

Fee Review Committee

Terms of Reference

Purpose

The Fee Review Committee (FRC) reviews and makes recommendations on fees to the Provost and Vice President Academic, who is responsible for approving fees, as outlined in the Tuition and Fee Authorization Policy.

Accountability

The FRC is accountable for:

- Ensuring fees are in line with the university Tuition and Fees Authorization Policy.
- Making recommendations on proposed student and class fees for approval to the Provost and Vice-President Academic on a regular basis.
- Ensuring the approved fees are reviewed, at minimum, every five years to determine if the fee continues to be equitable, relevant and used for its intended purpose; and
- In alignment with the transparency principle of the Tuition and Fees Authorization Policy, ensuring a list of approved fees is available to the USask community.

Approval of fees is separate from the manner of assessment and collection. The Fee Review Committee Working Group, led by the Chair of FRC, in consultation with Registrarial Services, the Provost Office, and the Strategic Finance Office, will ensure proposed fees can be implemented, assessed and collected in an effective manner as proposed. The Working Group will provide advice on implementation as well as identify barriers or risks to implementation of proposed fees to the FRC. A separate terms of reference exists for the Working Group.

The members of the FRC will commit to:

- Diligent preparation for, attendance and participation at all scheduled meetings,
- Championing the partnership within and outside of work areas, and
- Ensuring all deliberations and decisions remain confidential as appropriate.

The members of the FRC will expect:

- That members are provided with complete and meaningful information in a timely manner,
- To be alerted to potential risks and issues that could impact the University,
- To conduct open and honest discussions, and
- To conduct ongoing 'health checks' to verify the overall status and 'health' of the FRC.

Information and resources will be shared through a common email address:

feecommittee@usask.ca.

Membership

The FRC consists of identified leaders of the University that play a role in the implementation of the fee strategy and formulation of specific fees. These will include voting members:

- Chief Resource Allocation and Planning Officer (Chair)
- University Registrar or their designate
- Dean College of Graduate and Postdoctoral Studies or their designate
- VP Operations and Finance, University of Saskatchewan's Students' Union (USSU)
- VP Finance and Operations, Graduate Students' Association (GSA) or representative appointed by the GSA
- Up to two members of Faculty
- Academic staff member involved in program design and/or delivery within a college or school
- Representative from the Financial Leadership Forum or Strategic Business Advisor community

Additional resource people may be called upon by the Chair to support the committee in its review and recommendation of fees that come forward.

The term of the USSU and GSA members will be one year to align with the term of appointment for their respective student executive roles. The terms of Faculty members, academic staff members and the FLF/SBAs will be for a three-year period. Other members on the committee are appointed by virtue of a position held that is integral to the formulation and implementation of fees and as such do not have a term limit.

Quorum

A meeting quorum will be a majority (50% +1) of the voting membership. Decisions will be made on a majority basis. If this results in a tie, the Chair will cast the deciding vote.

Support

Support for this committee and process will be provided through the Office of the Provost and Vice-President Academic.

Amendments

This Terms of Reference may be amended, varied or modified in writing after consultation and agreement by the Provost and Vice-President Academic.

Initial PCIP Approval – June 2017

Revisions – December 2017

Revisions – October 2023

Revisions – June 2025