
Non-Instructional Fee Consultation Policy

Policy Sponsor:	Office of the Vice President, Finance & Administration
Policy Contact:	Director, Financial Services
Policy Number:	N/A
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Approval Group:	Executive Committee, The Board
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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

Board	Governors of Athabasca University
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 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