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Topic Compulsory Non-Tuition Relates Student Fees in Trust and Compulsory Non-Tuition Related Incidental Fees Protocol - Terms of Reference	Effective Date April 10, 1997	Replaces G

PURPOSE

The Students' administrative Council (SAC) and Cambrian Native Students' Association (CNSA) of Cambrian College of Applied Arts and Technology would like to establish a protocol which sets out the procedures for decision making regarding changes in compulsory, non-tuition related student fees in trust and compulsory, non-tuition related incidental fees.

Through motions moved by SAC and CNSA - Appendix A - a proposal will be brought to a committee called P.S.A.C. (President's Student Advisory Committee) - Appendix B - to review compulsory, non-tuition related student fees in trust and compulsory, non-tuition related incidental fees in order to raise, lower or alter the fees where deemed necessary. This committee ensures genuine student involvement in the decision making process with representation from all major constituency groups.

No fee change covered under this agreement will be recommended to the President of the College without having majority support of PSAC members.

PROCESS

The normal procedures to ensure fair consultation of the student constituency group shall be as follows:

- 1) A request for compulsory, non-tuition related student fees in trust and/or compulsory, non-tuition related incidental fees modification (Appendix C) shall be submitted to the Chair of PSAC.
- 2) Each member of PSAC shall receive a copy of all documentation submitted as part of the fee change request at least seven days prior to the meeting date at which the request will be discussed.
- 3) Information regarding the proposed fee change will be posted for a minimum of five days prior to the meeting of PSAC at which the meeting will be discussed.
- 4) If possible, PSAC will receive a presentation from the requester.
- 5) Should the membership of PSAC deem it necessary, additional means of determining student opinion regarding the fee change may be sought through mechanisms such as a survey or referendum.

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- 6) Every attempt will be made to resolve decisions in consensual fashion. No fee change decision will be recommended to the President without having a majority vote.
- 7) All recommendations to approve a fee change request will be forwarded to the President of the College.
- 8) When a proposal for a fee increase is not supported, the members of PSAC may be involved in subsequent meetings where adjustment to revenue and or expenditures will be made to compensate for any loss of planned fee revenues.

CHANGES TO PROTOCOL

Should the College or any group wish to make changes to this protocol, they shall bring the proposed changes before PSAC and they must receive a majority vote from PSAC for the change to go into effect.

President, Students' Administrative Council

April 3, 1996

President, Cambrian Native Students' Association

April 3, 1996

Vice President, Academic and Student Services

April 17, 1996

President, Cambrian College

April 17, 1996