



University Students' Council of the University of Western Ontario FEES AND FINANCIAL STATEMENTS POLICY

EFFECTIVE: 6 March 2012

SUPERSEDES: undated

AUTHORITY: Finance Standing
Committee

RATIFIED BY: Executive Council
6 March 2012

**RELATED
DOCUMENTS:**

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PURPOSE:

To establish a policy related to student fees and publication of audited financial statements and a summary of the annual operating budget.

1.00 STUDENT ACTIVITY FEES – GENERAL

- 1.01 The USC shall not collect activity fees from students who are sixty (60) years of age or older.
- 1.02 The student fee schedule is approved annually by the Council as part of the budget process and forwarded to Western's Board of Governors for review by the Property & Finance Committee in March and final approval at the BOG's April meeting. Western's BOG has the ultimate authority to approve or disapprove the USC's recommended fee schedule.

2.00 STUDENT ACTIVITY FEES – ANNUAL ADJUSTMENTS

- 2.01 A number of student activity fees are governed by the referendum question that established them; if there is a discrepancy between this policy and the referendum question that established the fee, the terms in the referendum question shall supersede this policy.
- 2.02 The USC has established fees to support its internal activities and to broker student services. The following fees shall increase annually by the rate of inflation as determined by the Consumer Price Index (CPI), subject to recommendation of the VP Finance and approval by Council.

- (1) Base Student Fee
- (2) Gazette
- (3) Health Plan
- (4) Late Night Busing
- (5) Multimedia Capital Fee
- (6) UCC Fee



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(7) USC Capital/Facility Fee

- i. The referendum question allows this fee to be adjusted above CPI every three years, with the next permitted above inflation increase allowed in 2014/2015.

2.03 Above CPI increases to the fees listed in 2.01 are permitted if supported by a business case that demonstrates need and clear value to students. Business cases shall be reviewed by the VP Finance, and she may recommend above CPI increases be granted, subject to Council approval.

2.04 The USC has established fees to support various external organizations or initiatives. The following fees shall be increased as follows:

(1) Canadian Alliance of Student Organizations (CASA)

- i. Must increase by CPI each year as per our membership agreement.

(2) CHRW Radio Western

- i. Permitted to increase by CPI each year if requested by CHRW and supported by a business case that demonstrates need and value to students. Increase subject to recommendation of VP Finance and Council approval.

(3) Community Legal Services

- i. Permitted to increase by CPI each year if requested by CLS and supported by a business case that demonstrates need and value to students. Increase subject to recommendation of VP Finance and Council approval.

(4) Day Care Levy

- i. Permitted to increase by CPI each year if requested by the Day Care and supported by a business case that demonstrates need and value to students. Increase subject to recommendation of VP Finance and Council approval.

(5) Faculty Council

- i. Upon recommendation of VP Finance, permitted to increase by CPI each year as per the Constituent Council Grants Policy; subject to Council approval.

(6) Grants Committee

- i. Upon recommendation of VP Finance, permitted to increase by CPI each year as per the Grants Policy; subject to Council approval.



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(7) Ombudsperson

- i. Permitted to increase by CPI each year if requested by the Ombudsperson and supported by a business case that demonstrates need and value to students. Increase subject to recommendation of VP Finance and Council approval.

(8) Ontario Undergraduate Student Alliance (OUSA)

- i. Must increase by CPI each year as per our membership agreement.

(9) World University Services Canada (WUSC)

- i. Must be increased to \$0.68 in the 2013-2014 academic year, and to \$0.83 in the 2014-2015 academic year;
- ii. Must be reviewed by the Council every four years, with the first review to occur in the 2014-2015 academic year; pending a successful review the fee may be continued at \$0.83 for an additional four years by the Council; pending an unsuccessful review the fee shall be discontinued by the Council.
- iii. CPI increases are not permitted for this fee.

2.05 Excluding the WUSC fee, above CPI increases to the fees listed in 2.04 are permitted if supported by a business case that demonstrates need and clear value to students. Above CPI increases shall be recommended by the VP Finance and are subject to Council approval.

2.06 The USC brokers a universal bus pass on behalf of students with the London Transit Commission (LTC.) The LTC fee shall be permitted to increase by 5% per annum as per our negotiated contract and the referendum question that established the fee.

- (1) If increases above 5% are necessary to maintain the universal bus pass program, a referendum must be held to ask students to approve the increase.

3.00 AUDITED FINANCIAL STATEMENT

3.01 The USC shall publish in The Gazette, at least once per school year, a summary of the audited financial statements of the USC for the previous fiscal year, as well as a summary of the present year's operating budget. At minimum, these documents shall also be made available on the USC website, and paper copies shall be available at the USC Main Office.



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- 3.02 The publication of the summary of the audited statements shall occur on or prior to November 30th, unless there is a delay in the audit process. If a delay does occur, the VP Finance shall explain the situation to the Finance Standing Committee and provide an estimated publication date.

- 3.03 The publication of the summary of the operating budget for the upcoming fiscal year is to be published on or before March 31st.