

Queen's Protocol for Introducing or Changing Student Activity Fees

1. Background

Since 1994, the process for adjusting student fees for non-academic or non-tuition related items, programs or services has been guided by the Ministry of Advanced Education and Skills Development (MAESD) *Compulsory Ancillary Fee Policy Guidelines*. These *Guidelines* offer a general framework for introducing, raising, lowering or discontinuing such fees. In response, each Ontario post-secondary educational institution has developed a specific protocol governing the introduction of, or changes to, any student fee or "non-tuition-related compulsory ancillary" fees. A "non-tuition-related compulsory ancillary fee" is defined by the *Compulsory Ancillary Fee Policy Guidelines* as "a fee which is levied in order to cover the costs of items which are not normally paid for out of operating or capital revenue." These fees could support a range of non-academic services and programs devoted to such matters as student health and counselling, student athletics, student non-academic activities, transportation or parking and housing placement.

For purposes of this protocol, compulsory non-tuition related ancillary fees (hereafter referred to as student activity fees) are defined as "those fees, the revenue from which is not applied to the cost of instruction in any course or program normally offered for credit toward an eligible degree, diploma, or certificate, but is applied to the cost of services which enhance the cultural, social, and recreational environment of students or provide other non-academic services to students." This fee classification shall be deemed to also include those fees constituting student contributions in support of major University capital/ construction projects.

The University may assess fees for *existing and future fees for exempted materials and services* as defined within and in compliance with MAESD *Compulsory Ancillary Fee Policy Guidelines*.

Queen's has ensured the direct participation of students in the approval of student activity fees through the use of student-run processes. These processes are governed through the by-laws of the two University Student Societies: the Alma Mater Society (AMS) and the Society of Graduate and Professional Students (SGPS).

Recently, the matter of the realignment of Faculty-based Student Societies, and the effect of this realignment on student activity fees, has been the subject of some misunderstanding. This document is intended to clarify the nature of student activity fees and the effect of a movement of a Faculty Student Society from one University Student Society to another.

2. Principles Governing the Queen's Protocol

- 2.1. The protocol for introducing or changing student activity fees shall be consistent with the *Compulsory Ancillary Fee Policy Guidelines* issued by the Ministry of Education and Training (now the Ministry of Advanced Education and Skills Development) in 1994 (and revised in 2009).
- 2.2. Student activity fees may be established only for non-academic services and programs designed to enhance student life and living on the Queen's campus or in support of student contributions to major University capital/construction projects.
- 2.3. Establishment of new fees or changes in existing student activity fees may not occur without direct involvement of student government and the larger student populace (through referenda) and approval of the Board of Trustees
- 2.4. All student activity fees, unless exempted by one of the University Student Societies as funding an essential service, shall normally be subject to a regular review in accordance with applicable student society policies on student activity fees.
- 2.5. Student activity fees may be subject to automatic annual adjustments in accordance with the Canadian Consumer Price Index where such a condition is specified in the referendum.
- 2.6. Student activity fees may be established for a designated number of years or until an identified monetary target has been reached where such a condition is specified in the referendum. Any such designation does not remove the requirement for regular review.
- 2.7. Student activity fees shall be assessed as a slate, i.e. on an "all pay" rather than a "user pay" system.

3. Assessment

- 3.1. All students will be assessed mandatory and optional student activity and faculty society fees. A limited number of exemptions apply for students registered in certain programs, registered off-campus, or 65 years of age or older. A complete list of exemptions is included in Appendix A.

4. Types of Student Activity Fees

- 4.1. Mandatory student activity fees are compulsory fees which normally all students must pay.
 - 4.1.1. Reviewable mandatory fees are compulsory fees that are subject to review, in accordance with the policy defined by the relevant Society.
 - 4.1.2. Non-reviewable mandatory fees are compulsory fees that are not subject to review, in accordance with the policy defined by the relevant Society. This designation is only to be made if the fee has extensive oversight from elected student representatives, or if the fee represents a contribution to an essential University-run

service or capital project that requires a designated commitment from the student body to fulfill its mandate.

4.2. Optional student activity fees are fees which students may opt out of in accordance with the opt-out policy defined by the relevant Society.

5. Queen's Protocol Governing Student Activity Fees

5.1. Student activity fees may only be introduced by referendum of one of the University Student Societies.

5.1.1. The referendum shall be held in accordance with the relevant constitution/by-laws/policies of the relevant University Student Society.

5.1.2. Where a referendum is held, approval shall require no less than a simple majority of students voting in support.

5.1.3. Changes to a University Student Society's by-laws, policies, or constitution which may affect the process for voting for the introduction of or change to student activity fees shall be communicated in writing to Student Affairs in a timely fashion.

5.2. Any individual or group of individuals who wish to place a question on a referendum ballot asking for the creation of a student activity fee funded by undergraduate, graduate, or professional students must be affiliated with, or sanctioned by, a University Student Society, a Faculty Society, the Administration of Queen's University or a Faculty or Service of the University.

5.3. Any question proposed for the establishment or change of a student activity fee shall provide a description of the fee, the purpose(s) for which the revenue shall be used, whether the fee is mandatory or optional, whether the fee is to be collected for a designated period or until a monetary value is reached, and whether the fee is subject to annual increases (as outlined in 2.6 above).

5.4. Where it is determined that a student activity fee recipient is not expending its fee revenue in manner consistent with the stated purpose(s) of its fee, this shall be considered grounds for withholding fee revenue and/or removal of that fee from the student fee slate. Any such decision may be appealed by the processes outlined by the relevant University Student Society policy.

5.5. All student activity fees shall be subject to approval by the Queen's University Board of Trustees at its annual May meeting.

6. Refund of Fees

6.1. Refunds of student activity fees for students withdrawing from the University after registration shall be made in accordance with the University policy on refunds of academic fees.

7. Effect on Fees of Realignment of a Faculty Student Society

- 7.1. Each Faculty Student Society on the Queen's campus shall be formally affiliated with one of the two University Student Societies, and each Faculty Student Society shall have the right to align as it sees fit.
- 7.2. In principle, the rationale for realignment of a Faculty Student Society should be based on the attempt to fit with a University Student Society which would provide for a better alignment of academic, representational, and social interests, more appropriate services and programming, or other such relevant matters. It is assumed that Faculty Student Societies would not seek realignment for the sole or primary purpose of acquiring a more advantageous student activity fee slate.
- 7.3. The University shall only recognize two distinct fee schedules, one for AMS and one for SGPS. Any intent by a Faculty Student Society to hold a vote to shift alignment from one University Student Society to another shall require advance notice, normally not less than three months, to all affected parties and an advance discussion/negotiation on the potential impact such realignment may have on student activity fees.
- 7.4. Where a vote results in a change in alignment from one University Student Society to another, the Faculty Student Society making the transition shall be bound by the fees of the former University Student Society for no less than one year.
- 7.5. Where a Faculty Student Society has changed its formal affiliation with one of the two University Student Societies that results in a different student activity fee assessment; the University shall only recognize and assess such student activity assessment changes where it has determined that the changes in affiliation transpired with full adherence to applicable student society constitutional and policy requirements.

8. Revisions to Protocol

- 8.1. This agreement shall be reviewed every three years, commencing in 2019, or at any time as a result of changes made to MAESD *Compulsory Ancillary Fee Policy Guidelines* or other relevant University policies.

Signature _____

Provost and Vice-Principal Academic

Signature _____

President Alma Mater Society Inc.

Signature _____

President Society of Graduate and Professional Students

Student Activity Fee Exemptions
Effective May 1, 2017

AMS Exemptions:

- Students who are 65 years of age or older
- Students registered exclusively in on-line courses, (Distance Career)
- Students registered and identified as Undergraduate Visiting Research
- Students enrolled in programs taught exclusively off the Queen's Kingston campus, i.e. BISC.

Fall/Winter Term Registrants

All other students, registered in the AMS affiliated Faculties and Schools, who are registered in 9.0 units or more during the fall session will be assessed mandatory and optional student activity and faculty society fees for the fall and winter terms, including Health and Dental fees, when they enroll in fall/winter term classes. Students 65 years of age or older at the time of admission, are not eligible to opt into Health and Dental coverage due to limitations on the insurance.

Any AMS affiliated student registered in less than 9.0 units in the fall term may request to be assessed mandatory and optional student activity and faculty society fees which will allow them to participate in and have access to all AMS student government activities, programs, and employment opportunities. This includes Health and Dental fees. Students who wish to opt in to activity fees may submit the opt-in form either while validating their student card or at the Registrar's office.

Winter Term Registrants

Students with a January start date who are registered in 9.0 units or more will be assessed mandatory fees when they enroll in classes. Fees will be prorated at 50% of the full year rate charged the previous fall term. Students may opt into the Health and Dental plans at the AMS student government office. Students who are registered in 9.0 units during the subsequent fall session will be assessed mandatory and optional student activity and faculty society fees, including Health and Dental fees, when they enroll in fall/winter term classes

Students registered in full-time programs of study with a January start date and a December end date, (i.e. MBA) will be assessed mandatory and optional student activity fees and faculty society fees when they enroll in classes. Students may opt into the Health and Dental plans at the AMS student government office. The Health and Dental Plan fee may vary for students whose programs extends over two different academic years.

Summer Term Registrants

Students registered in full-time programs of study with a May start date will be assessed mandatory student activity fees and faculty society fees for designated programs and services when they enroll in classes. The list of fees to be charged each Summer Term will be designated by the AMS, subject to the approval by the Board of Trustees. Fees will be prorated at one-third of the full year rate charged the previous fall term. Students may opt into the Health and Dental Plans at the AMS student government office. Fees will be reassessed when a student enrolls in fall/winter term classes.

AMS Affiliated Faculties and Schools:

- Engineering and Applied Science
- Arts and Science (includes Schools of: Computing, Physical and Health Education and Kinesiology, and Music)
- Business (Commerce; MBA)
- Education (Concurrent Education pre-BED year)
- Medicine
- Nursing

SGPS Exemptions

- Students 65 years or older
- Students registered in part-time, off-campus status in the School of Graduate Studies
- Students admitted in the following Professional Programs of study of: PMIR, PMPA, PMED, PME, MSCHQ, GCCRE, GDPI
- Students registered as Graduate Visiting Research

Fall Term Registrants

All other students, registered in the SGPS affiliated Faculties and Schools, who are registered full or part-time during the fall term will be assessed mandatory and optional student activity and faculty society fees for the fall and winter terms, including Health and Dental fees, when they enroll in fall/winter term classes or thesis study. Students 65 years of age or older, at time of admission, are not eligible to opt into Health and Dental coverage due to limitations on the insurance.

SGPS affiliated students who would not normally be charged student activity fees may opt-in at registration if they wish to participate in and have access to SGPS student government activities and services.

Winter Term Registrants

Students with a January start date who are registered in full or part-time programs of study on the Kingston campus, will be assessed mandatory activity fees when they enroll in classes. Fees will be prorated at 66% of the full year rate charged the previous fall term and students may opt

into the Health and Dental plans at the SGPS student government office. Students who are registered in thesis study or full-time programs of study on the Kingston campus during the subsequent fall session will be assessed mandatory and optional student activity and faculty society fees, including Health and Dental fees, when they enroll in fall/winter term classes

Summer Term Registrants

Students registered in full-time programs of study with a May start date will be assessed a prorated portion of mandatory student activity fees and faculty society fees for a designated subset of programs and services when they enroll in classes. The list of fees to be charged each Summer Term will be designated by the SGPS, subject to approval by the Board of Trustees. Fees will be prorated at one-third of the full year rate charged the previous fall term. Students may opt into the Health and Dental Plans at the SGPS student government office. Fees will be reassessed when a student enrolls in fall/winter term classes or thesis study.

SGPS Affiliated Faculties and Schools:

- Graduate Studies
- Law
- Education (Concurrent Education BED year; Consecutive)
- Business (Masters Programs other than MBA that are conducted on the Kingston campus)

Other Student Fee Exemptions:

- Students enrolled in programs taught exclusively off the Queen's Kingston campus (i.e. MFIN, EMBA, AMBA, MBACQ, MMA).