

Fee Review Committee Working Group

Terms of Reference

Purpose

The Fee Review Committee (FRC) Working Group supports the work of the FRC and provides advice to the committee related to implementation and operationalization of proposed fees including identification of potential challenges or risks related to new or revised fee proposals. The Working Group is intended to facilitate seamless implementation and collection of fees by working collaboratively with all units involved in fee review, implementation, assessment and collection.

Accountability

The FRC Working Group is accountable for:

- Assisting proponents through the fee review process;
- Reviewing proposed fees to ensure they can be implemented as proposed. If issues are identified, the Working Group might recommend other options for implementation;
- Ensuring proponents and those responsible for operationalization of the fee receive accurate and timely advice on the implementation process once fees are approved;
- Maintaining accurate, complete and public records of approved fees; and
- Championing the work of the FRC within and outside of work areas.

Members of the working group will have full access to all Provost's Office documentation on approved and proposed fees through a secure SharePoint site.

Membership

The Working Group consists of members whose roles hold key information, expertise and responsibility related to the implementation, assessment and collection of fees.

Delegation is not permitted.

- Chief Resource Allocation and Planning Officer (Chair)
- Registrarial Services Director and Associate Registrar
- Student Finance and Awards/Student Central Director and Associate Registrar
- Student Information Systems Director and Associate Registrar
- Director, Admissions and Transfer Credit
- Student Finance Coordinator
- Financial Analyst, University Registrar's Office
- Academic Planning and Programs Specialist, Office of the Provost
- Functional Analyst, Student Information Systems,

Meeting Format

The work of this group will occur through asynchronous review of materials, collaboration of working drafts and meetings scheduled in advance of FRC meetings.

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 Approval – June 2025