



Tuition and Fees Consultation Committee Terms of Reference

The Tuition and Fees Consultation Committee (TFCC) (the “Committee”) is an administrative committee of the University of Calgary that will serve as a mechanism for holding consultations to discuss tuition fees and to allow for ongoing input by students council to the budget process relative to the determination of tuition fees.

1. MANDATE

The purpose of the Committee is to annually review tuition, instructional, mandatory non-instructional, and recreation and athletics fees, as well as parking, residence and meal plan rates. The Committee will ensure open communication and consultation between students and senior administration on matters related to tuition, fees, and rates.

2. COMPOSITION

Membership

- a) Provost and Vice-President (Academic), Chair
- b) Vice-President (Finance and Services)
- c) Deputy Provost
- d) Associate Vice-President (Finance)
- e) Graduate Students’ Association (GSA) President or delegate, plus one additional executive member of the GSA
- f) Students’ Union President or delegate, plus one additional executive member of the SU.

Officials

- a) Vice-Provost (Graduate Education) and Dean, Faculty of Graduate Studies
- b) Vice-Provost (Student Experience)
- c) Vice-Provost (Planning and Resource Allocation)
- d) Registrar
- e) Director, Ancillary Services
- f) Senior Director, Academic and International Strategies
- g) Director, Active Living Operations
- h) Director, Athletics

Guests

Guests may attend upon request at the discretion of the Chair.

Membership on the Committee will be reviewed and approved by Chair annually.

3. RESPONSIBILITIES OF THE COMMITTEE CHAIR

- a) To Chair Committee meetings.
- b) To serve as the spokesperson for the Committee.
- c) To ensure that the Committee is properly organized, functions effectively and meets its obligations and responsibilities.
- d) To establish the dates of Committee meetings.
- e) To set the agenda for Committee meetings.
- f) In the event the Chair cannot attend, the Chair may ask another Committee member to attend in place of the Chair.
- g) To provide annual reports to the Board of Governors.

4. ROLES AND RESPONSIBILITIES OF THE COMMITTEE

- a) The Committee will meet at the call of the Chair with meetings that coincide with the University of Calgary's budget planning cycle. Normally, the Committee will meet twice per month during the months of September, October and November and once per month from January to June unless deemed unnecessary by the Committee.
- b) During Committee meetings, senior administration representatives will bring forward any recommendations for the adjustment of tuition and the establishment and/or revising of institutional, Faculty and course-specific non-instructional fees, and recreation and athletic fees, as well as adjustments to parking, residence and meal plan rates.
- c) The work of the Committee will result in a proposal put forward by administration that takes into consideration the needs and concerns of students related to tuition and fees, and is reflective of open discussion on matters related to the proposed adjustments and the review of draft presentations to the Board of Governors from both senior administration and the student bodies.
- d) The work of the Committee will be iterative – and will result in a final proposal that will move forward to the Board of Governors for approval.
- e) At the invitation of the Students' Union and Graduate Students' Association, the Provost and senior administrative representatives from the Committee will meet with the Students' Union and Graduate Students' Association student councils to discuss matters relating to the Committee.
- f) Meetings of the Committee may be supplemented by meetings of the Provost with stakeholders, and regular meetings of the Vice-Provost (Student Experience) and the Vice-Provost (Graduate Education) with student representatives.
- g) The Committee will report back annually to the Students' Union, and Graduate Students' Association on expenditures supported by the Student Service fees.
- h) Provide input to the Chair on the annual reports to the Board of Governors.
- i) The Committee will review this Terms of Reference annually.

5. SECRETARY TO THE COMMITTEE

The Secretary to the Committee shall be Executive Assistant to the Provost and Vice-President (Academic) or designate.

6. MEETING MATERIALS

Meeting materials will normally be provided to the Committee in advance (preferably 2 business days) of the scheduled meeting in sufficient time to allow for proper preparation. These materials will be posted on the Tuition and Fees Consultation Committee D2L site.

7. ATTENDANCE AT MEETINGS

It is expected that each Committee member will make every effort to attend each meeting. Delegates are allowed.

8. ANNUAL WORK PLAN

The Committee will develop and approve an annual work plan.

9. ANNUAL ASSESSMENT

The Committee will complete an annual assessment and will develop strategies to assess the results, and will recommend revisions to these Terms of Reference, the Committee's practices, and the annual work plan, as required.

10. STATEMENT OF CONFIDENTIALITY

Each member of the Committee is reminded of the need to maintain confidentiality on that information deemed confidential by any of the parties.

*Last Update:
August 31, 2023*