**UNDERGRADUATE NON-TUITION COMPULSORY FEE PROTOCOL**

**TRENT UNIVERSITY, PETERBOROUGH CAMPUS**

**Trent Central Student Association (TCSA)**

**Graduate Student Association (GSA)**

**Trent Durham Student Association (TDSA)**

**Trent University**

**March 27, 2019**

This document outlines the current process for introducing and approving non-tuition related compulsory student fees at the Peterborough campus of Trent University.

Part **A** is an update of the previous ancillary fee protocol agreement between the university and student associations on Trent’s Peterborough campus. It recognizes the Peterborough CASSC committee as the body that oversees the introduction of new compulsory ancillary fees and increases to fees.

Part **B** is an update of the previous ancillary fee protocol agreement between the university and the student association on the Durham campus. It recognizes the Durham CASSC as the body which oversees the introduction of new compulsory ancillary fees and increases to fees.

Part **C** outlines the process that governs the introduction and management of compulsory levy fees at Trent University.

Part **D** outlines the requirements for compulsory fees set out by the provincial government in its “Student Choice Initiative” (2019).

Part **E** outlines a mechanism for students to raise any concerns they have about compulsory non-tuition fees at Trent University.

The university and the student associations are committed to work together to address any concerns or conflicts that arise in the administration of compulsory student fees at Trent University.

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**A. NON-TUITION-RELATED COMPULSORY ANCILLARY FEE PROTOCOL[[1]](#endnote-1)**

**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 is through the Colleges and Student Services Committee.

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

* Champlain College Cabinet
* Eaton College Cabinet
* Gzowski College Cabinet
* Otonabee College Cabinet
* Traill College Cabinet
* Trent Central Student Association (TCSA)
* Graduate Student Association (GSA)

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.

**Protocol**

Student government representatives on CASSC will be responsible for the review and approval of Non-Tuition Related Compulsory Ancillary Fees. The updated list of fees charged to students of Trent University in Peterborough are posted annually on the Student Accounts and Student Affairs websites and include a description of the fee and the amount charged.

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.

**Timetable**

1. Student representatives shall receive training on the budget process by December 1 each year.
2. CASSC will receive presentations of all proposed budgets from each of the Directors or Managers of the Department.
3. 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.

**Budgets presented to CASSC**

Automatic fee increases up to the level of the Canadian Consumer Price Index (CPI), or 3%, whichever is lesser, will be permitted without a referendum or approval of CASSC. The CPI will be the most recent available at the time of budgeting. Requests for compulsory fee increases which go above the calculated CPI increase must be referred to CASSC for approval. CASSC may approve an annual budget increase up to 20%; beyond this threshold the fee increase will go to referendum.

All compulsory ancillary fees will be reviewed by CASSC for either approval (i.e. for increase) or for information.

Compulsory ancillary budgets not requesting more than an increase as outlined above will be required to present a budget directly to CASSC for information purposes only, prior to April 1.

Formal approval of the compulsory ancillary fees by the Colleges and Student Services Committee’s requires a simple majority of the student leaders specified in 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.

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.

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**

New compulsory fees must be in keeping with the account of compulsory fees provided in this protocol. 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.

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, increases to the new fee in subsequent years will be subject to this Protocol.

**Revisions**

Any revisions to this agreement will be made through the CASSC Terms of Reference Committee, which will also review this protocol every three years from the date of the previous revision. The revised agreement must be approved by the same CASSC consultation and voting process as the budget increase voting process. The revised agreement must then be approved by Trent’s Board of Governors. Minor typographical/title or name changes or corrections may be made without this process.

\*In the case of fees that apply to particular groups of students (e.g., business students, nursing students, nursing students at George Brown College, etc.) these are the only students eligible to vote in the referendum.

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**B. NON-TUITION-RELATED COMPULSORY ANCILLARY FEE PROTOCOL FOR TRENT UNIVERSITY DURHAM[[2]](#endnote-2)**

**The Durham-CASSC**

The process for student involvement in setting the level of non-tuition-related compulsory ancillary fees at Trent University Durham is through Durham-CASSC.

The Trent Durham Student Association (TDSA) is the student organization at Trent University Durham that represents all undergraduate students who are eligible to vote for a student organization.

**Protocol**

The Durham-CASSC will review, deliberate and make recommendations with regard to compulsory student ancillary fees in accordance with the provisions of this document. Compulsory 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.

**Membership**

1 The Dean/Head, Trent Durham to Chair (non-voting)

2 Trent University Durham faculty or staff members appointed by the Dean/Head of Trent Durham in consultation with the Manager of Student Affairs

1 Senior Student Affairs Officer at Trent University Durham

3 student representatives to be drawn from the Trent in Durham Student Association (TDSA) Board of Directors

1 Student at large appointed by the TDSA Board of Directors

At least 1 of the 4 student representatives drawn from and appointed by the TDSA Board of Directors shall be a part-time student.

**Timetable**

The Durham-CASSC shall convene by mid-January each year for this purpose and provide its recommendations by April 1 each year.

Student services budgets that are not wholly based on ancillary fees\* are presented for information and review to Durham-CASSC prior to February 15th of each year.

**Duties of the Committee**

* 1. At the first meeting of the committee, the committee members shall receive information and training on the budget process and a schedule of future meetings.
  2. The Committee will meet once to receive presentations of all proposed budgets from each of the Directors or Managers of the Departments
  3. Durham-CASSC student members 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.
  4. Failure by any member of the committee to attend meetings called with five (5) business days’ notice, in order to observe this timetable shall not prevent the committee deliberations. In case of an emergency meeting, if individual members are unable to attend, they will still be eligible to vote if they meet individually with the Chair prior to voting.
  5. Agreement on a compulsory fee increase shall be indicated in writing and signed by supporting members of the Durham-CASSC committee.

**Budgets presented to the Committee**

* 1. Automatic fee increases up to the level of the Ontario CPI will be permitted without a referendum or approval of the Durham-CASSC.
  2. CPI increases will be based on the Ontario CPI and measured from May 1 to April 30.
  3. Requests for approvals which go above the calculated CPI increase must be referred to the Durham-CASSC to undergo review. Provided that these increases do not amount to over a 5% increase to the gross compulsory non-academic ancillary fees charged to Trent University Durham students in the prior year, they need not go to referendum for approval. Convocation and Campus Fees will undergo an automatic review as part of the Durham-CASSC protocol every four years regardless of requested increases, on a rotating basis, and coinciding with the review of these fees by the Colleges and Student Services Committee (CASSC). The review of the convocation fee and campus card fee shall be discussed with the appropriate Trent budget managers.

**Ancillary Fee Budgets for Information Only**

Ancillary Fees not requesting more than an increase as outlined in numbers 3 or 4 above and not scheduled for full review in the four-year rotation outlined in number 3, will be required to present a budget directly to Durham-CASSC for information purposes only prior to April 1

**Approval of Ancillary Fees**

Formal approval of the ancillary fees by the Durham-CASSC requires a simple majority of the student leaders specified on page 1 of this Protocol (or their official designates).

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.

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. The updated list of fees charged to students of Trent University in Peterborough are posted annually on the Student Accounts and Student Affairs websites and include a description of the fee and the amount charged.

**New Non-Tuition-Related Compulsory Ancillary Fees**

New compulsory fees must be in keeping with the account of compulsory fees provided in this protocol. The institution of new non-tuition related compulsory ancillary fees requires consultation with Durham-CASSC. If the committee supports the concept of the fee then a referendum will be called by Durham-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.

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.

Durham-CASSC will determine if the fee is subject to annual review or to CPI increases and review every four (4) years.

**Revisions**

Any revisions to this agreement will be made through the CASSC Terms of Reference Committee, which will also review this protocol every three years from the date of the previous revision. The revised agreement must be approved by the same CASSC consultation and voting process as the budget increase voting process. The revised agreement must then be approved by Trent’s Board of Governors. Minor typographical/title or name changes or corrections may be made without this process.

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**C. COMPULSORY LEVY FEES**

**Introduction and Amendment of Levy Fees**

The introduction of any new compulsory levy fee or the modification of existing fees beyond the limits already established must be approved by a student referendum and agreed to by the University. The student referendum process for introducing new compulsory levy fees and modifying current fees for undergraduate students in Peterborough will be managed by the TCSA. The student referendum process for introducing new compulsory fees and modifying current fees for undergraduate students in Durham will be managed by the TDSA. The student referendum process for introducing new compulsory levy fees and modifying current fees for graduate students will be managed by the Graduate Student Association.

The University collects and disburses all compulsory fees. It reserves the right to ensure that fees are being used in ways that are in keeping with the purpose for which the fees have been collected. All new compulsory fees must be for “essential” services and fit within the categories outlined by the government (as in **D** below).

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**D.** **COMPULSORY NON-TUITION FEES AND PROCESSES,**

**AS DEFINED BY THE STUDENT CHOICE INITIATIVE**

Compulsory fees are fees which (i) have been approved as mandatory in a referendum; (ii) are “collected for the purpose of delivering an essential service”; and (iii) fit within the following areas identified by the government.

Athletics and Recreation

Career services

Student buildings

Health and counselling

Academic support

Student ID cards

Student achievement and records

Financial aid offices

Campus safety programs

Health and dental plans\*

Student transit passes

Other approved fees must be optional – i.e. students must have the opportunity to opt out of these fees when they are billed by the university.

New compulsory fees must be approved by the existing processes for approving fees (i.e. by student referendum) and agreed to by the university.

\*with the proviso that students must be allowed to opt out if they can provide proof of pre-existing coverage

**Online Billing**

As of September 2019, the university must institute an online billing system which will specify compulsory fees and allow students to opt out of optional fees.

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**E. FEE QUERIES**

Students who have any concerns about compulsory fees they are required to pay may raise their concerns with the office of the Associate Vice-President of Students, who will investigate and respond. The AVP Students will work with student associations to resolve such issues. The university and student associations recognize (i) that the university has a responsibility to ensure that fees that it collects and disburses are used in ways that are in keeping with the purpose for which they have been disbursed; and (ii) that the government will intervene if students are required to pay fees which are not compulsory according to its guidelines.

1. 1The 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 (CASSC) 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 fewer student leaders so as to have more accurate and detailed information. In 2016, the CASSC Terms of Reference Committee updated the Fee Protocol for consistency, to simplify fee calculations, and to provide additional provisions for significant fee increases. The current protocol is compliant with the provincial government’s 2019 “Student Choice Initiative.” [↑](#endnote-ref-1)
2. 2 Until the 2010-11 fiscal year recommendations with regard to the amount of non-tuition related compulsory ancillary fees charged to Trent Durham students was determined by the Trent University Colleges and Student Services Committee (CASSC) and subject to its protocol (a copy of which is appended to this document). The original CASSC Protocol was written in 1994 to comply with Ministry expectations for student consultation on the implementation or increase of student ancillary fees (a copy of which is appended to this document.) Prior to 2010-11 Trent-University Durham was located on the campus of the University of Ontario Institute of Technology and Durham College. Trent Durham students were members of the Student Association representing students from all three institutions. With the move to a separate Trent University Durham campus and the establishment of a separate Trent in Durham Student Association, the need for an independent Student Services and Campus Fee Committee and a protocol which recognizes the unique needs of the Trent University Durham student community in the determination ancillary fees for student services and student life programs became apparent. [↑](#endnote-ref-2)