Terms of Reference 2026-2027

Membership:

Vice-Provost and University Registrar (Chair)	Office of the Registrar
Specialist, Fees (Coordinator)	Office of the Registrar
Associate Registrar	Office of the Registrar
Assistant Registrar, Enrolment Services	Office of the Registrar
Assistant Registrar, Enrolment Services	Office of the Registrar
Functional Analyst, Students and Enrolment	Office of the Registrar
Director / Academic Budget and Planning	Office of Provost and Vice-President Academic
Vice Provost (Programs)	Office of Provost and Vice-President Academic
Portfolio Initiatives Manager	Office of Provost and Vice-President Academic
Manager Production Services	Financial Services
Vice-Provost and Dean	Faculty of Graduate Studies & Research
Assistant Dean/Administration	Faculty of Graduate Studies & Research
Manager, Financial Planning and Analysis	Resource Planning
Financial Planning Analyst	Resource Planning
Governance Officer	University Governance

Copies of Meeting Materials:

Provost & Vice-President (Academic)	Office of the Provost
University Secretary	University Governance
Director, Investments & Treasury	Finance and Administration

Objective:

The Registrar's Advisory Committee on Fees (RACF) is a high level technical and advisory committee. RACF reports to the Provost and Vice-President Academic and advises the University including Departments, Faculties, and the Senior Administration with respect to the development and implementation of University policies relating to instructional, non-instructional and services fees and budgets for students, courses, and programs.

Mandate:

- Solicit, consider, and provide direction and advice on proposals for the establishment of or changes to non tuition fees.
- Establish and publish annual timelines and procedures for changes to fees in the following categories:
- cost recovery fees
- alternate delivery fees
- student instructional support fees
- non-instructional fees such as, but not limited to application fees (e.g. Business, PGDE)

- Provide initial budget scrutiny and general advice on budget related items such as:
    - fee policies
    - new program proposals
    - funding and resource planning for existing programs
- Determine tax implications of proposals and ensure Finance is aware of which fees would be recorded on a student's T2202A
- Declare a fee proposal "in order" once the fee proposal has been presented to and reviewed by RACF with any required changes completed
- Direct proposals to the appropriate approval route based on policy for any fees that may impact a student's assessment.
- Maintain and review the annual fee schedules (instructional, non-instructional, cost recovery/revenue generation, alternate delivery, and mandatory student instructional support) for accuracy
- Recommend, prepare and submit fee packages for governance approvals
- Assess and propose policy updates to fee policies (cost recovery/revenue generation, alternate delivery, and student instructional support fees)

Serve as a forum for the discussion of new ideas and perceived problems with fee definitions and assessments, new program budgets and existing program resources

Out of Scope:

- Involvement in the annual tuition debate
- Detailed review of proposed budgets associated for new fee proposals and program budgets
- Determining the amount and/or appropriateness of items included in budgets

Meeting Support:

- Administrative support is provided by the Office of the Registrar.
- Minutes for the meetings are taken by Executive Assistant, Office of the Registrar
- Committee members will be provided with an agenda and supporting documents at least 1 week prior to the meeting date. Other supporting documents may be supplied at the meeting if the presenting department is providing the documentation.

Meeting Schedule:

The committee will meet monthly generally the fourth Tuesday of each month. Meetings may be suspended in the summer months.