

STUDENT FEE ADVISORY COMMITTEE

TERMS OF REFERENCE

I. PURPOSE

Reporting directly to the Principal, the Provost is responsible for:

- the strategies, planning, development, implementation and assessment of all academic priorities, policies and programs
- the development of the overall budget and for the allocation of funds and other resources in alignment with the University's academic priorities

While tuition fees are set by the Quebec Government, and are subject to change each academic year in accordance with the **Ministère de l'Enseignement supérieur, de la Recherche, et de la Science** ("MESRS") directive communicated yearly, non-tuition compulsory student fees are set by the University.

With the aim of keeping non-tuition compulsory student fees to a minimum, while ensuring that the costs of academic programs and priorities, not supported by tuition fees or government grants, are fully covered, the Provost has created the **Student Fee Advisory Committee** ("SFAC") to assist him in this regard.

II. MANDATE OF THE FAC

The **SFAC** is a standing committee advisory to the Provost.

The Student Fee Advisory Committee (**SFAC**) reviews requests for and oversees fees charged to students for a range of purposes. To that end, the SFAC considers budgets and financial statements relevant to the fees as well as the interests of the units, the University and students.

The **SFAC**:

- i. Reviews and recommends adjustments to non-tuition compulsory student fees deemed necessary from time to time by the University to meet and/or deliver the University's academic priorities.
- ii. Evaluates requests from academic and administrative units to ensure that the fees are reasonable and justifiable, and oversees the implementation, adjustment or elimination of non-tuition compulsory student fees appearing on the student fee accounts.
- iii. Annually evaluates all existing fees for possible adjustment, consolidation or elimination.
- iv. Annually reviews for approval the annual report to **MESRS** regarding all fees charged to students.
- v. Recommends such processes and procedures, as required from time to time, to support these activities.

III. COMPOSITION OF THE SFAC

The membership of the committee is as follows:

Chair: Deputy Provost (Student Life and Learning) (may appoint delegate in his absence)

Central Administration Members: 3 members from the areas of the Provost's Office or Administration and Finance, one of which is to act as Secretary

Members-at-large: One (1) member-at-large from the ranked academic staff

One (1) undergraduate student appointed by the SSMU,

One (1) graduate student appointed by the PGSS

One (1) continuing studies student appointed by MACES

One (1) student appointed by the MCSS

Each member shall have both voice and vote.

The members-at-large shall be appointed by **SFAC** for a 1-year term starting on June 1st (renewable). The student members shall hold their appointments subject to maintaining their registered student status, and remaining in good standing.

IV. MEETINGS AND DELIBERATIONS

The **SFAC** shall meet as frequently as deemed necessary; however, it shall meet no less than three (3) times during each budget year.

An agenda, with appropriate documentation, shall be sent to each **SFAC** member in advance of each meeting.

The **SFAC**'s recommendations shall be recorded, in summary form, in minutes produced by the member charged with that task.

The Secretary to the Committee:

- a. Creates the meeting agendas and coordinates submission and presentation of documents and budgets for review by SFAC.
- b. Produces minutes, and maintains historical records and supporting documentation of SFAC allocations, including the effective date of the new or increased fee, or reasons the requested action was not approved.
- c. Acts as point of contact for SFAC materials and information required by the Chair and/or Provost.

V. TYPES OF FEES

Non-tuition compulsory student fees are summarized into four (4) categories as follows:

- a) **Category I: University-wide mandatory fees, other than tuition fees, that must be paid to apply to, enroll in, or attend the University.**

These include but are not limited to:

- Application Fees
- Registration Charge
- Information Technology Charge
- Transcript and Diploma Charge
- Copyright Fee
- Athletics and Recreational Fee
- Student Services Fee
- General Administrative Charge
- Additional Session Fees
- Non-thesis Extension Fees

Modifications:

Modifications to **Category I** fees are made annually in accordance with the **MESRS** directives and/or the **Ancillary Fees Agreement**.

b) Category II: Service Fees and Fines applicable for specific University services or activities.

These include but are not limited to:

- Late registration fees
- Library fines
- Fees for re-reads
- Fees for dishonored payments
- Late payment fees
- ID card replacement fees

Modifications:

Modifications to **Category II** fees shall be considered by the SFAC on the basis of written proposals submitted by the Unit head. The SFAC shall make a determination after consideration of the University's cost for delivery of services, cost of dishonored cheques, and such other criteria as set from time to time, such as cost of refunds and disincentives.

c) Category III Faculty-, program-, and course-related fees collected for materials, supplies, services or use of off-site facilities used in concert with or in direct support of the academic course offering.

These include but are not limited to:

- fees collected for course-based materials, services or use of facilities
- fees for program-based badges, and lab coats and instruments that the student keep for future use
- fees for courses that require field trips or travel off campus
- accommodation, admission fee to off-site facilities

Modifications:

Modifications to **Category III** fees shall be considered by the SFAC on the basis of written proposals submitted by the Unit head (such as Director of the School or Director of a Unit or Chair of the Department) and expressly supported by the Academic Head (such as Dean of the Faculty). For fees considered to be FIO (Frais Institutionnel Obligatoire) units should consult with and obtain written approval by the Executive of the faculty or department-level student association.

Requests shall be supported by a budget and a proposal for fees based on the actual cost for the materials, supplies, services or use of off-site facilities.

The SFAC shall make a determination after consideration of the necessity of the materials, supplies, services or use of facilities, the reasonableness of the costs, and such other criteria, as set from time to time.

The fees may also be adjusted in accordance with **MESRS** annual directives e.g. the annual indexation factor set for miscellaneous, compulsory fees.

- d) **Category IV:** Students association and student society fees collected on behalf of **recognized** students' associations/groups/activities pursuant to their **Memorandum of Agreement** with McGill University.

These include but are not limited to:

- membership fees
- fees to support a student association or student society operations, service, group or club
- fees in support of a University activity or service (e.g. library, computer services, Writing Center, Sustainable Projects Fund)
- Health and Dental Insurance

Although appearing on the student fee account, and collected by the University, these fees are collected on behalf of the student association and student society and placed in a trust account for use/designation of the students' associations and activities. As determined by agreement with the student association and student society, fees in support of a University activity or service (e.g. library, computer services) may be directed to an internal University account for the specific use.

Modifications:

Modifications to **Category IV** shall be determined by student referendum conducted by the respective student association or student society in accordance with their constitution and by-laws, and subject to such terms and conditions set out in the Memorandum of Agreement (MOA) with the University.

The modification of **Category IV** fees shall be sent to the SFAC for information purposes only.

The Deputy Provost (Student Life and Learning) shall ensure that the procedures for referendum are met by the student association or student society. The results of a referendum are considered favorable when a majority of students voting approve the action, as confirmed by the Deputy Provost (Student Life and Learning).

VI. HOW DECISIONS WILL BE TAKEN

The committee will operate normally by consensus.

Student members will have the authority of their student society executive committee to approve any fee changes taking into consideration the statement of principles in Appendix B. The committee will undertake to distribute to the relevant student society fees affecting their members and these societies may authorize the schedule of fees on an annual basis.

Student members will have the right to access/request information and financial statements on any student-supported fees that they have approved or are presented for approval to the committee.

VII. CONFIRMATION OF FEE APPROVAL

Each year, by March 31st at the latest, the **SFAC** shall report its recommendations to the Provost.

The Provost shall inform the SFAC of his/her decision to establish, adjust or remove a Category I, II and III fee.

The SFAC shall advise the Unit requesting the fee, as well as the academic and administrative Head of the Unit (e.g. Dean, Vice-Principal, Associate Provost), and the administrative unit responsible for the fee of the final decision, and the effective date of the new or increased fee, or reasons the requested action was not approved. Copy of the notification shall also be sent to such other administrative units, as needed for informational purposes.

APPENDIX A

GENERAL FEE DESCRIPTIONS

DESCRIPTION	EXAMPLES OF FEES	PROCESS
<p>CATEGORY I</p> <p>University-wide mandatory fees, other than tuition fees, that must be paid to apply to, enroll in, or attend the university.</p>	<p>Includes:</p> <ul style="list-style-type: none"> • Application Fee • Registration Charge • Information Technology Charge • Transcript and Diploma Charge • Copyright Fee • Athletics and Recreational Fee • Student Services Fee • General Administrative Charge • Additional Session Fees • Non-thesis Extension Fees 	<p>Modifications are made annually in accordance with MESRS directives and/or the Ancillary Fees Agreement</p>
<p>CATEGORY II</p> <p>Service Fees and Fines</p>	<p>Includes:</p> <ul style="list-style-type: none"> • Late registration fee • Library fines • Fee for re-reads • Fee for dishonored payments • Late payment fees • ID card replacement fee 	<p>The Deputy Provost SLL or and/or the Vice-Principal (Administration & Finance) will make a recommendation and will bring the changes for consideration by the Student Fee Advisory Committee.</p>
<p>CATEGORY III</p> <p>Faculty-, course- or program-related fees collected for materials, supplies, services or use of facilities used in concert with or in direct support of the academic course offering.</p>	<p>Includes:</p> <ul style="list-style-type: none"> • fees collected for course-based materials, services or use of facilities • fees for program-based badges, and lab coats and instruments that the student keep for future use • fees for courses that require field trips or travel off campus • accommodation, admission fee to off-site facilities 	<p>Any modification to the existing fees, or a request for a new Faculty or program-related fee, shall be submitted in writing for consideration by the Student Fee Advisory Committee. Increases that are requested beyond the indexation factor allowed for by the MESRS for “FIO” type charges must be accompanied by the approval of the faculty/departmental association.</p>

<p>CATEGORY IV</p> <p>Students' Associations and Student Society Fees</p> <p><u>University level:</u> SSMU, PGSS, MACES, MCSS</p> <p><u>Faculty level:</u> AUS, DSS, EdUS, EUS, LSA, MUS, MSS, MUSA, SUS</p> <p><u>Student Activities:</u> McGill Daily, Tribune, LICM, CKUT and QPIRG</p>	<p>Fees collected on behalf of recognized students' associations/groups/activities pursuant to their Memorandum of Agreement with McGill University.</p> <p>Includes</p> <ul style="list-style-type: none"> • membership fees, fees to support student association and student society operation, service, groups or clubs, • fees in support of a designated University activity or service (e.g. library support, computer services, McGill Writing Centre Fee, Sustainable Projects Fund) <p>Although collected by the University these are placed either in a trust account for the student association's use or, by agreement, placed into internal account for the designated use at the University (e.g. library fund).</p>	<p>Subject to referendum of their members conducted by the student association and student society in accordance with their Constitution and/or by-laws and subject to the conditions set out in the Memorandum of Agreement with McGill University.</p>
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APPENDIX B

GUIDELINES FOR ESTABLISHING OR ADJUSTING FEES IN CATEGORY I, II OR III

A. General Provisions

1. University Units, Departments and Faculties seeking to establish or adjust a compulsory student fee shall submit a written request to the Student Fee Advisory Committee (SFAC) for consideration.
2. The **SFAC** shall review the request, giving consideration to the rationale for establishing or adjusting the fees in Category I, II or III.
3. On conclusion of their review, the **SFAC** shall advise the Provost on the proposed fee and their recommended action.
4. At any time during the review, the **SFAC** may request additional information prior to making a recommendation and may set conditions for approval.

B. Process to request a new fee or a modification to an existing fee

A request shall be made in written form by the Unit responsible for the fee.

Units shall make their request by using the form devised for that purpose, and shall provide full details supporting the new fee or a modification to an existing fee.

The SFAC shall consider the unit's submission, including the need for the fees, the proposed budget and previous financial statements relevant to the fees as well as the interests of the units, the students and the University.

SFAC shall ensure that the fees are real, reasonable and justifiable.

C. Specific Provisions for Approval of Category III Fees

Faculty-, course- or program-related fees are collected for required materials, services or use of facilities used in concert with the basic complement of supplies and services needed for the delivery of the instruction. Those fees can only be charged for required materials, services or use of facilities not covered by the MESRS grant.

1. The fees are required for materials or services specific to the course or program. The students cannot opt out of utilizing the required materials or service, and the required materials or services are not available to the students through alternative means.

2. The fees charged reflect only actual costs and are expended in the year in which they are collected. If costs are adjusted, and there are unexpended material balances at the end of the course or program, the refund shall be issued to the students who have paid the fee. For future years, the fee may be reduced, suspended or eliminated, as appropriate.

Criteria for determining a **Category III** fee:

- Fees charged should only reflect actual costs.
- Fees cannot include, or be directed to the cost for teaching staff, or serve as additional tuition or permanent base budget allocations.
- Fee cannot be charged for the basic complement of classroom supplies and materials required for instruction. These include but are not limited to: chalk, erasers, classroom instructional equipment such as projectors (slide, overhead, computer, etc.) and associated supplies (bulbs, transparencies, software, etc.), or any other supplies deemed necessary to equip the instructional space for the course.
- Fee cannot be charged for the basic complement of laboratory supplies and instructional equipment necessary for classroom lab requirements identified in the course description. These include but are not limited to equipment, test tubes, work stations and computers, or any supplies necessary to equip a laboratory space or office to complement classroom course instruction.
- Fee cannot be charged to fund the construction or renovation projects.