Committee, The Board, January 31, 2012, Motion # 277-1 (Approved) Executive