

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 the Provost and Vice President Academic the following fees (as outlined in the Tuition and Fee Authorization Policy):

- Application Fees,
- Compulsory Academic Fees,
- Service Fees,
- Supplemental Fees,
- Micro-credential 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 the Provost and Vice-President Academic 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 the Provost and Vice-President Academic 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 members of the Committee will commit to:

- diligent preparation for, attendance and participation 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

The Committee consists of identified leaders of the University that play a role in the formulation and implementation of fees. These will include voting members or their designate:

- Chief Resource Allocation and Planning Officer (Chair)
- Analyst, Portfolio of the Provost and Vice-President Academic
- Associate Vice Provost and University Registrar
- Director, Admissions and Transfer Credit
- Associate Registrar and Director (Student Central/Student Finance & Awards)
- Associate Registrar and Director (Registrarial Services)
- Dean or designate, College of Graduate and Postdoctoral Studies
- VP Operations and Finance, University of Saskatchewan's Students' Union (USSU)
- VP Finance and Operations, Graduate Students' Association (GSA) or representative appointed by the GSA
- Up to two members of Faculty

Additional resources may be called upon by the Chair to support the committee in its review and recommendation of fees that come forward.

The term of the USSU and GSA members will be one year to align with the term of appointment for their respective student executive roles. The term of any Faculty member will be for a three-year period. Other members on the committee are appointed by virtue of a position held that is integral to the formulation and implementation of fees and as such does not have a term limit.

Meeting Format

- Meetings will be held as required and will be organized and chaired by the Chief Resource Allocation and Planning Officer.
- 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 the Provost and Vice-President Academic.

Initial PCIP Approval – June 2017

Revisions – December 2017

Revisions – October 2023

Appendix A: Definition of Terms

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

Fees within the scope of the Fee Review Committee:

Application Fees are levied to prospective students applying for degree-level or non-degree-level programs prior to admission. These fees may be refundable or non-refundable and are not dependent upon a student's successful entry into that program.

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.

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).

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.

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

Microcredentials fees - those fees collected for the delivery of micro-credential programming which is a non-degree educational offering that is directly accessible, short and focused on defined skills/competencies identified as needed in the labour market and/or community.

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. Any changes to these fee structures will be considered within the regular tuition rate approval process; or are delegated to other bodies by the Board of Governors. Fees that fall within this category include Community Registration fees and international differential fees.

Community Registration 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.