

**I-11: Policy on Tuition and Mandatory Fee Consultations from the University****Effective Date:**

Mar 29, 2021

**Approval Date:**

Mar 29, 2021

**Policy Type:**

Internal Policy

**Review Date:**

This policy shall be reviewed every two (2) years.

**Responsible Body:**

Advocacy Committee

**Authority:**

*AMS Code of Procedure* Section II, Article 11(1)

“Council may create external and internal policies as well as combined policies.”

**Purpose and Goals:**

This policy is designed to set out a clear procedure that the AMS will follow when an opportunity to provide a response on a proposal for new/increased fees is received from the University is provided to the AMS.

**Applicability:**

This policy is applicable to all consultation opportunities from the University given to the AMS in the realm of tuition and mandatory fees.

**Exclusions:**

This policy does not apply to consultations from the University on non-tuition matters, governments or other external organizations, or consultations surrounding internal AMS policies or affairs.

**Definitions:**

For the purposes of this policy and in all other policies in which they are not otherwise defined:

<i>consultation opportunity</i>	Call for feedback from the University, surrounding an introduction or changes to tuition or mandatory fees
<i>proponents</i>	Members of the University Administration that are heading
<i>relevant stakeholders</i>	Student organizations representing affected populations

**Policy:**

1. As outlined in UBC Policy LR4, the President of the Alma Mater Society and the relevant stakeholders (defined as the president of the program-based student organization) will be notified by the Office of the UBC Vice President, Students of a consultation opportunity at least 10 days in advance of the meeting at which the Board of Governors meeting will be asked to approve the proposed Tuition or Mandatory Fees for the Program. Should any of the relevant parties not be informed, those which have received notice shall forward the request to those who have not received it expeditiously.
2. Upon receiving a consultation opportunity from the University, the Vice President, Academic and University Affairs shall decide, alongside the Policy Advisor and representation from the other relevant stakeholder(s), whether the AMS wishes to respond to the consultation opportunity.
3. Should the AMS decide not to respond, a brief document shall be prepared detailing the reason why the consultation opportunity was declined. This document shall be filed alongside responses to other tuition consultations and retained for reference.
4. Should the AMS decide to respond to the consultation opportunity:
  - a. The Vice President, Academic and University Affairs shall consult and meet with relevant stakeholders as necessary, within 7 days of notification of the consultation opportunity. Meetings established for this purpose should include historical precedent, provided by the Vice President, Academic and University Affairs as well as an opportunity for the stakeholders to share their perspective so that the AMS may more effectively represent their views.
  - b. The Vice President, Academic and University Affairs shall set up a meeting with the proponents of the item under consultation where

possible/if necessary to discuss comments and concerns made by relevant stakeholders and push for amendments as necessary. The relevant stakeholders may be invited to participate at the discretion of the Vice President, Academic and University Affairs.

- c. Upon taking into consideration the comments and concerns from relevant stakeholders and proponents, the Vice President, Academic and University Affairs shall draft a correspondence letter to the relevant body(s) that will approve the item under consultation, detailing the official AMS stance on the item and any concerns brought

up throughout the consultation process. This letter shall be signed by the AMS Vice President, Academic and University Affairs and leadership of the relevant stakeholder(s) as deemed necessary.

- d. Before final submission by the Vice President, Academic and University Affairs, the submission will be reviewed by at least one staff member, preferably the Policy Advisor, and one other AMS executive.
5. The AMS will actively seek input from relevant stakeholders and invite them to co-sign correspondence on consultations; however, submissions will reflect the views of the AMS and non-responsiveness on the part of relevant stakeholders will not prevent the AMS from responding to tuition and fee consultations.
6. At the conclusion of a consultation process for a given tuition/mandatory fee proposal, the Vice President, Academic and University Affairs will make records of all correspondence and meeting notes, as well as the formal submission, for use in future consultation processes.

**Consultations:**

The following groups have been consulted during the development of this policy:

[Proposed]:

AMS Constituencies (incl. Graduate Student Society)

AMS Advocacy Committee

UBC Provost/Vice President, Academic Office

UBC Vice President, Students Office

International Students Association

UBC Vancouver Student Senate Caucus

AMS Governance Committee

**History:**

This is the second version of the policy, having been amended to reflect the timeline and changes in the Tuition Consultation policy and for housekeeping changes to reflect Policy 71 being changed to Policy LR4.

The policy results from a [report](#) presented to AMS Council by the Engineering Undergraduate Society in the spring of 2017 regarding the tuition proposal for the proposed Bachelor of Applied Science in Biomedical Engineering. While this proposal ultimately did not come to fruition, the AMS is taking many of the recommendations from this report and other tuition consultation experiences to formulate a more comprehensive internal policy for the AMS itself and its constituencies.

**Related Policies:**

[UBC Policy LR4](#)

UBC policy governing their interactions with student organizations regarding consultation on tuition/fee proposals

**Appendix/Appendices:**

There is no appendix for this policy.