

Approval Date: June 23, 2006

Parent Policy: [Student Instructional Support Fees Policy](#)

Student Instructional Support Fees Procedure

Office of Administrative Responsibility:	Office of the Registrar
Approver:	Provost and Vice-President (Academic)
Scope:	Compliance with University procedure extends to all members of the University community.

Overview

The University of Alberta complies with the Government of Alberta's *Tuition Fee Policy*, which states that post-secondary institutions may charge mandatory student fees further to fees for instruction to support the provision of materials and services to students.

Procedures for students relating to tuition and fees are contained in the "Registration and Fees" section of the *University Calendar*.

Purpose

To establish a protocol for approval and publication of mandatory instructional support fees.

To ensure **supplementary incidental fees** are assessed and collected according to established University procedures.

PROCEDURE

1. APPROVAL OF MANDATORY INSTRUCTIONAL SUPPORT FEES

- a. Instructors who wish to have a **mandatory instructional support fee** assessed shall forward their request to the Department Chair responsible for the course (in departmentalized Faculties) or the Dean of the Faculty responsible for the course (in non-departmentalized Faculties).
- b. Departments shall submit requests for approval of mandatory instructional support fees to the Dean of the Faculty responsible for the course or program.
- c. Deans will review all requests for mandatory instructional support fees for their Faculty and if the Dean determines that the charge is appropriate, the request shall be forwarded to the Chair of the Registrar's Advisory Committee on Fees (RACF) for discussion.
- d. RACF will submit the requests annually to the Provost and then to the Academic Planning Committee (APC) and to the Board of Governors for final approval.
- e. Once approved, mandatory instructional support fees will be listed in the *University Calendar* and on the Office of the Registrar website, for the information of students.
- f. Requests should be submitted to RACF at least one year in advance to allow sufficient time for approval and placement in the *University Calendar*.
- g. Mandatory instructional support fees can be collected centrally or directly by the Department.
- h. Centrally assessed mandatory instructional support fees are reported on the student's fee assessment.
- i. If allowable, paid mandatory instructional support fees are reported as tuition fees paid on the T2202A tax form.
- j. Mandatory instructional support fees which are a condition of registration will not be noted in the *University Calendar* until they have been approved by the Board of Governors. Likewise, alterations to the descriptions or increases of such fees will not be made until approval of the Board is received.

2. NOTIFICATION OF MANDATORY FEES FOR EQUIPMENT OR MATERIALS OWNED OR LEASED BY THE STUDENT

As noted in the “Evaluation Procedures and Grading System – Course Requirements, Evaluation Procedures and Grading” section of the *University Calendar*, instructors are required by GFC to indicate on the course outline a list of the required textbooks and other major course materials.

3. SUPPLEMENTARY INCIDENTAL FEES

In collecting supplementary incidental fees, Departments must ensure that they follow established University cash handling and receipting procedures and assess GST where appropriate.

4. PROCEDURES FOR REGISTERING CONCERNS

Students concerned about any Instructional Support fees should be directed to the Academic Regulations section of the *University Calendar* for established protocol on registering their concerns.

DEFINITIONS

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [▲Top](#)

Supplementary Incidental Fees	<p>Non-mandatory fees charged only to recover costs for equipment or materials that become the property of the student and that the student has the option of obtaining from a variety of sources. Examples include but are not limited to charges for materials used and retained by the student in laboratory and studio instruction (i.e. art supplies), occasional photocopying charges, fees for the purchase or lease of technology and software. Instructors, Departments and/or Faculties cannot require a student to obtain and purchase such items. Fees for such items do not require the approval of the Board of Governors.</p>
Mandatory Instructional Support Fees	<p>Mandatory fees assessed in anticipation of costs for supplies, equipment, materials, or services which are not directly related to the delivery of instruction in a course or program, but are considered required elements of a course or program. Examples include but are not limited to the costs of food, lodging, and transportation for required field trips; supply of certain specialized professional tools which the student will retain; and fees for arranging professional placements such as practica, internships, and work experience. All instructional support fees require the approval of the Board of Governors.</p>
Mandatory Fees for Equipment or Materials Owned or Leased by the Student	<p>Mandatory fees associated with the purchase or lease of required course materials. Such materials may include, but are not limited to, textbooks, software, course packs, calculators, pens, pencils and paper. Fees for such items do not require the approval of the Board of Governors.</p>
Instructional Fees	<p>Fees for supplies, equipment, materials and services directly related to the delivery of instruction in a course or program, as defined by the Alberta Advanced Education <i>Tuition Fees Policy</i>. For example, the provision of certain supplies and equipment for use in laboratories is directly related to the delivery of instruction and therefore is covered by the instructional fees assessed for that course.</p>

FORMS

There are no forms for this Procedure. [\[▲Top\]](#)

RELATED LINKS

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[Post-Secondary Learning Act](#) (Government of Alberta)

[Tuition Fee Policy](#) (Government of Alberta)

[University Calendar](#) (University of Alberta)