

TUITION AND FEE CONSULTATION PROCEDURES

Background

Dalhousie has a long-standing commitment to a consultative process for establishing tuition and fees for the University. This is reflected in section 3 of the Board of Governors Tuition Policy, and in practices that have evolved over time.

The purpose of these procedures is to set out a clear process for student consultation in relation to tuition and fees approved by the Board.

Guidelines

1. A minimum of five (5) weeks prior to the Board Operations Committee meeting at which Tuition and Fees for the following academic year will be considered (typically in March of each year):
 - a. the Budget Advisory Committee (BAC) will issue a draft report (the BAC Report) which will include recommendations for tuition for regular academic programs for the following academic year;
 - b. The Vice-President Finance and Administration and the Vice-President Academic will issue a joint draft report (the Vice-Presidents' Report) outlining recommendations for Ancillary Fees, new or substantial changes to Auxiliary Fees, and Student Union Fees for the following academic year, at the same time as the BAC report;
 - c. The Chair of BAC will announce a public consultation session for students concerning the Tuition and Fees recommendations set out in the BAC Report and the Vice-Presidents' Report, to take place one week after the release of the BAC report and the VPs' Report. The specific date and time for the consultation will be scheduled in consultation with the Dalhousie Student Union executive and will be communicated to students in DalNews or comparable publication and through other electronic means;
 - d. The Chair of BAC will communicate the Tuition and Fees recommendations set out in the BAC Report and the Vice-Presidents' report using electronic means, allowing for electronic feedback; and
 - e. A summary of the Tuition and Fees recommendations set out in the BAC Report and the Vice-Presidents' Report will be published in the DalNews or other comparable publication, together with notification of the public consultation session.
2. Student feedback, including but not limited to, feedback provided at the public consultation session and through electronic media, will be summarized by the Office of Institutional Analysis and Research and provided to the Dalhousie Student Union, BAC, and the Vice-Presidents as soon as possible following the public consultation session.
3. Within two (2) weeks following the public consultation session, BAC and the Vice-Presidents will consider the student feedback, and will make any changes to their

respective reports that they deem appropriate. Final reports will then be made to the President, with a copy provided to the Dalhousie Student Union.

4. The Board Operations Committee will be provided with the summary of student feedback along with the BAC Report and Vice-Presidents' Reports.
5. The Board of Governors' decisions concerning Tuition and Fees will be communicated to students in DalNews or comparable publication and through other electronic means following the Board meeting at which the decisions were made.

Definitions

"Ancillary Fees" means fees for non-academic services, including, but not limited to, residence accommodation, food services, health services and student association;

"Auxiliary Fees" means fees for items that students must pay in order to enrol or complete a program or course, including but not limited to, supplies, equipment, labs, career services, and field trips;

"Student Union Fees" means fees proposed by the Dalhousie Student Union following a student referendum;

"Tuition" means fees for registration in an academic program;

"Tuition and Fees" means, collectively, the tuition and fees approved by the Board of Governors for each academic year, specifically, Tuition, Ancillary Fees, new or substantial changes to Auxiliary Fees, and Student Union Fees.