



University of King's College
Consultation Process
Regarding Proposed Changes to Tuition, Fees, Services & Policies
Affecting Students

Tuition and Fees

Discussions regarding proposed changes or increases in tuition rates and auxiliary or ancillary fees begin at the Budget Advisory Committee (BAC) level in the fall (September/October). The committee is chaired by the Bursar and has representation from all university constituent groups including the King's Students' Union (KSU - specifically the Vice President (VP) Financial), faculty, staff and administration.

In February, the Bursar prepares a student tuition and fee proposal document for the coming academic year for student consultation purposes based on the recommendations of the BAC. The document describes the rationale for proposed changes to tuition and fees along with schedules showing the current academic year's tuition and fees compared to the proposed tuition and fees for the coming academic year.

The document is distributed via email to the KSU's VP Financial for broader distribution to the KSU Executive at least one week ahead of the student fee consultation meeting with the KSU Executive and the President and Bursar of King's.

The Bursar and the KSU's VP Financial establish a mutually agreeable meeting date for the student fee consultation meeting, preferably by the end of February/beginning of March, to allow maximum KSU Executive participation acknowledging that student study loads are heavier later in the semester. Efforts are made to accommodate a meeting whereby both the incoming and outgoing members of the KSU Executive are able to participate in the consultation meeting.

At the student fee consultation meeting the President and Bursar initiate the conversation by explaining the rationale for the proposed changes in tuition and fees. Members of the KSU Executive are given the opportunity to express their views on the proposed changes which the President and Bursar consider before incorporating them into the university's operating budget. An email account has been established specifically for receiving comments from the student body on proposed changes to

tuition and fees. The email account is available to receive comments for one month after the student fee consultation meeting. The email address is kingsfees.201920@ukings.ca. The email address is updated each year to reflect the year the consultation pertains to.

A preliminary university operating budget, which includes tuition and fee assumptions for the coming year, is brought before the Finance, Audit & Risk Committee (FAR) of the Board of Governors in late February/early March and then to the Executive Committee of the Board of Governors before being brought before the full Board of Governors by the end of March. There is KSU representation on all three committees.

The final version of the university's operating budget, including tuition and fee changes, proceeds through the same channels in early June. The Board of Governors officially approves the tuition and fees contained in the final version of the university's operating budget separate and apart from the university's operating budget and again as part of the overall university operating budget.

Services

When King's is contemplating changes to services on campus, a committee is established with representation from all university constituent groups including the appropriate KSU Executive member, faculty, staff and administration. If the service affects student life, the KSU Executive representative on the committee would be the Vice President (VP) Student Life.

Examples of service changes whereby committees were established include the food service contract and the university cleaning contract. The KSU VP Student Life would be a member of these committees. Both committees are involved in drafting requests for proposals (RFPs), evaluating bids and awarding the contracts.

Policies

When King's is contemplating changes in policies or creating new policies that have or will have a direct impact on students, either in-place committee structures are used or a new committee is established to ensure representation from all university constituent groups including representatives of the KSU, faculty, staff and administration.

An example of a recent new policy affecting students is the Sexualized Violence Awareness, Prevention and Response Policy.

This 12-person committee was chaired by the Vice-President (non-voting) and included as voting members the Dean of Students, a don representative, a staff representative,

one faculty representative, a Board of Governors representative and three student representatives in addition to the President of the KSU. Non-voting representatives included an employee of South House and our HR officer (for consultative purposes only). The number of student representatives on the committee was agreed upon after strong advocacy by the KSU to increase the number first proposed.

With four of nine voting members on the Committee, student input was formative and consistent in Committee deliberations, which included the writing of the policy draft and broad consultation within the King's community. The latter included multiple modes across community constituencies that allowed for individual as well as collective input, including from students. Accordingly, the Committee opened a formal consultation period before completing and presenting a final draft of the policy to the Board that included two town hall events (one reserved exclusively to students), opportunities for confidential written feedback as well as for anonymous written feedback, and for one-on-one meetings with the community.