

 The University of British Columbia Board of Governors	Policy No.: 71	Approval Date: December 1994 Last Revision: December 2015
	Responsible Executive: Vice-President, Students	
Title: Consultation with Students about Tuition and Mandatory Fees		
Background & Purposes: In order for the University to have full information in making its decisions on Tuition and Mandatory Fees in a timely and orderly fashion, this Policy establishes a process for consultation with the Elected Student Leadership and its students.		

Defined terms are capitalized and can be found in section 2 of this Policy.

1. General

- 1.1. The Responsible Executive, with the support of the relevant Deans, will consult with the Elected Student Leadership. The Responsible Executive will undertake additional consultations with such portions of the student body as the Responsible Executive determines to be desirable and appropriate.
- 1.2. Prior to submission to the Board of Governors for approval, consultation will be undertaken on the amount of any:
 - 1.2.1. increases to Tuition or Mandatory Fees that apply to specific Programs;
 - 1.2.2. new Tuition or Mandatory Fees that apply to specific Programs;
 - 1.2.3. general increases to Tuition or Mandatory Fees that apply across multiple Faculties; and
 - 1.2.4. new Mandatory Fees that apply across multiple Faculties.
- 1.3. The general steps that will apply to the consultation process are as follows:
 - 1.3.1. The University will provide sufficient information to the Elected Student Leadership to allow informed advice. The Elected Student Leadership should engage those of its constituents most affected by the specific Program(s) under consultation.
 - 1.3.2. The University will provide an opportunity for the Elected Student Leadership to give thoughtful consideration to pertinent issues, consult their constituents in concert with the Responsible Executive and tender their opinions and advice to the Responsible Executive.

- 1.3.3. In making its decision on a recommendation to the Board of Governors, the UBC administration will take into consideration the opinions and advice received by the Responsible Executive from the consultation process.
- 1.3.4. The Responsible Executive will provide the recommendation of the UBC administration to the Elected Student Leadership.
- 1.3.5. If the Elected Student Leadership wishes to provide its opinions and advice to the Board of Governors before the Board makes its final decision, it may do so in writing to the Responsible Executive, who will provide it to the Board of Governors.
- 1.3.6. Where a proposed increase to Tuition or Mandatory Fees is at or below the Higher Education Price Index, the Responsible Executive may provide for a simplified consultation process.
- 1.3.7. At any time, the Responsible Executive and the Elected Student Leadership may agree upon alternative arrangements for consultation on a case-by-case basis.

2. **Definitions**

- 2.1. “*Dean*” means:
 - (a) with respect to consultation on a Program, the Dean of the Faculty in which the Program is offered, or his/her designate(s); and
 - (b) with respect to consultation on Tuition and/or Mandatory Fees specific to Vantage College, the Principal of Vantage College, or his/her designate(s);
- 2.2. “*Elected Student Leadership*” means the President(s) of the relevant elected student organization(s) or his/her designate(s);
- 2.3. “*Higher Education Price Index*” means the inflation index designed specifically to track the main cost drivers in higher education as calculated annually by the Commonfund Institute.
- 2.4. “*Mandatory Fees*” means charges a student must pay to complete a Program, as approved by the UBC Board of Governors;
- 2.5. “*Program*” means a Senate-approved program leading to a UBC degree;
- 2.6. “*Responsible Executive*” means:
 - (a) the individual(s) assigned by the President, from time to time, to be responsible for the administration of this Policy and any associated Procedures; and
 - (b) any sub-delegate of that assigned responsible individual(s) except to the extent that the power to delegate is specifically excluded in this Policy or in the appointment by the President; and
- 2.7. “*Tuition*” means the amount a student must pay for courses towards a Program, as approved by the UBC Board of Governors.

PROCEDURES

Approved: December 1994

Revised: December 2015

Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors." Note: the most recent procedures may be reviewed at <http://universitycounsel.ubc.ca/policies/index/>.

1. Assignment of Responsible Executive

- 1.1. The Responsible Executive will be the Vice President, Students.
- 1.2. Sub-Delegation: The Responsible Executive is not limited in sub-delegation of the duties hereunder but remains responsible for oversight and answerable to the President.

2. Constituents

- 2.1. For Tuition and Mandatory Fees that apply to specific Programs, the Dean will consult with: the Alma Mater Society of the University of British Columbia, the Graduate Student Society of UBC Vancouver, and the University of British Columbia Students' Union Okanagan, as appropriate; and the Program-based Elected Student Leadership, if any. In addition, the Dean may consult more broadly with the student body in the applicable Program(s).
- 2.2. For Tuition and Mandatory Fees that apply across multiple Faculties, the Responsible Executive will consult with the Alma Mater Society of the University of British Columbia, the Graduate Student Society of UBC Vancouver, and the University of British Columbia Students' Union Okanagan, as appropriate, and in addition, may consult more broadly with the general student body.

3. Consultation Process for Increases to Tuition and Mandatory Fees that Apply to Specific Programs

- 3.1. The Dean will establish a schedule of formal meetings and mechanisms for the consultation process(es) that will take into consideration comments from the Elected Student Leadership and will be guided by best practices as articulated by the Responsible Executive. The schedule will allow sufficient time for students and the Elected Student Leadership to respond in an informed manner.
- 3.2. The consultation process should normally include the following elements:
 - 3.2.1. To foster informed comments on a proposed increase to Tuition or Mandatory Fees for specific Program(s), the Dean should provide the Elected Student Leadership with the substance of the relevant portions of the budget proposal for the Faculty that will ultimately be submitted to the Provost.
 - 3.2.2. Without limiting the Dean's discretion to formulate the Faculty's final submission to the Provost, the Dean should request and consider comments on the proposed increase to Tuition or Mandatory Fees from the Elected Student Leadership.
 - 3.2.3. The Dean should inform the Provost about the comments received from the Faculty's students and Elected Student Leadership.
 - 3.2.4. At least 10 days in advance of the meeting at which the Board of Governors will be asked to approve the proposed increase to Tuition or Mandatory Fee for the Program, the Responsible Executive will

forward the substance of the Board submission containing the recommendation to the Dean and the Elected Student Leadership. If the Elected Student Leadership wishes to provide written comments to the Board of Governors before the Board makes its final decision, it may do so to the Responsible Executive, who will provide it to the Board of Governors.

4. Consultation Process for New Tuition and Mandatory Fees that Apply to A Specific Program

- 4.1. The Dean will establish a schedule of formal meetings and mechanisms for the consultation process(es) that will take into consideration comments from the Elected Student Leadership and will be guided by best practices as articulated by the Responsible Executive. The schedule will allow sufficient time for students and the Elected Student Leadership to respond in an informed manner.
- 4.2. The consultation process should normally include the following elements:
 - 4.2.1. To foster informed comments on new Tuition or Mandatory Fees for specific Program(s), the Dean should provide the Elected Student Leadership with the following information:
 - 4.2.1.1. the substance of the relevant portions of the budget proposal for the Program that will ultimately be submitted to the Provost; and
 - 4.2.1.2. where the Program is new or amended and therefore requires Senate approval, the substance of the Program proposal that will ultimately be submitted to the UBC Okanagan Senate Curriculum Committee or the applicable Sub-Committee of the UBC Vancouver Senate.
 - 4.2.2. Without limiting the Dean's discretion to formulate the Faculty's final submission to the Provost, the Dean should request and consider comments on Tuition and Mandatory Fees from the Elected Student Leadership.
 - 4.2.3. The Dean should inform the Provost about the comments received from the Faculty's students and Elected Student Leadership.
 - 4.2.4. At least 10 days in advance of the meeting at which the Board of Governors will be asked to approve the proposed Tuition or Mandatory Fee for the Program(s), the Responsible Executive will forward the substance of the Board submission containing the recommendation to the Dean and the Elected Student Leadership. If the Elected Student Leadership wishes to provide written comments to the Board of Governors before the Board makes its final decision, it may do so to the Responsible Executive, who will provide it to the Board of Governors.

5. Consultation Process for General Increases to Tuition and Mandatory Fees that Apply Across Multiple Faculties

- 5.1. The Responsible Executive will establish a schedule of formal meetings and mechanisms for the consultation process(es) that will take into consideration comments from the Elected Student Leadership and will be guided by best practices. The schedule will allow sufficient time for students and the Elected Student Leadership to respond in an informed manner.
- 5.2. The consultation process should normally include the following elements:
 - 5.2.1. To foster informed comments on general increases to Tuition and Mandatory Fees that apply across multiple Faculties, the Responsible Executive should provide the Elected Student Leadership with the following information:

- 5.2.1.1. The substance of the relevant portions of the Faculties' budget proposals that will ultimately be submitted to the Provost; and
- 5.2.1.2. the substance of the relevant portions of the consolidated budget proposal that will ultimately be submitted to the Board of Governors.
- 5.2.2. Without limiting the UBC administration's discretion to formulate its final submission to the Board of Governors, the Responsible Executive should request comments on general increases to Tuition or Mandatory Fees from the Elected Student Leadership and the UBC administration should consider comments received from students and the Elected Student Leadership.
- 5.2.3. At least 10 days in advance of the meeting at which the Board of Governors will be asked to approve the proposed general increase to Tuition or Mandatory Fees, the Responsible Executive will forward the substance of the Board submission containing the recommendation to the Elected Student Leadership. If the Elected Student Leadership wishes to provide written comments to the Board of Governors before the Board makes its final decision, it may do so to the Responsible Executive, who will provide it to the Board of Governors.

6. Consultation Process for New Mandatory Fees that Apply Across Multiple Faculties

- 6.1. The Responsible Executive will establish a schedule of formal meetings and mechanisms for the consultation process(es) that will take into consideration comments from the Elected Student Leadership and will be guided by best practices. The schedule will allow sufficient time for students and the Elected Student Leadership to respond in an informed manner.
- 6.2. The consultation process should normally include the following elements:
 - 6.2.1. To foster informed comments on new Mandatory Fees that apply across multiple Faculties, the Responsible Executive should provide the Elected Student Leadership with the following information:
 - 6.2.1.1. The substance of the relevant portions of the Faculties' budget proposals that will ultimately be submitted to the Provost; and
 - 6.2.1.2. the substance of the relevant portions of the consolidated budget proposal that will ultimately be submitted to the Board of Governors.
 - 6.2.2. Without limiting the UBC administration's discretion to formulate its final submission to the Board of Governors, the Responsible Executive should request comments on new Mandatory Fees from the Elected Student Leadership and the UBC administration should consider comments received from students and the Elected Student Leadership.
 - 6.2.3. At least 10 days in advance of the meeting at which the Board of Governors will be asked to approve the proposed Mandatory Fee, the Responsible Executive will forward the substance of the Board submission containing the recommendation to the Elected Student Leadership. If the Elected Student Leadership wishes to provide written comments to the Board of Governors before the Board makes its final decision, it may do so to the Responsible Executive, who will provide it to the Board of Governors.