

Fee Review Committee Terms of Reference

Purpose

The Fee Review Committee (FRC), established in 2005 by the Provost's Committee on Integrated Planning (PCIP), is to review and recommend for approval to PCIP the following fees (as outlined in the Tuition and Fee Authorization Policy):

- Compulsory Academic Fees,
- Supplemental Fees,
- Service Fees, and
- Third Party Fees.

Accountability

The FRC is accountable for:

- ensuring fees are in line with the university Tuition and Fees Authorization Policy,
- assisting colleges, departments, and units that are proposing fees, and
- recommending student fees for approval to PCIP on an annual basis.

Fees are normally recommended for the following academic calendar year, with the exception of excursion fees, where approval may be for the upcoming spring or summer terms.

The FRC will also ensure fees are recorded in a database, and that periodic reviews are conducted for previously approved fees. Fees should be reviewed, at minimum, once every 5 years to determine if the fees continue to be equitable, relevant, and used for their intended purpose. If the FRC determines that fee should no longer be assessed, this information will be forwarded on to PCIP with recommendations for removal.

Approval of fees is separate from the manner of assessment and collection. Registrarial Services, responsible for assessment of fees at the University, will determine the mechanics of implementation and the best method for assessment and collection.

The membership of the committee will commit to:

- attendance at all scheduled meetings; championing the partnership within and outside of work areas; and ensuring all deliberations and decisions remain confidential as appropriate.

The members of the committee will expect:

- that members are provided with complete and meaningful information in a timely manner,
- to be alerted to potential risks and issues that could impact the University,
- to conduct open and honest discussions, and
- to conduct ongoing 'health checks' to verify the overall status and 'health' of the FRC.

Information and resources will be shared through a common email address: feecommittee@usask.ca. Membership in the group email will be administered by the Associate Registrar – Registrarial Services.

Membership

Membership is open to identified leaders of the University that play a role in the formulation and implementation of fees. These will include voting members or their designate:

- Registrar
- Associate Provost, Institutional Planning and Assessment
- Dean or designate, College of Graduate and Postdoctoral Studies
- Director, Resource Allocation and Planning
- Analyst, Institutional Planning and Assessment
- Manager and Associate Registrar, Registrarial Services
- Manager and Associate Registrar, Student Finance and Awards
- Manager, Admissions,
- VP Operations and Finance, USSU
- GSA representative appointed by the GSA
- One member of Faculty Council.

Non-voting supporting members can include additional individuals from the following units:

- Vice-Provost Teaching & Learning,
- Vice-President Finance & Resources,
- Institutional Planning and Assessment,
- USSU, or
- GSA.

Meeting Format

- Meetings will be held as required and will be organized and chaired by IPA.
- A meeting quorum will be a majority of the voting membership. Decisions will be made on a majority basis. If this results in a tie, the Chair will cast the deciding vote.

Amendments

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by PCIP.

Initial PCIP Approval – June 2017

Revisions – December 2017

Appendix A: Definition of Terms

PCIP – Provost’s Committee on Integrated Planning

FRC – Fee Review Committee, a standing committee that reports to PCIP

Fees within the scope of the Fee Review Committee:

Compulsory Academic Fees - fees relating to a student's course of study should be included in tuition with the exception of those fees that would be unique to a particular class, significant, or with material variation from year to year.

Supplemental fees - fees or charges for learning materials and clothing (e.g. lab coats) retained by the student, fees for material used in the production of items which become the property of the student and that are expected to have enduring benefits to the student.

Service Fees - fees or charges assessed for services provided, (e.g. transcripts), or the result of other actions (e.g. deferment of fees, late registration fee).

Third Party Fees - those fees assessed and collected by the University on behalf of a third party (e.g. USSU Health and Dental fees).

Fees outside the scope of the Fee Review Committee:

Other fees that are either strategic in nature, or have tuition implications are held outside of the Fee Review Committee’s authority and, as such, any changes to these fee structures will be considered within the regular tuition rate approval process; approval of such fees will remain within the authority of the Board of Governors. Fees that fall within this category include Community level class fees and international differential fees.

Community level Class Fees - fees assessed for community level classes offered through various departments and colleges.

Differential Fee – Students who are not Canadian citizens or permanent residents are required to pay an additional fee referred to as a “differential fee”. It is based upon a multiplier of the student’s assessed tuition as set by the Board of Governors. Though defined as a fee, this fee ties into many initiatives with tuition implications and thus recommendations and approval are within the authority of the Board of Governors.

Refer to the Tuition and Fees Authorization policy for a complete definition of tuition and fees.