



**SIMON FRASER UNIVERSITY**  
**Policies and Procedures**

**Date**  
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## **Supplementary Course Fees**

### **Policy**

This policy sets out the definition of credit instruction to be covered by tuition fees and mandatory supplementary course fees and the process by which such fees will be introduced or changed, published and collected.

Generally, the costs of providing instruction will be covered by the base budget. Although instructional costs vary from program to program, a standard tuition fee or graduate fee unit is assessed in most programs. Exceptions to this policy may be approved by the Board of Governors (e.g. differential fees for professional programs or international students).

Occasionally, additional instructional expenses will be incurred that are of such a nature as to warrant the establishment of a mandatory supplementary course fee.

### **Scope**

This policy will apply to all graduate and undergraduate programs.

### **Preamble**

It is the intention of the University to be consistent in its provision of instruction to students across programs and to make known to the student, to the extent possible, the total cost of materials and services necessary for the completion of a program. The total co

**1.5** Materials or services required as a result of the method of instruction such as audiovisual equipment, course outlines, study rooms and films and video tapes that are integral to the instruction and do not become the property of the student.

**2. Optional Supplementary Course Fees**

**2.1** Although this policy does not set out a fee structure for optional supplementary course fees, a definition is provided: *optional materials and services may be provided in a department for discretionary use by the student. For example, a department may charge a fee for use of the departmental photocopier or FAX machine. It may also provide additional instructional reading material over and above the required text(s) or prepared course package* In addition to items supplied by the department for discretionary purchase by the student, there may be other items

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direct cost of production. The maximum amount which may be charged for departmental photocopied material is \$0.10 per page.

**6. Criteria for Establishment of a Mandatory Supplementary Course Fee**

**6.1** The expenses must be necessary for successful completion of the course and

**6.2** The expenses to be compensated must be incurred by all or the great majority of students in the course and

**6.3** The expenses must be unique to the course or courses for which the fee is being considered.

**7. Examples of Justifiable Mandatory Supplementary Course Fees**

- o Distance Education : packaging and mailing, broadcasting rights fees
- o Field schools : travel and accommodation fees

**8. Examples of Non-Justifiable Mandatory Supplementary Course Fees**

- o equipment breakage fees
- o basic microcomputer lab fees

**9. Procedures**

**9.1** To propose the establishment of or change to a mandatory supplementary fee, the Program Chair/Director or Faculty Dean should complete the attached form to indicate the justification for the fee, the expected additional costs to be compensated, the fee level and the anticipated revenue from the fee. The written approval of the Dean is required in all cases.

**9.2** The form will be submitted to the Chair of the Advisory Committee on Mandatory Supplementary Course Fees which will consider the proposal.

**9.3** The Advisory Committee will evaluate the fee and make a recommendation to the Vice-President Finance and Administration.