

# ANCILLARY FEE PROTOCOL TRENT UNIVERSITY

Trent Central Student Association (TCSA)  
Trent Graduate Students' Association (TGSA)  
Trent Durham Student Association (TDSA)  
Trent University

**March X, 2024**

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

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

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

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

Part **D** includes information confirming the dates of the protocol approvals.

A separate **Memorandum of Understanding** is related to Residence & Dining fees.

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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## **Definitions**

Non-tuition-related Ancillary Fee: a fee levied to cover the costs of items which are not normally paid for out of operating or capital revenue.

Compulsory Ancillary Fee: a fee to deliver a service categorized as essential (as per the Tuition Fee Framework and Ancillary Fee Guidelines)

Non-compulsory Ancillary Fee: a fee to deliver a service categorized as non-essential (as per the Tuition Fee Framework and Ancillary Fee Guidelines), and is refundable upon request.

## **A. NON-TUITION-RELATED ANCILLARY FEE PROTOCOL FOR TRENT UNIVERSITY**

### **The Colleges and Student Services Committee (CASSC)**

The process for student involvement in setting the level of non-tuition-related ancillary fees at Trent University is through the Colleges and Student Services Committee (CASSC). Both Peterborough and Durham campuses have a respective CASSCs at which applicable non-tuition-related ancillary fees will be presented and/or approved.

CASSC (Peterborough and Durham) includes student representatives as outlined in the respective Terms of Reference for each campus.

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 each CASSC will be responsible for the review and approval of Non-Tuition Related Ancillary Fees. The updated list of fees charged to students of Trent University 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**

- a) Student representatives shall receive training on the budget process by December 31 each year.
- b) CASSC will receive presentations of all proposed budgets from each of the Directors or Managers of the Department.
- c) 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 an ancillary 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) 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 ancillary 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 ancillary fees for each campus will be reviewed by the respective CASSC for either approval (i.e. for increase) or for information.

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

Formal approval of the ancillary fees by CASSC requires a simple majority of the student leaders specified in the CASSC Terms of Reference (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 CASSC; 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 Associate Vice President, Finance, 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 Ancillary Fees**

All new ancillary fees must be in keeping with the account of the principles in this protocol. Increases to the new fee in subsequent years will be subject to this Protocol. The institution of new non-tuition related ancillary fees requires CASSC approval.

New compulsory non-tuition-related ancillary fees (as outlined in the Province's Tuition Fee Framework and Ancillary Fee Guidelines) will be proposed and approved by CASSC.

New non-compulsory non-tuition-related ancillary fees will need support from CASSC to proceed to a referendum for all student government constituents to whom the fee would apply for approval.\* The referendum may or may not be held in conjunction with the applicable student government referenda schedule.

### **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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\*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.

## **B. 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 any levy fee policy or agreement 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.

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## C. FEE QUERIES

Students who have any concerns about ancillary 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.

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## D. APPROVALS

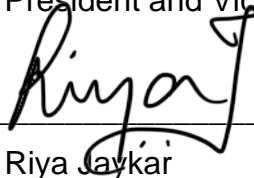
The undersigned confirm that the most recent versions of the Trent Non-Tuition Ancillary Fee Protocols, included in this document, have been approved at the following meetings:

- Trent University Peterborough Protocol through the Peterborough CASSC on February 28, 2024.
- Trent University Durham Protocol through the Durham CASSC on March 28, 2024.
- Trent University Board of Governors on May 10, 2024.



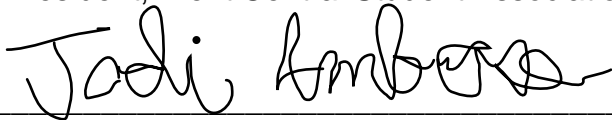
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