

### Purpose

The purpose of this document is to outline the standard approach for the tuition and fee consultation process. The Tuition and Fees Consultation Committee (TFCC) is the formal mechanism established by the Board of Governors and approved by the Minister of Advanced Education for holding consultations to discuss increases to tuition fees and mandatory non-instructional fees with each students' council. This document provides additional details about the timeline, guiding principles, and components of the consultation process.

### Background

Roles and responsibilities for tuition and fees consultation are outlined in the *Alberta Post Secondary Learning Act*<sup>1</sup>, the *Alberta Tuition and Fees Regulation*<sup>2</sup> and the *Alberta Tuition Framework*<sup>3</sup> and the terms of reference documents of the Board of Governors (BoG), Finance and Properties Committee (FPC), and TFCC. The specifics of the student consultation plan will be agreed upon at the initial annual planning meeting of TFCC and will reflect the context of the annual proposal.

### Guiding Principles of Student Consultation

#### **Timing and Accessibility**

- Format and timeline of the consultation will include collaboration with students.
- Consultations on tuition and fees will take place early enough to ensure feedback can be considered.
- Consultation will consider:
  - academic schedule (i.e., start/end of term, term break, final exams etc.);
  - students' familiarity with university structures and finances;
  - accessibility of the location/format;
  - the governance review and approval timeline.

#### **Transparency**

UCalgary will communicate:

- the principles by which tuition is set, including the provincial and local postsecondary context;
- a statement of anticipated increases to tuition fees and mandatory non-instructional fees;
- all necessary information to compare the revenue received from mandatory non-instructional fees to the costs of the specific goods and services in respect of which each mandatory non-instructional fee is set;
- a response that summarizes the feedback ("what we heard") and how it has influenced the final proposal which will be appended to the proposal going to FPC in early November.

#### **Inclusiveness and Participation**

- All students will be invited to participate in the consultation process.
- Students will have an opportunity to bring forward their questions and concerns.
- Sharing information and involving students in the consultation process is intended to build positive relationships as well as address requirements outlined in the *Alberta Tuition and Fees Regulation*.
- The SU and GSA will be provided equal scheduled time in TFCC meetings to respond to the university's proposal.

#### **Core Components (August-December)**

- Four TFCC meetings
- Two opportunities for discussion at Students' Legislative Council

# SUMMARY

## Student Engagement Process for Tuition and Fees

Approved August 29 2024

- Two opportunities for discussion at Graduate Representative Council
- Student-wide email and survey
- Publicly available information and resources posted on the
  - Mandatory Non-Instructional Fee (MNIF) reports
  - Current Tuition and Fee Proposals
  - Location and times for Student Engagement Events
  - Annual consultation reports

### ***Additional Components (August-December)***

- Faculty-level student discussion and engagement events
- All-student *Fall Community Discussion: Tuition & More*

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<sup>1</sup> [Post Secondary Learning Act](#)

<sup>2</sup> [Alberta Tuition and Fees Regulation](#)

<sup>3</sup> [Alberta Tuition Framework](#)

Annual Consultation Framework

Core Components – TFCC Meetings

<b>Component</b>	<b>Timing</b>
TFCC Meeting #1: <ul style="list-style-type: none"> <li>• TFCC Terms of Reference</li> <li>• Tuition Context, Principles, Parameters</li> <li>• Work Plan and consultation pathway</li> </ul>	Late August
TFCC Meeting #2: <ul style="list-style-type: none"> <li>• Review tuition and fees and any initial proposed changes               <ul style="list-style-type: none"> <li>○ Information can be shared by the Students’ Union (SU) and the Graduate Students’ Association (GSA) with students to help inform their student consultation process.</li> </ul> </li> </ul>	September
MNIF Reports: <ul style="list-style-type: none"> <li>• Mandatory Non-Instructional Fees (MNIF) reports from previous year posted to a tuition and fees consultation and reporting website, providing access for students</li> </ul>	September 30th
TFCC Meeting #3: <ul style="list-style-type: none"> <li>• GSA/SU feedback and discussion.</li> </ul>	October
TFCC Meeting #4: <ul style="list-style-type: none"> <li>• Review tuition proposal and provide a summary of how feedback has been considered and incorporated.</li> </ul>	Early November

Core Components – Consultation

<b>Component</b>	<b>Timing</b>
Tuition and Fees Consultation/Reporting Website: Website to inform and educate students regarding annual increases in tuition and fees, budget constraints as well as the annual consultation process for tuition and fees. Annual updates may include: <ul style="list-style-type: none"> <li>• TFCC annual approved plan (when available);</li> <li>• 4-year tuition outlook including any changes which are made on an annual basis with rationale;</li> <li>• MNIF reports;</li> <li>• annual investments/improvements to the quality of teaching and learning (when applicable);</li> <li>• information regarding tuition and fee increase proposals;</li> <li>• annual reports summarizing what was heard via the consultation process and changes that were made to the final TFCC proposal. (to be posted following FPC approval).</li> </ul>	September 2023 launch  The website will be updated throughout the annual planning process as information becomes available

<b>Component</b>	<b>Timing</b>
<p>All student email: Content includes:</p> <ul style="list-style-type: none"> <li>• Education about the proposed changes to tuition and fees</li> <li>• Context setting for current year fee increases;</li> <li>• Information regarding proposed tuition and fee changes as available at the time of the email;</li> <li>• Engagement opportunities to support student understanding and to capture student feedback.</li> </ul> <p><i>Information can be used by the SU/GSA to help inform their initial student consultation process.</i></p>	Mid-September
<p>Faculty-specific tuition and fee consultations: Dean- or Dean’s designate-led Faculty-specific discussion with their student community, including SU faculty representative or elected SU representative, GSA departmental graduate association representative, as applicable.</p> <ul style="list-style-type: none"> <li>• Provides an additional opportunity for students to engage.</li> <li>• Deans will use this engagement opportunity to discuss and receive feedback on many topics relevant to the student experience in addition to tuition and fees.</li> <li>• The format of Faculty-level consultations may vary Faculty to Faculty in order to optimally engage students.</li> </ul>	September / October (& Ongoing)
<p>Additional SU/GSA Student Engagement: Additional feedback collected by the SU/GSA from students regarding tuition and fee increases. This provides an additional opportunity for students to engage. Information shared via the all-student email and through TFCC can help inform this consultation.</p>	September / October
<p>SLC Meeting #1: Review and discuss:</p> <ul style="list-style-type: none"> <li>• the budget and fee process;</li> <li>• priorities for the institution and factors that will influence tuition and fee decisions;</li> <li>• student feedback presented by SU.</li> </ul>	September / October
<p>GRC Meeting #1: Review, discuss and listen:</p> <ul style="list-style-type: none"> <li>• the budget and fee process;</li> <li>• priorities for the institution and factors that will influence tuition and fee decisions;</li> <li>• student feedback as presented by GSA.</li> </ul>	September / October
<p>SLC Meeting #2: Proposal Information Session</p> <ul style="list-style-type: none"> <li>• review the tuition and fee proposal outlining how student feedback has been considered and used</li> </ul>	October/Early November
<p>GRC Meeting #2: Proposal Information Session</p> <ul style="list-style-type: none"> <li>• review the tuition and fee proposal outlining how student feedback has been considered.</li> </ul>	October/Early November

Note: The proposed timeline may vary based on the date that the Government of Alberta confirms the domestic CPI tuition cap. Given some information is confirmed at various times throughout the process, information will be shared and updated accordingly.

Additional Components to be added based on the nature of the specific increases:

Additional consultations may be added based on the nature of the specific increases (i.e., Exceptional/CPI) and at the discretion of the TFCC, which includes SU or GSA representatives. The consultations will be discussed at the beginning of each TFCC planning cycle to determine which elements are to be used for the upcoming year and included in the workplan.

<b>Component</b>	<b>Timing</b>
Exceptional Tuition Increases: Faculty-based consultation (university run) for all students in the affected programs including SU Faculty reps. This component of consultation will be reviewed annually based on the tuition and fee proposal requirements and will be planned by TFCC annually.	September / October
Coordinated survey to all students on tuition and fees and student priorities for future investment – supported by the administration and SU/GSA. Results are shared at TFCC.	Late September
All-student “ <i>Fall Community Discussion: Tuition &amp; More</i> ” event which includes consultation on tuition and fees within provincial and local postsecondary contexts, budgets, and constraints. The university may opt to use this engagement opportunity to discuss and receive feedback on other topics relevant to the student experience that interact with tuition and fees.	Late October or earlier dependent on government inputs

[Tuition and Fees Proposal Governance Approval](#)

<b>Component</b>	<b>Timing</b>
Finance and Property Committee (Recommendation)	November
Board of Governors (Approval)	December