

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 detail 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*¹, the *Alberta Tuition and Fees Regulation*² and the *Alberta Tuition Framework*³ 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 provide:

- the principles by which tuition is set;
- 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 (August-November)
- Two opportunities for discussion at Students' Legislative Council (September/October)
- Two opportunities for discussion at Graduate Representative Council (September/October)
- Student-wide email and survey (September)
- Publicly available information and resources posted on the Student Engagement Website (updated annually)
 - 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 (September-November)
- All-student Fall community discussion (October)

Additional Components that may be added annually based on the nature of the specific increases:

- Exceptional Tuition Increases: Faculty-based consultation (university run) for all students in the affected programs including SU Faculty

¹ [Post Secondary Learning Act](#)

² [Alberta Tuition and Fees Regulation](#)

³ [Alberta Tuition Framework](#)