

POLICY 2.4 – Student Fees

Policy Category: Financial
Effective Date: June 24, 2008
Supersedes: June 2, 2004

POLICY

- 1.00 Student fees fall into three basic categories: tuition fees, non-tuition-related ancillary fees, and supplementary fees.
- 1.01 **Tuition Fees** cover instruction, library facilities, examinations, diplomas, use of laboratory supplies, apparatus, basic materials, and articles of instruction.
- 1.02 **Compulsory Non-Tuition-Related Ancillary Fees**, as governed by the Ministry of Education and Training, are fees levied to cover the costs of items that are not normally paid for out of the University's operating or capital revenue.
- (a) Changes to these fees are regulated by the [Protocol](#) that was established between the University and student government representatives. Some examples are:
- Student Development Centre
 - Financial Aid Office
 - First Year Programs (Centre for New Students)
 - First Nations Service
 - Child Care Services
 - Western Foot Patrol
 - Intercollegiate Athletics
 - Campus Recreation
 - Student Health Services
 - Thompson Recreation & Athletic Centre
 - Off Campus Housing Office
- (b) Non-tuition related ancillary fees that are exempt from the Protocol include fees for learning material and clothing retained by the student, fees for material used in the production of items which become the property of the student, field trip fees, student organization fees, and fees approved by

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Student Organization Fee
Student Health Plan *
UCC Operating Fee
UCC Expansion Fund
CanCopy
University Health Insurance Plan for International Students *
Faculty of Arts Field Trip Fee
Faculty of Dentistry - Dental Kit Fees
Computer Access Fee in Law
Music Lesson Fees
Holster Kit Fee in Kinesiology

PROCEDURE

2.00 Student fees must be approved as follows:

- (a) All tuition fees [1.01] must be approved by the Board of Governors
- (b) All compulsory non-tuition-related ancillary fees [1.02] must be approved by the Board of Governors. According to the [Protocol](#) that was established between the University and student government representatives:
 - i) these fees are reviewed annually by the Student Services Committee (SSC) as prescribed in the [SSC Protocol](#).
 - ii) The SSC makes its report to the Property & Finance Committee (P&F) of the Board of Governors.
 - iii) The Property & Finance Committee makes recommendations to the Board of Governors with respect to all compulsory non-tuition-related ancillary fees.
- (c) Compulsory non-tuition-related ancillary fees that are exempt from the Protocol [1.02(b)] must be approved by the Board of Governors.

The Board of Governors will consider collection of fees for other organizations with the provision of the following information, submitted to the Secretary of the Board of Governors for presentation to the March meeting of P&F each year (organization will be informed of the submission deadline by the Secretary of the Board by the preceding November 1 each year):

- i) a copy of the organization's audited financial statements for the immediately preceding fiscal year;
- ii) a copy of the budget for the fiscal year to which the fees relate, including a projected balance sheet; and
- iii) a fee proposal

If the annual budget of the organization is less than \$1,000,000, a review engagement report from an external accountant will be acceptable *in lieu* of item i) above. If these conditions cannot be met by the stated deadline, the proposed fees will not be considered for implementation in the forthcoming academic year.

- (d) Supplemental Fees [1.03] must be approved by the President and reported annually to the Property & Finance Committee of the Board of Governors, in conjunction with the annual operating budget.
- 3.00 All fees covered by this Policy will be collected by the Office of the Registrar or by the relevant unit within the University, in conjunction with the Office of the Registrar.
- 4.00 All fees covered by this Policy are listed on the World Wide Web at:
<http://www.registrar.uwo.ca>
- 5.00 In cases where a student fails to resolve a debt, academic sanctions as described in the Academic Regulations Section of the University Calendar may be imposed.