

NON-TUITION-RELATED COMPULSORY ANCILLARY FEE PROTOCOL 2011-2015

Preamble

The original Protocol was written in 1994 to comply with Ministry expectations for student consultation on the implementation or increase of student ancillary fees. The 1994 Protocol was updated in fall 2004 to match the evolution of university student and administrative organizational structures and titles and to reflect the change in process necessitated by those developments. In 2006 a more thorough review of the Protocol and of the structure of the Colleges and Student Services Committee that implements the Protocol was undertaken to reflect the change in student involvement, the complexity of the ancillary fee budgets and the education necessary to ensure that student participants are representing their constituents effectively when making budget decisions. In 2011 a review of the protocol and of the structure of CASSC was undertaken by the Student Presidents Group to address the complexity and challenges of the 2006 process. It was determined that communication of ancillary budgets should be reserved to far fewer student leaders so as to have more accurate and detailed information.

The Colleges and Student Services Committee (CASSC)

The process for student involvement in setting the level of non-tuition-related compulsory ancillary fees at Trent University will be through the Colleges and Student Services Committee.

CASSC includes 1 student representative from each of the following student governments:

- Champlain College Cabinet
- Lady Eaton College Cabinet
- Peter Gzowski College Cabinet
- Otonabee College Cabinet
- Trent Central Student Association
- Graduate Student Association
- Trent Part-time Student Association

These are the student organizations at Trent University which, when viewed in combination, represent all students who are eligible to vote for a student organization.

The following categories of fees are the non-tuition-related compulsory ancillary fees* charged to students of Trent University in Peterborough (& in Oshawa if so designated) as of the 2006-2007 academic year:

Wellness Fee

Purpose: health educator, counselling programs, health services administration.
Service group: all students, undergraduate full time and part time.

Athletics Fee

Purpose: athletic facility operation and maintenance, intramural programs
Service group: all students, undergraduate and graduate, full time and part time

Athletic Capital Development Fee

Purpose: expansion of athletic facilities, indoor and outdoor
Service group: all full time undergraduate students.

College Fee

Purpose: college facilities and programs

Service groups: all students, undergraduate and graduate, full time and part time, including Oshawa students.

Convocation Fee

Purpose: convocation ceremony including gowns and hoods, degree certificates, University reception for graduate and guest

Service group: all students, undergraduate and graduate, full time and part time, including Oshawa students.

Campus Card Fee

Purpose: student identification card that includes library card, athletics pass, meal card and transportation pass

Service groups: all students, undergraduate and graduate, full time and part time, including Oshawa students.

Introductory Seminar Week Fee

Purpose: activities for first year students to facilitate orientation to Trent campus, academic programs and Peterborough

Service group: full time undergraduate first year students only (except B.Ed)

Residence and Meal Plan Fees

Purpose: accommodation and meal plans in university residences

Service group: only those students who apply and are assigned to residence for the Fall/Winter semester.

Part-time students pay per course athletics, wellness, convocation, and college fees.

Increases to existing fees that apply to part-time students use the same percentage increase as the corresponding fee for full-time students and, in some cases, the fees themselves are pro-rated on a per course basis.

*Note: the fee charged may vary according to the category of student, e.g. undergraduate, graduate, full-time, part-time, Oshawa students, students registered in a joint program at Trent and another institution (ex. Trent and Sir Sandford Fleming College).

Protocol

1. Student government representatives on CASSC will be responsible for the review and approval of Non-Tuition Related Ancillary Fees each year.

Timetable

Student representatives shall receive training on the budget process by December 1 each year.

CASSC will receive presentations of all proposed budgets from each of the Directors or Managers of the Department.

CASSC representatives will be required to take the proposed budgets to their constituents and report questions or requests for changes to the appropriate Director or Manager at the next meeting of CASSC. Agreement on a compulsory fee increase shall be indicated in writing and signed by supporting student government members of CASSC by April 1.

2. Compulsory Ancillary Fees in existence at the time of amendments to this protocol shall be considered Base Ancillary fees and are non-negotiable.

3. Budgets presented to CASSC:

a) All ancillary budgets will be reviewed by CASSC for either approval or information. This includes Athletics, Colleges, Housing, Wellness, Convocation, Campus Card and Orientation.

b) Wellness, Convocation and Campus Card will be subject to a Consumer Price Index (CPI) increase clause.

- Automatic fee increases up to the level of the Ontario CPI will be permitted without a referendum or approval of CASSC.
- CPI increases will be based on the Ontario CPI and measured from May 1 to April 30
- Requests for increases which go above the calculated CPI increase must be referred to CASSC for approval.

c) Athletics, Colleges, and Housing Fees will be subject to a Utilities and OPSEU increase clause.

- Increases to Base ancillary fees shall occur automatically to cover inflationary items such as salaries as determined by the collective agreement between the university and OPSEU as well as utility rates as determined annually by the government and communicated by the Physical Resources Department.
- Requests for increases which go above the calculated Utilities and OPSEU increase must be referred to CASSC for approval.

4. Ancillary Fees not requesting more than an increase as outlined in number 3 above will be required to present a budget directly to CASSC for information purposes only prior to April 1

5. Student services budgets that are not based on ancillary fees are presented for information to CASSC prior to April 1 each year.

a) This includes the Office of Student Affairs, Career Services, Conference Services, Counselling Services, Academic Skills Center and Disability Services.

6. Except as stipulated in number 3 above, Ancillary Fees may not be increased, or new ancillary fees added, without review under this protocol and the subsequent approval of the Board of Governors.

7. Formal approval of the ancillary fees by the Colleges and Student Services Committee's requires a simple majority of the student leaders specified on page 1 of this Protocol (or their official designates). In the event that an eligible student government chooses not to participate in this step of the process, the written support of that student government will not be required for approval by the Colleges and Student Services Committee; however, the recommended level of fees will apply to the students represented by the non-participating student government;

8. The recommendations for the fees are submitted by the Director of Financial Services to the Finance and Property Committee of the Board of Governors. The Finance and Property Committee reviews the recommendations and determines if the recommendations are to be taken to the Board of Governors for approval.

9. On approval of the fees by the Board of Governors, the fees will be communicated to all prospective students by the most effective means possible.

New Non-Tuition-Related Compulsory Ancillary Fees

The institution of new non-tuition related compulsory ancillary fees requires CASSC approval. If CASSC supports the concept of the fee then a referendum will be called by CASSC for all student government constituents to whom the fee would apply. The referendum may or may not be held in conjunction with the applicable student government referenda schedule. Referenda conducted by the administration will be electronic with votes submitted to a secure Web CT site.

Where the Trent University administration requests a referendum for the implementation of a compulsory non-tuition-related ancillary fee and the referendum supports the fee implementation, the new fee will be subject to the Protocol.

CASSC will determine if the fee is subject to Utilities and OPSEU increases or to CPI increases.

Revisions.

Any revisions to this agreement which may be required following its approval by the Trent University Board of Governors shall be made following the same principles of student consultation, as outlined in the Ministry of Education and Training's "Compulsory Ancillary Fee Policy Guidelines", distributed to Ontario universities on June 28, 1994 and attached to this agreement as Appendix "B".

INFORMATION TO STUDENTS

The level and compulsory nature of certain of these ancillary fees is outlined in the Calendar each year. Due to the publication dates for the Calendar, in general, the fee level published in the Calendar is that which applied in the previous year, with an indication that fees for the next academic year will be provided at a later date.