



## FEES AND FINANCIAL STATEMENT POLICY

1 April 2016

USC Council

### 1. Objective

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

### 2. Student Fees – General

1. The USC shall not collect fees from students who are sixty (60) years of age or older.
2. The student fee schedule is approved annually by the Council and Board of Directors as part of the budget and 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 Board of Governors has the ultimate authority to approve or disapprove the USC's recommended fee schedule.

### 3. Student Fees – Annual Adjustment

1. A number of student 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. The USC has established fees to support its internal activities and to broker student services. The following shall increase annually by the rate of inflation, subject to the recommendation of the Secretary-Treasurer and approved by Council.
3. The foundation for the rate of inflation is provided by Statistics Canada, as the national special aggregate of all items excluding energy.
4. The following fees tied to essential activities and services are subject to the rate of inflation provided by the Secretary-Treasurer:
  - i. Base Student Fee;
  - ii. USC Admin Fee;
  - iii. Gazette;
  - iv. Health and Dental Plan;
  - v. Late Night Busing/Mustang Express;
  - vi. University Community Centre Occupancy Fee;
  - vii. Gazette Capital Fee;<sup>1</sup>
  - viii. USC Capital/Facility Fee.
    - a. The referendum question allows this fee to be adjusted above inflation every three (3) years, with the next permitted above-inflation increase allowed in 2017/2018, then 2020/2021.
5. Above-inflation increases to the fees listed in 3.4 are permitted if supported by a business case that demonstrates need and clear value to students. Business cases shall be reviewed by the

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<sup>1</sup> Formerly the Multimedia Capital Fee.



Secretary-Treasurer, and she may recommend above-inflation increases be granted, subject to Council and Board approval.

6. The USC has established fees to support various external organizations and initiatives. The following fees shall be increased as follows:
  - i. **CHRW Radio Western**  
Permitted to increase by inflation each year if requested by CHRW and support by a business case that demonstrates need and value to students. Increase subject to recommendation of the Secretary-Treasurer and Council approval.
  - ii. **Community Legal Services**  
Permitted to increase by inflation each year if requested by CLS and supported by a business case that demonstrates need and value to students. Increase subject to recommendation of the Secretary-Treasurer and Council approval.
  - iii. **Day Care Fee**  
Permitted to increase by inflation each year if requested by CLS and supported by a business case that demonstrates need and value to students. Increase subject to recommendation of the Secretary-Treasurer and Council approval.
  - iv. **Faculty Council Grant**  
Upon recommendation of the Secretary-Treasurer, permitted to increase by inflation each year, subject to Council approval.
  - v. **Grants Fee**  
Upon recommendation of the Secretary-Treasurer, permitted to increase by inflation each year, subject to Council approval.
  - vi. **Ombudsperson**  
Permitted to increase by inflation each year if requested by CLS and supported by a business case that demonstrates need and value to students. Increase subject to recommendation of the Secretary-Treasurer and Council approval.
  - vii. **Ontario Undergraduate Student Alliance (OUSA)**  
Must increase by the inflationary increase provided by OUSA as per the USC's membership agreement.
  - viii. **World University Services Canada (WUSC)**  
Must be increased to \$0.68 in the 2013/2014 academic year, and to \$0.83 in the 2014/2015 academic year;  
  
Must be reviewed by Council every four years, with the next review to occur 2018/2019; pending a successful review the fee may be continued at \$0.83 for an additional four years by Council; pending an unsuccessful review the fee shall be discontinued by the Council.

Inflationary increases are not permitted for this fee.



7. Excluding the WUSC fee, above-inflation increases to the fees listed in 3.6 are permitted if supported by a business case that demonstrates need and clear value to students. Above-inflation increases shall be recommended by the Secretary-Treasurer and are subject to Council approval.
8. 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.
  - i. If increases are above 5% are necessary to maintain the universal bus pass program, a referendum must be held to ask students to approve the increase.

### 3. Audited Financial Statement

1. 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 made available at the USC Main Office.
2. The publication of the summary of the audited statements shall occur on or prior to November 30<sup>th</sup>, unless there is a delay in the audit process. If a delay does occur, the Secretary-Treasurer shall explain the situation to the appropriate Standing Committee of Council and provide an estimated publication date.
3. The publication of the summary of the operating budget for the upcoming fiscal year is to be published on or before March 31<sup>st</sup>.

### 4. Context and Enactment

1. Documents Repealed – N/A
2. Supporting/Related Documents – N/A
3. Date Passed – 6 March 2012
4. All previous Amendments – 30 March 2016, 6 March 2012