

NIPISSING UNIVERSITY

Policy Category:	General
Policy Number:	1.1.2012.B
Policy Name:	Protocol Agreement Statement and Guidelines for Compulsory Ancillary Fees
Responsible Department:	Compulsory Ancillary Fees Committee/AVP, Students
Original Approval Date:	April 12, 2012
Approval Authority:	Board of Governors
Last Updated:	May 2018
Next Review Date:	2019

RATIONALE

Compulsory Ancillary Fees are essential to the functioning of both the University and the Student Union. Without these fees neither would be able to provide the extra-curricular programming that each offer. The services that are rendered to students as a result of Compulsory Ancillary Fees create a better learning environment for the students, and a better instructional environment for the faculty. It is agreed by both Nipissing University and its students, represented by Nipissing University Student Union that the guidelines set by the Ministry of Training, Colleges and Universities allow for the creation of a mutually beneficial agreement, in which the interests of the University and the students are adequately met. The following document describes the existing situation and sets the Protocol through which all changes will occur in the future.

DEFINITIONS

Compulsory Ancillary Fee is defined as a fee imposed or administered by a given institution, or one of its constituent parts or its federated or affiliated institutions, in addition to regular tuition fees, which a student is required to pay in order to enroll in, or successfully complete, any credit course. These fees levied by the University must be:

- a) Non-tuition-related
- b) Approved by the governing bodies, including the Compulsory Ancillary Fees Committee and the Nipissing University Board of Governors
- c) Be announced prior to collection through the institution's calendar and/or published fee schedule(s). [The fee announcements must provide a breakdown of all compulsory non-tuition-related ancillary fees which explains their purpose(s) sufficiently to allow the student

- to understand clearly what materials, services or facilities have been made available through payment of the fee(s)].
- d) Reported to the Ministry of Training, Colleges and Universities (MTCU) where there is a regulated reporting requirement to do so.

BACKGROUND

On March 23, 1994, the Ministry of Education and Training announced a change to the Ministry policy concerning compulsory ancillary fees. In particular, the Minister stated the following:

“With respect to ancillary fees, no increase in the compulsory non-tuition-related ancillary fees will be permitted unless these increases are approved by the students. Each college or university will be required to establish a protocol, in consultation with local student representatives, which sets out the means by which students will be involved in decisions regarding compulsory ancillary fees.”

CURRENT STATUS

Nipissing University currently has in effect the following compulsory ancillary fees (2018/19):

- i. Athletics Fee
- ii. Health Services
- iii. Student Services Fee
- iv. E-mail/Internet Access Fee
- v. Student ID Card
- vi. Sexual Violence Education and Outreach Fee
- vii. Student Initiatives Fund Fee
- viii. Bus pass
- ix. Athletics Complex Maintenance Fee

Student Union Fees*:

- x. Student Activity Fee
- xi. Society Fee
- xii. Canadian Federation of Students
- xiii. Student Planner Fee
- xiv. Student Centre Maintenance Fee
- xv. Student Centre/Capital Fee
- xvi. Student Health Plan

- * These items, collected by the University on behalf of the students, are exempt from the Protocol Agreement. (Ministry of Education and Training Memorandum of June 28, 1994, CAF Policy Guidelines, Item 8(a) and (b))

Other ancillary fees charged to students that are not compulsory, such as course changes, transcripts, parking, etc., are exempt from the Protocol Agreement.

The following is the joint agreement between the administration and students as represented by NUSU Directors, outlining the agreement, the guidelines governing the agreement and the decision making process followed by this committee, known as the Compulsory Ancillary Fees Committee (CAFC).

COMMITTEE STRUCTURE AND MEMBERSHIP

1. Name: Compulsory Ancillary Fees Committee (CAFC).
2. The Committee membership will be comprised of 50% University administration members and 50% student representation as follows:
 - **University Administration**
Assistant Vice-President, Students (or designate) and two representatives from Nipissing University administration.
 - **Student Representatives**
Three Nipissing University Student Union Directors, at least two of which are elected.
3. To ensure consistency over time, the Assistant Vice-President, Students will chair the Committee.

AGREEMENT

1. The committee will recommend to the Board of Governors (BOG) any proposed changes to the compulsory ancillary fees.
2. The committee will require a consensus to make any changes to the agreement and to any of the compulsory ancillary fees.
3. Any tied votes will be viewed as a defeated vote, and the chair will not have the power to break a tie.
4. Meetings will require full quorum for any votes to be taken (defined as three administration, and three students).
5. Upon expiration, a fee can be rolled over into a new fee upon approval of the Compulsory Ancillary Fees Committee, and the Nipissing Board of Governors.
6. The Compulsory Ancillary Fees Protocol will be reviewed annually to remain current.
7. Because of Nipissing University's size and history, the compulsory ancillary fees will normally be on an "all pay" rather than "user pay" system.

RESPONSIBILITIES OF THE CAFC

1. Submit to the Board of Governors all proposals for increases or decreases to existing fees for services to students covered by compulsory ancillary fees.

2. Make all compulsory ancillary fee recommendations to the BOG for the following fiscal year.
3. To review annually in the fall all services to students through discussion of the summary of previous year's ancillary fees and related student services. This would relate to services that are fully and/or partially funded by compulsory ancillary fees, excluding those that are exempt from the Compulsory Ancillary Fees Protocol Agreement.
4. Establish new fee charges for specific services to students.

COMMITTEE PROCESS FOR FEE CHANGES

1. Current ancillary fees may be increased annually as per the MTCU Distribution Manual.

Update Approved by the CAFC: March 15, 2018

Approved by the Board of Governors

Resolution #2012-04-11

Revised: Resolution #2014-05-06

Revised: Resolution #2015-05-04

Revised: Resolution #2017-05-05

Revised: Resolution #2018-05-03

ADDENDUM – 1
NIPISSING
UNIVERSITY
Compulsory Ancillary Fees Committee

_____ **FEE**
For _____ Committee Protocol Sign-Off

At the _____ meeting of Nipissing University's Compulsory Ancillary Fees Committee, the following _____ Fees for _____ were approved for formal recommendation to the Board of Governors of Nipissing University.

_____ *Fee*

Full-time students: Fee will increase from: _____ to _____.

Part-time students: Fee will increase from: _____ to _____.

We, the Committee Members of Nipissing University's Compulsory Ancillary Fees Committee as named in the University's Compulsory Ancillary Fees Protocol Agreement, have participated in the review process and support the formal recommendation of the Compulsory Ancillary Fees Committee for the _____ Fees for _____ as described above.

Representative

Name	Signature	Date
_____	_____	_____
Assistant Vice-President, Students, Nipissing University		
_____	_____	_____
Representative, Administration, Nipissing University		
_____	_____	_____
Representative, Administration, Nipissing University		
_____	_____	_____
Representative, Nipissing University Student Union		
_____	_____	_____
Representative, Nipissing University Student Union		
_____	_____	_____
Representative, Nipissing University Student Union		

Adoption Statement

We the undersigned hereby approve the Protocol Agreement Statement and Guidelines for Compulsory Ancillary Fees for Nipissing University as stated in this document. Any proposed changes to this agreement shall be subject to a consensus of the Compulsory Ancillary Fees Committee members.

Assistant Vice-President, Students, Nipissing University

Date

Representative, Administration, Nipissing University

Date

Representative, Administration, Nipissing University

Date

Representative, Nipissing University Student Union

Date

Representative, Nipissing University Student Union

Date

Representative, Nipissing University Student Union

Date

Approved by the Board of Directors of the Nipissing University Student Union,
_____ 2018.

Approved by the Nipissing University Board of Governors,
_____ 2018.