



FLEMING

COMPULSORY ANCILLARY FEE PROTOCOL AGREEMENT
Between
THE STUDENT ADMINISTRATIVE COUNCIL
And
THE FROST STUDENT ASSOCIATION
And
SIR SANDFORD FLEMING COLLEGE OF APPLIED ARTS AND
TECHNOLOGY

Background

The intent of this protocol agreement is to define the process of determination, collection and use of ancillary fees for students as prescribed by Minister of Colleges and Universities, [Ministers Binding Policy Directive, Tuition and Ancillary Fees](#). The protocol agreement will be used to facilitate relatively predictable and/or stable resources and service levels over the **five (5) year duration** of the agreement.

The organizations party to this agreement include the Student Administrative Council (referred to as SAC), the Frost Student Association (referred to as the FSA) and Sir Sandford Fleming College of Applied Arts and Technology (referred to as the College). The FSA and SAC shall be collectively referred to as the Student Association(s).

It is the desire of all parties to maintain a harmonious and positive working relationship and to achieve consensus on the ancillary fees to be charged to students.

Description of Ancillary Fees

Ancillary fees: Fees charged to support services and activities distinct from academic programming or general overhead for the institution. Examples of ancillary fees include convocation fees, student activity fees, athletic fees, health care and insurance fees, field trip fees and fees associated with the cost of buildings such as student centres.

Compulsory ancillary fees: Ancillary fees that a student is required to pay in order to enroll in or successfully complete any course or program of instruction. There are two types of compulsory ancillary fees:

- a. Program ancillary fees which are compulsory for students in applicable programs
- b. Institutional ancillary fees which are compulsory for **all** students. This protocol applies to institutional ancillary fees which are compulsory for all students. (see table below)



The fees specifically addressed in this protocol agreement include:

Academic Supports
Alumni Fee
Athletics and Recreation
Career Services
Health and Counselling
Information Technology Fee
Student Achievement & Records
Student One Card Fee

Fee descriptions can be found [here](#) on the Office of the Registrar website.

Note: Although fees for the Peterborough Sport & Wellness Centre and the Athletics Fee are collected and managed by the College on behalf of the Student Association, they are student levied fees and are exempt from this protocol agreement.

The above fees are levied per semester.

Ancillary Fee Classification Framework

All ancillary fees are subject to the linked classification framework (pgs13-17). The [classification framework](#) outlines which types of fees can be charged on a compulsory basis. The governing bodies of institutions will be responsible for ensuring that the institution is in compliance with this binding policy directive.

Determination of Annual Fees

On an annual basis in **the fall semester**, representatives from the College, the SAC and the FSA, will meet to discuss any planned fee increases/decreases for the coming academic year. Increases/decreases, expansions, and/or introduction of new fees, will adhere to the Ministers Binding Policy Directive, Tuition and Ancillary fees and to this Protocol Agreement. Any changes will be agreed upon and signed off by the Student Associations **no later than November 1st** each year.

New compulsory ancillary fees and increasing existing compulsory ancillary fees



FLEMING

Any increase or expansion in the rate of institutional compulsory ancillary fees which would increase total institutional compulsory ancillary fees by more than 20% in one academic year must be approved through a student referendum.

The referendum must itemize each compulsory ancillary fee to be increased/introduced and the amount of the increase contributed by each fee. Students are to have the opportunity to vote for/against individual fee increases.

All compulsory ancillary fees, with the exception of program compulsory ancillary fees (i.e. supply fees and camp fees) are included in the annual calculation of total fee increases (i.e. **College and Student Association levied fees**). Program compulsory fees are not to be included in a referendum on ancillary fee increases.

MCU Protocol agreements for introducing new compulsory ancillary fees and increasing existing compulsory ancillary fees can be found in detail on page 41 below:

[Tuition and Ancillary Fees Reporting Operating Procedure](#)

The College is also required to:

- provide a full rationale for each new fee or existing fee at the time the fee is submitted to the board of governors for approval
- provide the above rationale to student governing bodies, as well as any other information necessary for student governing bodies to understand the purpose of the fee, the costs included in calculating the fee level, the total revenue available from the fee, and the process used for developing the fee
- respond with a full explanation to inquiries made by student governing bodies in connection with concerns about any of these fees

Referendum Committee

A joint referendum committee consisting of up to four (4) members of the College and up to two (2) members of each of the FSA and SAC will be established as required to organize details, should it be necessary to hold a student referendum for approval of fees. See **Appendix I** for Referendum Guidelines SAC & FSA.

Responsibilities

Fleming College

- The College will seek approval of the fees by the Fleming College Board of Governors.



FLEMING

- On behalf of the parties, the College will prepare and/or revise fee protocol agreements.
- Ancillary fee education upon request

SAC and FSA

- Upon receipt of the proposed fees from the College, the FSA and SAC will discuss the fees at a regularly scheduled board meeting and consult with students about the proposed fees.
- The FSA and SAC have final approval of all compulsory ancillary fees, as specified in the Minister's Binding Policy Directive on Tuition and Ancillary Fees. Approved changes to the College's compulsory ancillary fees will be indicated by the SAC and FSA Board of Directors through a Board motion.

All approved changes to the College's compulsory ancillary fees shall be presented to the College Board of Governors for approval.

Review of Protocol Agreement

A review of all fees take place at regular 5-year intervals to ensure that the reason for introducing a given fee remains current. Based on the review, advice will be provided to the board of governors by the College and students on the structure of fees. Any fee identified as supporting a service no longer deemed necessary or desirable should be discontinued.

Communication to Students

As required by MCU, information will be provided to students about the ancillary fees outlined above and will be announced through the College's calendar, and/or documented on the College website before the deadline for accepting offers of admission. The fee documents will provide a breakdown of all compulsory ancillary fees and explain their purposes in such a way that students clearly understand what materials, services, and/or facilities are being made available through the payment of the fees.

This Protocol Agreement is to be in effect for the academic years 2023-2028.

The parties have negotiated in good faith the terms of this protocol agreement. This Agreement shall remain in effect for a five (5) year period, or until such time as a new Protocol Agreement is negotiated by the parties to this agreement.



APPENDIX I - Referendum Guidelines FSA & SAC

Referendum guidelines will follow the current SAC and FSA Constitutions and By-laws. Details about current guidelines can be found on the respective student association web sites below:

<https://www.flemingsac.ca/>

<https://www.frostsac.ca/>

APPENDIX II - Fee Rates

All Fee Rates will be posted to the [Fleming College Office of the Registrar](#) website annually upon Board of Governors approval.

Applicable Reference Documents

[Ministers Binding Policy Directive, Tuition and Ancillary Fees](#)

[Tuition and Ancillary Fees Reporting Operating Procedure](#)

Agreed to this _____ day of _____, 2023.

James Brodie March 7, 2023

SAC President

Date

March 10, 2023

FSA-President

Date

March 10, 2023

Executive VP Academic & Student Experience

Date

Fleming College President

Date