

 <p>BRANDON UNIVERSITY Founded 1899</p>	<p align="center">Brandon University Student Fee Policy</p>	<p><i>Approved by</i> <i>Board of Governors</i></p> <p><i>Administered by</i> <i>Financial and Registration Services</i></p>
<p align="center">Board of Governors Policy</p>	<p><i>First Approved:</i> <i>March 25, 2004</i></p>	<p><i>Updated:</i></p>

Preamble:

Brandon University levies fees of various types to students for the provision of goods and services. Other entities operate at arms-length to Brandon University and may levy fees to Brandon University students as well. The most notable example is the Brandon University Students Union. This policy is only intended to address the fees levied by Brandon University.

The purpose of this policy is to describe, in general terms, the fees levied and the process by which those fees are determined, documented and controlled by Brandon University. All fees levied by Brandon University must be collected, recorded and controlled in accordance with the normal financial operating policies and procedures of Brandon University.

Tuition Fees:

Tuition fees are those charged to students enrolled for credit courses or programs. The fee is intended to cover the basic instruction of the course or program and is not intended to necessarily cover the cost of reading materials, out of class instruction, or materials consumed during the instruction process.

Tuition fees are determined by the Board of Governors of Brandon University, usually in the context of the annual Operating Budget of the University. Tuition fees may be subject to additional regulation by the Province of Manitoba through the Council on Post-Secondary Education. Regulation of tuition fees approved is done by the Financial & Registration Services Department of Administration and Finance.

Materials or Service Fees:

Materials or Service Fees are those charged for items consumed or for services required that are in addition to the basic classroom instruction for a credit course or program. Materials or Service Fees may include reading materials, out of classroom instruction, required activities assigned to enhance instruction such as concert fees, items consumed in the context of instruction such as chemicals or glassware, and field trips. Materials or Service Fees are determined by the Dean and reported to Financial & Registration Services for collection, recording and, in the case of refundable deposits, reimbursement to students as appropriate. The President’s Advisory Group must approve

any fees greater than \$100 per student. These fees do not require the approval of the Board of Governors nor normally the Province of Manitoba.

Ancillary Fees:

Ancillary Fees are those charged for goods and services that supplement the University's primary operating activities, instruction and research. Ancillary Fees are directly related to, although not necessarily equal to, the cost of the goods and services provided. Examples include residence operations, food service operations, bookstore sales, parking, printing services, and recreation and athletic activities.

Ancillary Fees are determined by the Board of Governors of Brandon University, usually in the context of the annual Operating Budget of the University. The determination may be specific in the case of a particular fee, or general in the case of the budget of an ancillary operation. Specific fees are collected and reported, the same as tuition fees, by Financial & Registration Services. General charges for ancillary operations are collected in the normal course of the business of those operations and ultimately collected and reported by Financial & Registration Services.

Goods or services offered that are of a one-time or incidental nature are not covered by this policy. Examples include fees for a community lecture or recital. The unit responsible determines these fees. Uncertainties or disputes are referred to the President's Advisory Group for resolution.