
Non-Instructional Fee Consultation Procedures

Policy Sponsor:	Office of the Vice President Finance & Administration
Name of Parent Policy:	Non-Instructional Fee Consultation Policy
Policy Contact:	Vice President, Finance & Administration
Procedure Contact:	Director, Financial Services
Effective Date of Procedures:	April 2, 2012
Review Date:	February 1, 2014

Purpose

To outline a process for Athabasca University (AU) consultation with student representatives when the establishment of or adjustments to non-instructional fees are being considered.

Definitions

Non-Instructional Fees	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.
Consultation	For purposes of this policy, a formal meeting of the Fees Consultation Committee.
Fees Consultation Committee	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 Association (AUSA) and Athabasca University Graduate Students Association (AUGSA).



Procedures

1. As part of the budget process, prior to budget submissions to the Board or as necessary, AU will communicate formally, through the Office of the Vice-President, Finance and Administration, with AUSU and AUGSA to schedule separate mutually convenient meetings for discussion of non-instructional fees. If there are no proposed fee increases the meetings will be cancelled.
2. The VPFA in communication with the VPA will identify who will attend the consultation with the student representatives and notify the student groups.
3. The VPFA, in communication with the VPA, will provide student elected representatives with information about the proposed fees ahead of the meeting where possible.
4. During the meetings, AU staff will provide the student representatives with information about how any additional non-instructional fees approved in the previous year have been spent. They will provide information about any proposed changes to non-instructional fees and discuss the rationale for the proposal.
5. Student representatives will be invited to discuss each item, to provide a rationale for their position and to seek clarification on issues of concern.
6. Information from the consultation, including the representatives' position on the increase/decrease in fees and their rationale for their position, will be reported to the Board as part of the formal discussion of fees.

Applicable Legislation and Regulations

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

Related References, Policies, Procedures and Forms

[Non-Instructional Fee Consultation Policy](#)

History

Executive Committee, The Board, April 2, 2012, Motion # 279-1 (associated policy revised)
Executive Committee, The Board, January 31, 2012, Motion # 277-1 (Policy Approved)



APPENDIX A

Non-Instructional Fee Consultation Committee: Terms of Reference

Purpose

1. The purpose of the Consultation Committee is to ensure appropriate and diligent consideration by AU and Student Representatives of non-instructional fees.

Membership

2. Each Consultation Committee shall contain a representative of the Vice-President, Academic, two representatives of the Vice-President, Finance and Administration, and the elected representatives from either the Athabasca University Students' Union or the Athabasca University Graduate Students Association.

Meetings

3. The meeting requirements and scheduling parameters for the Consultation Committee are provided in the Procedures affiliated with this Policy.
4. AU will, in consultation committee meetings, present its proposals for any changes to non-instructional fees. If no changes are proposed, AU will communicate this to Student Representatives; if all parties agree, committee meetings can be cancelled.
5. During the meetings, AU staff will provide the student representatives with information about how any additional non-instructional fees approved in the previous year have been spent. They will provide information about any proposed changes to non-instructional fees and discuss the rationale for the proposal.
6. Student representatives will be invited to discuss each item, to provide a rationale for their position and to seek clarification on issues of concern.
7. Information from the consultation, including the representatives' position on the creation or change in fees and their rationale for their position, will be reported to the Board as part of the formal discussion of fees.
8. Student Representatives are required to respect institutional budget preparation confidentiality where non-instructional fee consultations are concerned.