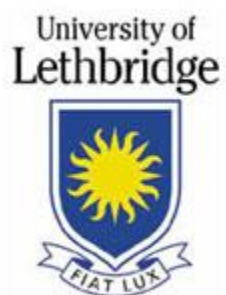


# **THE UNIVERSITY OF LETHBRIDGE**

## **2015-16 FEES AND RATES**



**November 17, 2014**

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# THE UNIVERSITY OF LETHBRIDGE

## 2015-16 FEES AND RATES

NOVEMBER 2014

### INTRODUCTION

Each year, recommendations for changes to fees and rates, including any policies governing fees and rates are recommended to the Board of Governors for approval. Throughout 2005 and early 2006 Advanced Education and Technology (AET) reviewed Alberta's advanced education system. Included in this review was an analysis of the affordability of education conducted by a Learning Alberta Steering Committee. The Steering Committee made several recommendations concerning student fees which are described below in the Instructional Fees section of this report. As directed by Advanced Education and Technology in their 1995-96 Tuition Policy and the 2007 Tuition Fee Policy Guide, the fee and rate changes have been reviewed by a Student Fee Review Committee to satisfy the government requirement that the Board of Governors develop a consultative mechanism with students to discuss the establishment and changes to all fees charged to students.

The current Tuition Fee Regulations will expire on August 31, 2016. The VP Finance and Administration is a member of the Tuition Fee Working Group who will be recommending changes to the legislation.

The University also follows its Establishment of Student Fees Policy in setting fees (see Appendix F). Committee membership for the Student Fee Review Committee for 2014-15 is provided in Appendix H to this report.

## 2 NEW FEES AND RATES PROPOSED FOR 2015-16

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### 2.1 MARKET MODIFIER – TUITION DISPARITY

Under the previous tuition policy (prior to 2006), post-secondary institutions were unable to raise tuition fees if tuition revenue equaled or was greater than 30 per cent of net operating expenses. This scenario occurred at the University of Lethbridge between 2000-01 and 2002-03 where the same tuition fee rate was charged for three years. During the years that the U of L's tuition rate was frozen, the rates at the University of Alberta (U of A) and the University of Calgary (U of C) increased significantly and surpassed what was being charged at the U of L. The previous tuition policy penalized the U of L for its prudent budgeting and efficient operations, as well as providing access to a significantly increasing number of unfunded students. As a result, the U of L has collected tuition at lower rates than the other comprehensive Alberta universities since 2000-01. The identified tuition gap is considerable and it continues to increase each year with a concomitant detrimental impact on the U of L budget.



TABLE II

MARKET MODIFIER - FACULTY OF MANAGEMENT					
Per Course					
	Proposed 2015-16	% Inc	Proposed 2016-17	% Inc	Proposed 2017-18
Market Modifier- Faculty of Management	100.00	25.00%	125.00	20.00%	150.00
NOTE: Fee is subject to Ministerial approval					

### 2.3 FACULTY OF EDUCATION - DOCTOR OF PHILOSOPHY IN EDUCATION

The Faculty of Education plans to start accepting applications for the first cohort of three students in the Ph.D. Education in July 2015 with the cohort starting July 2016. The local market has been requesting a Ph.D. in Education for many years and the student demand in Zone 6 is high for this program.

Total cost for the program for 2015-16 is approximately \$25,000. Students are required to pay a minimum of twelve Term Fees over a period of four years. Students who have paid a minimum of twelve Term Fees and remain in the program will pay a Continuation Fee each semester, until such time as they complete or withdraw from the program. The total Ph.D. in Education program cost covers six instructional course equivalents. Please see Appendix E – 1 for supporting documentation for these fees.

**Recommendation 3:**

**That the Doctor of Philosophy in Education Term and Continuation Fees for 2015-16 be approved effective April 1, 2015 as presented in Table III, and that the fee increases for 2016-17 to 2017-18 be approved in principle.**

TABLE III

DOCTOR OF PHILOSOPHY IN EDUCATION					
	Proposed 2015-16	% Inc	Proposed 2016-17	% Inc	Proposed 2017-18
Term Fee	2,083.35	0.00%	2,083.35	2.00%	2,125.00
Continuation Fee	625.00	0.00%	625.00	2.00%	637.50

### 2.4 FACULTY OF FINE ARTS (FFA) – PENNY GALLERY – FINE ARTS USERS RENTAL FEES

The mandate of the Fine Arts space at the Penny Building is to provide gallery opportunities for FFA students, faculty and staff in a well-maintained and staffed facility. The Faculty of Fine Arts supports eligible community arts groups at an affordable rate when the space is available. Given this mandate the fee was set up with two rates: for profit users such as external lectures or workshops, ticketed recitals and concerts, touring exhibitions, etc., and not-for-profit users such as festivals, community run cost

recovery or not-for-profit theatre companies, faculty, student and alumni productions, projects and concerts NOT supported by the Faculty of Fine Arts. All income received from the rental of the Penny Gallery will be used to offset the costs incurred for the maintenance of the facility and cost of labour of staff required.

**Recommendation 4:**

**That the Penny Gallery – Fine Arts Users Rental Fees as presented in Table IV for 2015-16 be approved effective April 1, 2015 and that the fee increases for 2016-17 to 2017-18 be approved in principle.**

TABLE IV

PENNY GALLERY - FINE ARTS USERS RENTAL FEES					
	Proposed 2015-16	% Inc	Proposed 2016-17	% Inc	Proposed 2017-18
<b>Fine Arts Users Rental Fees - For Profit (per hour)*</b>	30.00	5.00%	31.50	5.00%	33.10
<b>Fine Arts Users Rental Fees - Not-For-Profit (per hour)**</b>	15.00	5.00%	15.75	5.00%	16.50
<b>Staff Charge Out***</b>					
Penny Coordinator - Technician (per hour)	15.00	5.00%	15.75	5.00%	16.50
Theatre, New Media, Art Technician (per hour)	38.60	5.00%	40.55	5.00%	42.60
Administration Fee (per booking)	80.00	5.00%	84.00	5.00%	88.20
<b>Additional Fees</b>					
Piano Rental (per usage)	50.00	5.00%	52.50	5.00%	55.13
Staging (plus delivery)	150.00	5.00%	157.10	5.00%	165.35
* Minimum 4 hour rental fee					
** Maximum 10 hours at this rate					
*** An overtime premium is applied to rentals where staff hours exceed 7 hours per day					

**2.5 CASA (U OF L SPACES) – FINE ARTS USERS RENTAL FEES**

The Conservatory of Music’s location in the CASA building has been a great addition for the University of Lethbridge. The Faculty of Fine Arts, Conservatory of Music supports eligible community arts groups at an affordable rate when the CASA space that is dedicated to the U of L, as per the Memorandum of Understanding with the City of Lethbridge, is available. Given this mandate the fee was set up with two rates: for profit users such as external lectures or workshops, ticketed recitals and concerts, etc., and not-for-profit users such as festivals, cost recovery, faculty, student and alumni productions, projects and concerts. All income received from the rental of the University of Lethbridge CASA spaces will be used to offset the costs incurred for the maintenance of the facility and equipment.

**Recommendation 5:**

**That the CASA (U of L Spaces) – Fine Arts Users Rental Fees as presented in Table V for 2015-16 be approved effective April 1, 2015 and that the fee increases for 2016-17 to 2017-18 be approved in principle.**



TABLE V

CASA (U of L Spaces) - FINE ARTS USERS RENTAL FEES					
	Proposed	%	Proposed	%	Proposed
	2015-16	Inc	2016-17	Inc	2017-18
Fine Arts Users Rental Fees - For Profit (per hour)*	30.00	5.00%	31.50	5.00%	33.10
Fine Arts Users Rental Fees - Not-For-Profit (per hour)**	15.00	5.00%	15.75	5.00%	16.50
Additional Fees					
Piano Rental (per usage)	50.00	5.00%	52.50	5.00%	55.13

## 2.6 FACULTY OF FINE ARTS ACCESS FEE

A new access fee is being proposed to allow all undergraduate and graduate students, full-time and part-time attending the main campus of the University of Lethbridge free admission to all ticketed Fine Arts events (not applicable for a few special concerts such as fund-raising events or high-profile visiting performers/groups) on a first come-first serve basis, space permitting.

The introduction of this access fee supports the University’s commitment to liberal education and will allow opportunities for all students to experience the broad range of cultural events held throughout the academic year.

Research has shown that most of the Fine Arts events have at least 30-35% in unused capacity. One of the goals of this new fee is to enhance the student experience on campus by removing the minimum \$10/event for Fine Arts productions. The funding would be used to support the direct costs associated with these events as well as the many other cultural events that are currently offered at no charge by Fine Arts such as the noon-hour concerts, ensemble concerts (i.e. Wind Orchestra, Jazz Ensemble, University Singers, and the Percussion Ensemble), four Mainstage and four TheatrXtra productions, Art Now, Architecture and Design lectures and access to the Art Gallery. Please see Appendix E – 2 for supporting documentation for these fees.

### Recommendation 6:

**That the Faculty of Fine Arts Access Fee for all undergraduate and graduate students, full-time and part-time attending the main campus of the University of Lethbridge as presented in Table VI for 2015-16 be approved effective April 1, 2015 and that the fee increases for 2016-17 to 2017-18 be approved in principle.**

TABLE VI

FACULTY OF FINE ARTS ACCESS FEE					
(Per Semester)					
	Proposed	%	Proposed	%	Proposed
	2015-16	Inc	2016-17	Inc	2017-18
Faculty of Fine Arts Access Fee: All undergraduate & graduate, full-time & part-time students attending the main U of L Campus	10.00	2.00%	10.20	2.00%	10.40

## 2.7 FACULTY OF HEALTH SCIENCES – ADMINISTRATIVE PROCESSING FEE FOR CURRICULUM DETAIL

Requests from graduates for detailed curriculum information have been increasing as more graduates apply for work in foreign countries. Each foreign board requires a detailed breakdown of the curriculum and hours for the graduate’s program in differing formats and each request takes an average of 4 hours to put together (an annual cost of about \$2,700 within Health Sciences). Program advisors do not have time within their normal workload to compile these requests and so it results in overtime. The \$180 fee would recover this cost.

### Recommendation 7:

**That the Administrative Processing Fee for Curriculum Detail as presented in Table VII for 2015-16 be approved effective April 1, 2015 and that the fee increases for 2016-17 to 2017-18 be approved in principle.**

TABLE VII

FACULTY OF HEALTH SCIENCES - ADMINISTRATIVE PROCESSING FEE FOR CURRICULUM DETAIL					
	Proposed	%	Proposed	%	Proposed
	2015-16	Inc	2016-17	Inc	2017-18
Administrative Processing Fee for Curriculum Detail	180.00	4.46%	188.00	4.80%	197.00

## 2.8 FACILITIES – PENNY BUILDING OPENING

Security Services is proposing a new fee to cover the cost of providing the service of safely opening and closing the Penny Building. This charge is waived in the event guard services in excess of 3 hours are required, in which case hourly rates are applied. This fee is only for after-hours events and only for those who request the additional service. Access is now provided during after-hours by card access however one group has indicated they are concerned about the safety of going into the space after hours and /or checking it is safe after they have held their event in the location.

### Recommendation 8:

**That the Penny Building Opening fee as presented in Table VIII for 2015-16 be approved effective April 1, 2015 and that the fee increases for 2016-17 to 2017-18 be approved in principle.**

TABLE VIII

PENNY BUILDING OPENING					
	Proposed	%	Proposed	%	Proposed
	2015-16	Inc	2016-17	Inc	2017-18
Penny Building Opening/Closure (per diem/per event)	50.00	0.00%	50.00	0.00%	50.00

## 2.9 FINANCIAL SERVICES (POLICY CHANGES) - M.A./M.Sc. AND M.Sc.- MGT (PART-TIME)

Propose that the part-time participation M.A./M.Sc. and M.Sc. – Management students admitted to the University in Summer 2015 and after are assessed the same tuition each semester at the respective Canadian and International student rates as their full-time participation M.A./M.Sc. and M.Sc. – Management students. This would be effective starting the 2015-16 academic year.

Currently, full-time participation M.A./M.Sc. students are assessed each semester of their first year the equivalent of one-third of ten times the Board approved graduate instructional fee rate plus other student fees at the full time rates. The M.Sc. – Management students are assessed a Board approved instructional fee rate plus other student fees at the full time rates. In each of the subsequent semesters, the students are assessed the Board approved graduate instructional fee rate plus other student fees at the full time rates. In essence, a higher instructional fee rate in the first three semesters and in the fourth semester a lower instructional fee rate.

The part-time participation M.Sc. – Management students are assessed the full time equivalent tuition smoothed over two years.

Over the course of six semesters, students in both the full-time and part-time participation routes will be assessed the same instructional fee rates.

The current Banner Student Information System revitalization program included a review of the fee assessment process. The maintenance of the existing structure of assessing fees for the different participation routes is proving to be more administratively complicated.

This would not impact the current admitted part-time participation M.A./M.Sc. or M.Sc. – Management students as they would be assessed in the current manner. The way in which the fees are assessed will not impact a student who decides to participate academically as a full or part-time student.

### **Recommendation 9:**

**That part-time participation M.A./M.Sc. and M.Sc. – Management students admitted to the University in Summer 2015 and after be assessed the same tuition each semester at the respective Canadian and International student rates as their full-time participation M.A./M.Sc. or M.Sc. – Management students. This change would be effective starting the 2015-16 academic year.**

## 2.10 DEADLINE FOR SUMMER SESSION TUITION AND FEES

Propose that the deadline for all Summer Session tuition and fees will be due June 1<sup>st</sup> for undergraduate and graduate students effective for the 2015-16 academic year.

Currently, Summer Session fees are due by the end of the first day following the Add/Drop period. In Summer 2014, session fees were due May 12<sup>th</sup>, July 7<sup>th</sup> and July 29<sup>th</sup> and interest was assessed on unpaid fees June 1<sup>st</sup>, August 1<sup>st</sup> and September 1<sup>st</sup> respectively. In essence, students have a month to pay after the start of each Summer session before there is any interest penalty.

This deadline change to June 1<sup>st</sup> falls in line with the Fall and Spring semester deadlines of October 1<sup>st</sup> and February 1<sup>st</sup>, which is a month after the start of the semester. The current Banner Student Information System revitalization program included a review of the fee assessment process. The

maintenance of the existing structure of assessing fees over the Summer sessions is proving to be more administratively complicated. Assessing the fees at the beginning of the Summer and the deadline of June 1<sup>st</sup> would work within the baseline Banner product.

**Recommendation 10:**

**That the deadline for all Summer Session tuition and fees will be due June 1<sup>st</sup> for undergraduate and graduate students effective for the 2015-16 academic year.**

## 3 INSTRUCTIONAL FEES

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### 3.1 TUITION FEES

The Tuition Fee Policy Guide was introduced by AET in 2007. The Tuition Fee Policy states that to improve affordability for learners, that the maximum allowable annual tuition fee increase be linked to the annual average Alberta CPI (Consumer Price Index), using a twelve month period ending in June. Alberta Innovation and Advanced Education has directed that the CPI to be used in calculating the maximum fee increase in 2015-16 is 2.2% (2014-15: 1%, 2013-14: 0%, 2012-13: 1.45%, 2011-12: .35%, 2010-11: 1.5%, 2009-10: 4.1%).

**Recommendation 11:**

**That the fees for instruction for 2015-16 be approved effective April 1, 2015 as presented in Table IX, and that the fee increases for 2016-17 to 2017-18 be approved in principle.**

TABLE IX

INSTRUCTIONAL FEES (Per Course Fees)									
	Actual 2012-13	Actual 2013-14	Actual 2014-15	% Inc	Proposed 2015-16	% Inc	Proposed 2016-17	% Inc	Proposed 2017-18
<b>Undergrad</b>									
Canadian	492.50	492.50	497.40	2.20%	508.35	2.00%	518.50	2.00%	528.85
International (Students admitted and beginning program PRIOR to September 2013)	n/a	1115.00	1126.15	2.20%	1150.95	2.00%	1173.95	2.00%	1197.45
International	1,115.00	1,477.50	1,492.25	2.20%	1525.10	2.00%	1555.60	2.00%	1586.70
<b>Graduate</b>									
Canadian	578.00	578.00	583.75	2.20%	596.60	2.00%	608.55	2.00%	620.70
International	1,289.00	1,289.00	1,301.90	2.20%	1330.55	2.00%	1357.15	2.00%	1384.30
<b>Co-op Fees</b>	603.00	615.95	622.10	2.20%	635.80	2.00%	648.50	2.00%	661.45
<b>M.Sc. (Mgt.) Continuation Fee</b>									
Canadian - full time	578.00	578.00	583.75	2.20%	596.60	2.00%	608.55	2.00%	620.70
Canadian - part time	289.00	289.00	291.90	2.20%	298.30	2.00%	304.25	2.00%	310.35
International - full time	1,289.00	1,289.00	1,301.90	2.20%	1330.55	2.00%	1357.15	2.00%	1384.30
International - part time	644.50	644.50	650.95	2.20%	665.25	2.00%	678.55	2.00%	692.10
Mentorship Fee Mgmt	289.00	295.20	298.15	2.20%	304.70	2.00%	310.80	2.00%	317.00
<b>Master of Nursing</b>									
Canadian Program Fee	n/a	n/a	356.00	2.20%	363.85	2.00%	371.15	2.00%	378.55
International Program Fee	n/a	n/a	804.55	2.20%	822.25	2.00%	838.70	2.00%	855.45
Canadian Course Fee	n/a	n/a	603.00	2.20%	616.25	2.00%	628.60	2.00%	641.15
International Course Fee	n/a	n/a	1,362.75	2.20%	1392.75	2.00%	1420.60	2.00%	1449.00
<b>M.Ed Fees</b>									
Canadian Program Fee	341.00	341.00	344.40	2.20%	352.00	2.00%	359.05	2.00%	366.25
International Program Fee	767.25	767.25	774.90	2.20%	791.95	2.00%	807.80	2.00%	823.95
Canadian Course Fee	578.00	578.00	583.75	2.20%	596.60	2.00%	608.55	2.00%	620.70
International Course Fee	1,300.50	1,300.50	1,313.50	2.20%	1342.40	2.00%	1369.25	2.00%	1396.65
Part-time term fee*	1,112.00	1,112.00	1,123.10	2.20%	1147.80	2.00%	1170.75	2.00%	1194.15
Full-time term fee*	1,668.00	1,668.00	1,684.65	2.20%	1721.70	2.00%	1756.15	2.00%	1791.25
Continuation Fee	556.00	556.00	561.55	2.20%	573.90	2.00%	585.40	2.00%	597.10
<b>Master of Counselling</b>									
Canadian Program Fee	525.00	525.00	530.25	2.20%	541.90	2.00%	552.75	2.00%	563.80
International Program Fee	1,181.25	1,181.25	1,193.05	2.20%	1219.30	2.00%	1243.70	2.00%	1268.55
Canadian Course Fee	1,150.00	1,150.00	1,161.50	2.20%	1187.05	2.00%	1210.80	2.00%	1235.00
International Course Fee	2,587.50	2,587.50	2,613.35	2.20%	2670.85	2.00%	2724.25	2.00%	2778.75
Note: International students in the M.Ed & Master of Counselling Programs are assessed tuition fees at a rate of an additional 125% over that of Canadian students.									
*For student admitted to program prior to April 1, 2009									

### 3.2 FACULTY OF EDUCATION STUDENT PRACTICUM TRAVEL FEE/EDUC 2500 PRACTICUM FEE

Currently all Education students enrolled in the Professional Semester I and II are charged an additional fee to offset student reimbursement costs related to the travel and living expenses incurred by students while living in centres outside of Lethbridge. Expenditures have seen significant increases in the last several years: a greater number of students are being placed at a distance thus increasing the total practicum travel costs; students currently receive a mileage rate of 32 cents per kilometre; the current weekly room and board rate paid to those who accommodate our students for is \$162.50. It is proposed to increase the Student Travel Practicum Fee rate to compensate students and accommodates for the higher costs they are incurring.

The Education 2500 Practicum Fee is not a tuition fee; it is a cost recovery fee and therefore it will increase by cost rather than be tied to tuition increases. It partially covers honoraria to teacher associates. The most popular honoraria option for teachers is the half-day release. The cost of this option has increased substantially over the past few years and now averages \$101 per teacher associate with an anticipated salary increase of 5% in the coming year.

Note that the University received a grant to cover honorariums for PS I, II and III in the 1980s but such a grant was not received for the Education 2500 course, thus the need to recover the honorarium costs for Education 2500. Please see Appendix E – 3 for supporting documentation for these fees.

**Recommendation 12:**

**That the Student Practicum Travel Fee and the Education 2500 Practicum Fee for 2015-16 be approved effective April 1, 2015 as presented in Table X, and that the fee increases for 2016-17 to 2017-18 be approved in principle.**

TABLE X

STUDENT PRACTICUM TRAVEL FEE/EDUCATION 2500 PRACTICUM FEE (per course fees)									
	Actual 2012-13	Actual 2013-14	Actual 2014-15	% Inc	Proposed 2015-16	% Inc	Proposed 2016-17	% Inc	Proposed 2017-18
Student Practicum Travel Fee	410.00	440.00	475.00	9.47%	520.00	5.77%	550.00	4.55%	575.00
Education 2500 Practicum Fee	95.00	100.00	105.00	4.75%	110.00	4.55%	115.00	4.35%	120.00
* Student/ED2500 practicum fees not part of tuition fee policy, therefore not limited to CPI increases									

**3.3 FACULTY OF FINE ARTS MUSIC STUDIO DIFFERENTIAL FEE**

Music Studio course instruction provides one-on-one course instruction on various instruments. Currently the Faculty of Fine Arts charges students enrolled in Music Studio courses a differential fee to cover the additional cost of private instruction as well as travel expenses for out-of town instructors. To ensure high quality instruction, compensation to instructors must be kept competitive with rates charged in the City of Lethbridge and surrounding communities. The proposed increases are to offset escalating costs.

**Recommendation 13:**

**That the Music Studio Differential Fee for 2015-16 be approved effective April 1, 2015 as presented in Table XI, and that the fee increases for 2016-17 to 2017-18 be approved in principle.**

TABLE XI

MUSIC STUDIO DIFFERENTIAL FEE									
Per Semester									
	Actual 2012-13	Actual 2013-14	Actual 2014-15	% Inc	Proposed 2015-16	% Inc	Proposed 2016-17	% Inc	Proposed 2017-18
Music Studio Differential Fee	491.00	501.55	506.55	5.00%	531.85	5.00%	558.45	5.00%	586.35

**3.4 FACULTY OF FINE ARTS MUSIC ENSEMBLE PARTICIPATION FEE**

The Music Ensemble Participation fee is charged to U of L students and community members participating in any ensemble on a non-credit basis. Students enrolling in this course for credit pay the equivalent fee for a 1.5 credit course (1/2 tuition of one course fee).

**Recommendation 14:**

**That the Music Ensemble Participation Fee for 2015-16 be approved effective April 1, 2015 as presented in Table XII, and that the fee increases for 2016-17 to 2017-18 be approved in principle.**

TABLE XII

MUSIC ENSEMBLE PARTICIPATION FEE								
Per Semester								
	Actual 2013-14	Actual 2014-15	% Inc	Proposed 2015-16	% Inc	Proposed 2016-17	% Inc	Proposed 2017-18
Music Ensemble Participation Fee	120.00	120.00	5.00%	126.00	5.00%	132.30	5.00%	138.90

**3.5 FACULTY OF FINE ARTS INSTRUMENT/EQUIPMENT DAMAGE DEPOSIT**

The Faculty of Fine Arts owns musical instruments and other equipment that is loaned to students for various classes including Music Studio, Photography, Printmaking, audio production. Equipment loaned to students is sometimes returned damaged or not returned at all. As well this equipment requires maintenance such as sharpening blades, tuning, etc. The damage deposit will be collected from any student wishing to borrow equipment. If the equipment is not returned, the University would invoice for the replacement of the equipment.

**Recommendation 15:**

**That the Fine Arts Damage Deposits for 2015-16 be approved effective April 1, 2015 as presented in Table XIII, and that the fee increases for 2016-17 to 2017-18 be approved in principle.**

TABLE XIII

FINE ARTS DAMAGE DEPOSIT								
	Actual 2013-14	Actual 2014-15	% Inc	Proposed 2015-16	% Inc	Proposed 2016-17	% Inc	Proposed 2017-18
Musical Instrument	50.00*	52.50*	5.00%	55.00*	5.00%	57.75*	5.00%	60.65*
Art Equipment (still cameras, printmaking tool kits, etc.)	50.00*	52.50*	5.00%	55.00*	5.00%	57.75*	5.00%	60.65*
New Media Equipment (cameras, light kits, etc.)	50.00*	52.50*	5.00%	55.00*	5.00%	57.75*	5.00%	60.65*
Digital Audio Arts Equipment (portable audio capture package)	50.00*	52.50*	5.00%	55.00*	5.00%	57.75*	5.00%	60.65*

\* 50% of fee is refundable; remainder retained for equipment maintenance and labour costs

## 4 ADMINISTRATIVE FEES

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### 4.1 STUDENT SERVICES FEE

In April 2002 the Student Services Fee (formerly called the Student Administration Fee) was implemented to provide funding associated with student services. On October 11, 2012, the Board of Governors approved an increase to the Student Services Fee, raising the rate from \$12.50 per course to \$15.00 per course. As a result of the Campus Alberta Grant decrease of 7.3% for the fiscal year 2013-14, student fees were re-evaluated and the student services fee was increased an additional \$22.50 per course (from \$15.00 to \$37.50) effective September 1, 2013. It is proposed that an increase of \$1.75 per course (from \$39.25 to \$41.00) be approved effective April 1, 2015. Increases for 2016-17 and 2017-18 are proposed at \$1.75 per course. These funds are used to supplement and create a number of tools and resources that will help students succeed through their academic careers (e.g. tutorial services, counselling). Please see Appendix E – 4 for supporting documentation for these fees.

#### Recommendation 16:

**That the Student Services Fee for 2015-16 be increased effective April 1, 2015 as presented in Table XIV, and that the fee increases for 2016-17 to 2017-18 be approved in principle.**

TABLE XIV

STUDENT SERVICES FEE									
Per Course									
	Actual 2012-13	Actual 2013-14	Actual 2014-15	% Inc	Proposed 2015-16	% Inc	Proposed 2016-17	% Inc	Proposed 2017-18
Student Services Fee	12.50	37.50	39.25	4.46%	41.00	4.27%	42.75	4.09%	44.50

### 4.2 STUDENT COPYRIGHT ACCESS FEE

The Student Copyright Access Fee will help to offset expenses incurred by the University related to compliance with the Copyright Act. Based on cost analysis, provided in Appendix E – 5, no fee increase is proposed at this time.

#### Recommendation 17:

**That the Student Copyright Access Fee for 2015-16 be approved effective April 1, 2015 as presented in Table XV, and that the fees for 2016-17 to 2017-18 be approved in principle.**



TABLE XV

STUDENT COPYRIGHT ACCESS FEE									
Per Course									
	Actual 2012-13	Actual 2013-14	Actual 2014-15	% Inc	Proposed 2015-16	% Inc	Proposed 2016-17	% Inc	Proposed 2017-18
Student Copyright Access Fee	0.00	0.00	2.50	0.00%	2.50	0.00%	2.50	0.00%	2.50

### 4.3 GRADUATION APPLICATION FEE

U of L Administration will eliminate this fee effective April 1, 2015.

#### Recommendation 18:

**That the Graduation Application Fee as presented in Table XVI be approved effective April 1, 2015.**

TABLE XVI

GRADUATION APPLICATION FEE									
	Actual 2012-13	Actual 2013-14	Actual 2014-15	% Inc	Proposed 2015-16	% Inc	Proposed 2016-17	% Inc	Proposed 2017-18
Graduation Application Fee	25.00	25.00	26.25	-100.00%	0.00	0.00%	0.00	0.00%	0.00

### 4.4 TUITION DEPOSIT

All newly admitted and readmitted undergraduate, graduate and post-graduate students are required to pay a non-refundable deposit to confirm their admission on or before the expiry date of the offer of admission. Registration privileges will be activated when the Confirmation of Admission and Tuition Deposit payment have been processed. The deposit will be applied against the actual fees charged. A comparative study of deposit rates at other Canadian post-secondary institutions yielded data for 30 other institutions and found that the U of L's tuition deposit was the lowest in Canada. This proposed increase is to bring our deposit in line with what other institutions are charging for this service. Please see Appendix E – 6 for supporting documentation for these fees.

#### Recommendation 19:

**That the Tuition Deposit fee be increased effective April 1, 2015 as presented in Table XVII and that the fee increase for 2016-17 to 2017-18 be approved in principle.**

TABLE XVII

TUITION DEPOSIT									
	Actual 2012-13	Actual 2013-14	Actual 2014-15	% Inc	Proposed 2015-16	% Inc	Proposed 2016-17	% Inc	Proposed 2017-18
Tuition Deposit - Undergraduate Students	80.00	80.00	80.00	250.00%	200.00	0.00%	200.00	0.00%	200.00
Tuition Deposit - Graduate & Post-graduate Students	100.00	100.00	100.00	200.00%	200.00	0.00%	200.00	0.00%	200.00

## 5 FACILITIES

### 5.1 PARKING RATES

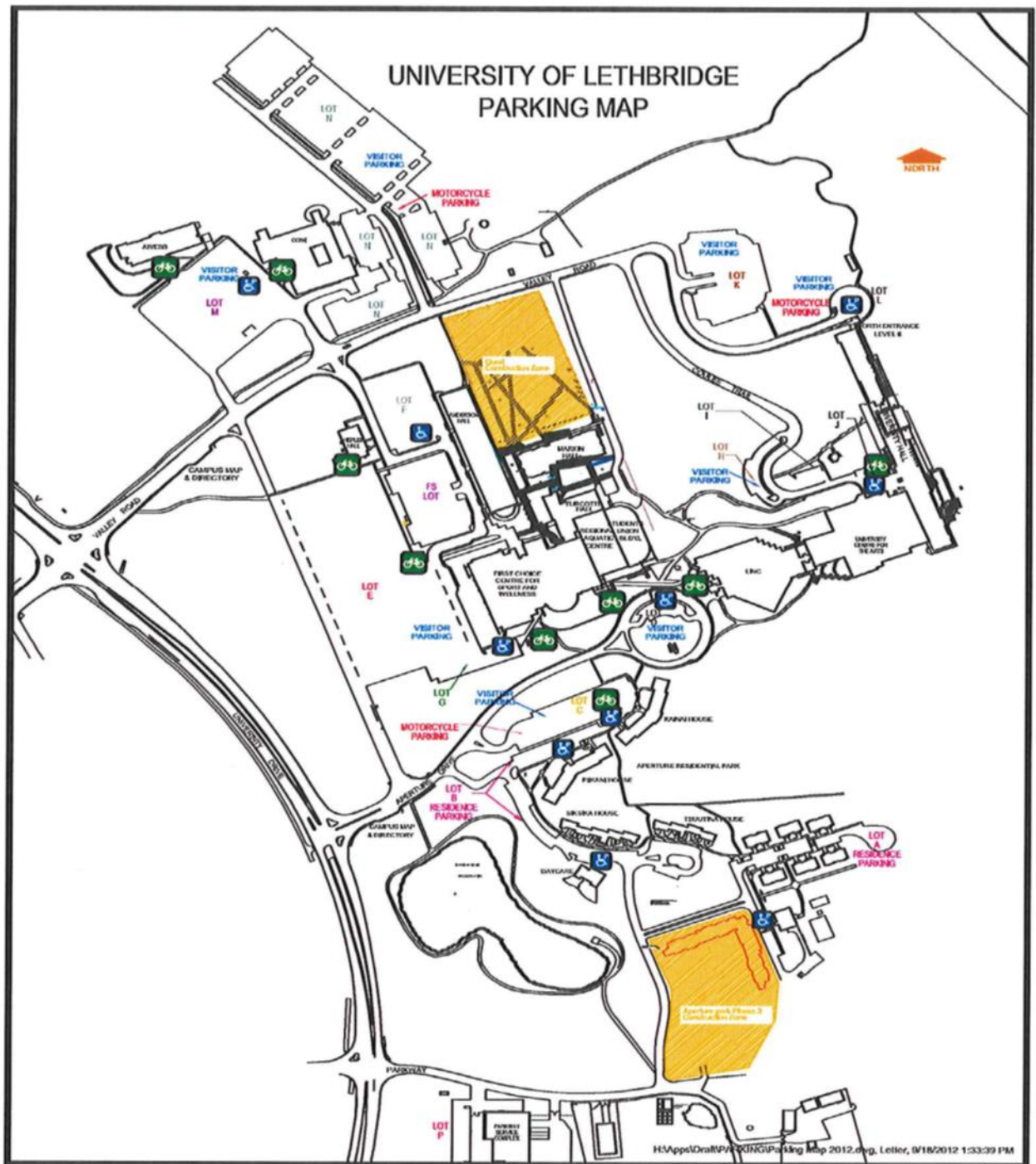
Parking Services is a full cost recovery operation. The revenue generated through parking fees is used to accommodate projected capital costs for repairs, maintain roadways, parking lots and pathways, Safewalk operations, operating costs including utilities, a portion of security services, and to fund proposed additions to campus parking facilities. Proposed increases for 2015-16 for high demand and preferred lots will vary from 20% to 35%. Attached is a map of the various parking areas on campus. Please see Appendix E – 8 for supporting documentation.

#### Recommendation 20:

**That the parking rates for 2015-16 as detailed in Table XVIII be approved effective September 1, 2015 and the parking rates for 2016-17 to 2017-18 be approved in principle.**

TABLE XVIII

PARKING RATES										
Per Year										
Parking Lot	Service Provided	Actual 2012-13	Actual 2013-14	Actual 2014-15	% Inc	Proposed 2015-16	% Inc	Proposed 2016-17	% Inc	Proposed 2017-18
Lot A, B	Plug-in Stalls	460.00	485.00	514.00	6%	545.00	6%	577.75	6%	612.50
Lot FS	Plug-in Stalls	460.00	485.00	514.00	35%	694.00	6%	735.75	6%	780.00
Lot C, H, K	Location/Non-Plug Stalls	475.00	500.00	530.00	20%	636.00	6%	674.00	6%	714.50
Lot E, F, P	Non-Plug Stalls	350.00	370.00	392.25	20%	470.75	6%	499.00	6%	529.00
Lot B, M, N	Non-Plug Stalls	305.00	325.00	344.50	6%	365.00	6%	387.00	6%	410.25
Lot I & Reserved Stalls	Location	605.00	640.00	678.50	20%	814.25	6%	863.00	6%	914.75
Special Needs	Location	305.00	325.00	344.50	6%	365.00	6%	387.00	6%	410.25
Monthly - M, N	Paved	43.00	46.00	48.75	20%	58.50	6%	62.00	6%	65.75
Monthly - C, E, K	Location/Paved	50.00	53.00	56.00	20%	67.25	6%	71.25	6%	75.50
Metered Parking Dispensers	Location	\$1.00/hour	\$1.00/hr	\$1.50/hr	0%	\$1.50/hr	0%	\$1.50/hr	0%	\$1.50/hr
1/2 Day Permits	Paved	4.00	4.00	6.00	0%	6.00	0%	6.00	0%	6.00
Daily Permits	Paved	6.00	6.00	9.00	0%	9.00	0%	9.00	0%	9.00
Weekly Permits	Paved	24.00	24.00	36.00	0%	36.00	0%	36.00	0%	36.00
Retired F/S Permits	Location	45.00	45.00	45.00	0%	45.00	0%	45.00	0%	45.00
Permit Replacements	N/A	30.00	30.00	30.00	0%	30.00	0%	30.00	0%	30.00
Note: Semester passes are available at 45% of the annual rate for all lots, and eight month passes are available at 80% of the annual rate.										



## 6 HEALTH CENTRE

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### 6.1 HEALTH CENTRE PHYSICIAN FEES

For most Health Centre clients, the Alberta Health Care Insurance Plan (AHCIP) or alternate health care insurance plan provides cost coverage for the physician visit and associated costs. There are instances where AHCIP or its equivalent does not cover certain costs and in these instances it is necessary to apply appropriate charges. The Health Centre follows the Alberta Medical Association yearly guidelines for uninsured services.

**Recommendation 21:**

**That the proposed adjustments to the Health Centre Fee for 2015-16, as indicated in Table XIX, be approved for implementation April 1, 2015 and the rate adjustments for the years 2016-17 to 2017-18 be approved in principle.**

TABLE XIX

HEALTH CENTRE PHYSICIAN FEES									
	Actual 2012-13	Actual 2013-14	Actual 2014-15	% Inc	Proposed 2015-16	% Inc	Proposed 2016-17	% Inc	Proposed 2017-18
All Non Insured Services	Fee mirrors charges as per Alberta Medical Association Guide to Uninsured Services 2012	Fee mirrors charges as per Alberta Medical Association Guide to Uninsured Services 2013	Fee mirrors charges as per Alberta Medical Association Guide to Uninsured Services 2014	Determined by AMA Guide	Fee mirrors charges as per Alberta Medical Association Guide to Uninsured Services 2015	Determined by AMA Guide	Fee mirrors charges as per Alberta Medical Association Guide to Uninsured Services 2016	Determined by AMA Guide	Fee mirrors charges as per Alberta Medical Association Guide to Uninsured Services 2017

## 7 INTERNATIONAL CENTRE FOR STUDENTS (ICS)

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### 7.1 ICS PROGRAM FEES

The International Centre for Students offers the English as a Second Language for Academic Purposes (EAP) Program to prepare students for university studies. Students whose first spoken language is not English can complete the Advanced level of the EAP program to satisfy the English Language Proficiency (ELP) requirement for admission to undergraduate and graduate studies. EAP courses include Writing, Reading, Grammar and Communication. In the Low Intermediate, Intermediate and High Intermediate levels of the program, students must complete all four courses; in the Advanced level of the program students are permitted to study part-time, completing any number of these four courses.

The non-credit Academic English for International Graduate Students course is intended to prepare International students for Graduate Studies at the U of L. These students will have satisfied the English Language Proficiency (ELP) requirement for admission; this course is not offered as a way for students to meet the ELP requirement for admission. This course is designed to provide additional preparation for the discussion, presentation, and writing of research-related topics. This course is offered in Summer Session III and in the Fall and Spring semesters, subject to sufficient enrolment.

**Recommendation 22:**

**That effective April 1, 2015, the proposed fee schedule as provided in Table XX for the International**

Centre for Students be approved for 2015-16 and be approved in principle for the years 2016-17 to 2017-18.

TABLE XX

INTERNATIONAL CENTRE FOR STUDENTS FEES									
(per semester)									
	Actual	Actual	Actual	%	Proposed	%	Proposed	%	Proposed
	2012-13	2013-14	2014-15	Inc	2015-16	Inc	2016-17	Inc	2017-18
EAP Full-time Tuition	3,544.00	3,620.20	3,656.40	2.20%	3,736.85	2.00%	3,811.60	2.00%	3,887.80
Advanced Level Part-time per course*	886.00	905.05	914.10	2.20%	934.20	2.00%	952.85	2.00%	971.90
EAP Application Fee	55.00	55.00	125.00	0.00%	125.00	0.00%	125.00	0.00%	125.00
Academic English for Int'l Grad Students	687.00	701.75	708.77	2.20%	724.35	2.00%	738.85	2.00%	753.60
*Writing, Grammar, Reading, or Communication									

## 8 SPORTS AND RECREATION SERVICES

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### 8.1 LOCKER RENTAL RATES

The locker rental service provided in the 1<sup>st</sup> Choice Savings Centre for Sport and Wellness is run as a cost recovery operation. These rates help recover the cost of the service, particularly the cost of facilities staff and future locker capital replacement expenses. It is proposed that the fees as provided in Table XXI be approved to help offset these increased costs.

#### Recommendation 23:

**That the locker rates for 2015-16 as detailed in Table XXI be approved effective May 1, 2015, and the locker rates for 2016-17 to 2017-18 be approved in principle.**

TABLE XXI

LOCKER RENTAL RATES									
	Actual 2012-13	Actual 2013-14	Actual 2014-15	% Inc	Proposed 2015-16	% Inc	Proposed 2016-17	% Inc	Proposed 2017-18
Locker with Towel Service									
Half-size, 1 semester	25.00	26.00	27.25	5%	28.50	5%	30.00	5%	31.50
Half-size, 2 semester	42.75	44.50	46.75	5%	49.00	5%	51.50	5%	54.00
Half-size, year	63.50	66.00	69.25	5%	72.75	5%	76.50	5%	80.25
Full size, 1 semester	33.00	34.25	36.00	5%	37.75	5%	39.75	5%	41.75
Full size, 2 semesters	56.25	58.50	61.50	5%	64.50	5%	67.75	5%	71.25
Full size, year	75.00	78.00	82.00	5%	86.00	5%	90.25	5%	94.75
Deposit	20.00	20.00	20.00	0%	20.00	0%	20.00	0%	20.00
Bicycle Lockers									
One Size, 1 semester	n/a	25.00	27.25	8%	29.50	5%	31.00	5%	32.50
One Size, 2 semesters	n/a	45.00	46.75	4%	48.50	5%	51.00	5%	53.50
One Size, 1 year	n/a	65.00	69.25	6%	73.75	5%	77.50	5%	81.50
Deposit	n/a	25.00	25.00	0%	25.00	0%	25.00	0%	25.00
Textbook lockers, per semester	21.50	22.50	23.75	5%	25.00	5%	26.25	5%	27.50
Coin operated lockers	0.25	0.25	0.25	0%	0.25	0%	0.25	0%	0.25
Deposit	10.00	10.00	10.00	0%	10.00	0%	10.00	0%	10.00

## 8.2 INTRAMURAL TEAM FACILITY CHARGE

Recreation Services charges a non-refundable fee to individuals and teams that choose to participate in organized intramural sports through Recreation Services. This charge covers the costs associated with the lease of additional off-campus facilities to allow for more intramural participants and more game time.

Off campus facilities includes the Lethbridge Soccer Centre (indoor soccer & ultimate), Nicholas Sheran Arena (ice hockey) and Plaza 1 (gymnastics, aikido, dance and Kinesiology physical activities).

### Recommendation 24:

**That effective April 1, 2015 the fee increases for 2015-16 as indicated in Table XXII be approved and that the increases for 2016-17 to 2017-18 be approved in principle.**

TABLE XXII

INTRAMURAL TEAM FACILITY CHARGE									
(Per sport/Per semester)									
	Actual 2012-13	Actual 2013-14	Actual 2014-15	% Inc	Proposed 2015-16	% Inc	Proposed 2016-17	% Inc	Proposed 2017-18
Team Charge	178.50	187.50	197.00	5%	207.00	5%	217.25	5%	228.00

### 8.3 STUDENT ARS FEE/1<sup>ST</sup> CHOICE SAVINGS CENTRE FOR SPORT AND WELLNESS MEMBERSHIP

Student Athletic and Recreation Services (ARS) fees and One Pass membership revenue currently provides funds to operate Sport and Recreation Services facilities and programs, including Pronghorn Athletics. Through these fees, students and members have access to the Max Bell Pool, the Community Sports Stadium and all facilities within the 1<sup>st</sup> Choice Savings Centre during scheduled open times. This also includes access to basic fitness classes and discounted rates at City of Lethbridge pools during specified times. Additionally, this membership entitles the students and members to receive a reduction on the cost of tickets for Pronghorn games, intramurals, and non-credit recreation programs offered by the University.

Revenue from ARS fees and One Pass Memberships fund a portion of the staffing expenses (including overtime for longer daily hours and holidays and weekend staff rates) of our recreation facilities, and assists with some of the travel and operational costs of Pronghorn Athletics. It has been determined that no fee increases will be requested for the semester/monthly and annual passes for 2015-16 to remain competitive in the community.

#### Recommendation 25:

**That effective April 1, 2015 the fees for 2015-16, as indicated in Table XXIII, be approved and the fees for 2016-17 to 2017-18 be approved in principle.**

TABLE XXIII

1st CHOICE SAVINGS CENTRE FOR SPORT AND WELLNESS MEMBERSHIP FEES									
	Actual	Actual	Actual	%	Proposed	%	Proposed	%	Proposed
	2012-13	2013-14	2014-15	Inc	2015-16	Inc	2016-17	Inc	2017-18
<b>Semester Pass</b>									
Student: Full-time (mandatory)	82.80	86.95	90.40	0%	90.40	5%	94.90	5%	99.75
Student: Part-time (mandatory)	62.10	65.20	67.80	0%	67.80	5%	71.25	5%	74.75
Faculty and Staff	121.00	127.05	138.50	0%	138.50	5%	145.50	5%	152.75
Alumni/senior/youth	148.25	155.65	163.50	0%	163.50	5%	171.75	5%	180.25
Community Adult	186.00	195.30	205.00	0%	205.00	5%	215.25	5%	226.00
<b>Monthly Pass</b>									
Student	23.50	24.70	25.70	0%	25.70	5%	27.00	5%	28.25
Faculty and Staff	34.25	35.95	39.25	0%	39.25	5%	41.25	5%	43.25
Alumni/senior/youth	42.00	44.10	46.25	0%	46.25	5%	48.50	5%	51.00
Community Adult	52.75	55.40	58.25	0%	58.25	5%	61.25	5%	64.25
<b>Annual Pass</b>									
Faculty and Staff	321.25	337.30	367.50	0%	367.50	5%	385.75	5%	405.00
Alumni/senior/youth	394.25	413.95	434.75	0%	434.75	5%	456.50	5%	479.25
Community Adult	494.00	518.70	544.75	0%	544.75	5%	572.00	5%	600.50
<b>Daily Pass</b>									
Community Adult	7.75	7.75	8.25	6%	8.75	6%	9.25	6%	9.75
Alumni/senior/youth	5.75	5.75	6.00	8%	6.50	8%	7.00	7%	7.50
Children 3 to 13	3.00	3.00	3.25	8%	3.50	7%	3.75	7%	4.00
Family (max 5)	16.50	16.50	17.25	4%	18.00	6%	19.00	5%	20.00
<b>Ten Punch Pass</b>									
Community Adult	62.00	62.00	65.75	6%	70.00	6%	74.00	5%	78.00
Alumni/senior/youth	46.00	46.00	48.00	8%	52.00	8%	56.25	7%	60.00
Children 3 to 13	24.00	24.00	26.00	8%	28.00	7%	30.00	7%	32.00
Family (max 5)	132.00	132.00	138.50	4%	144.00	6%	152.50	5%	160.00
Percentage increases of other than 5% are due to rounding proposed rates to the nearest .25.									

## 9 UNIVERSITY OF LETHBRIDGE STUDENTS' UNION (ULSU)

### 9.1 ULSU FEES

Through a student referendum held Spring 2011, the students voted in favour of an increase to the annual ULSU fees it collects from all undergraduate students at a rate tied to the Consumer Price Index (CPI) as determined by Statistics Canada, in order to account for annual inflation. The CPI will be calculated based upon the annual average Alberta CPI using a twelve month period ending in June.

It was discovered that the Summer Session ULSU fees had not been adjusted by the CPI rate following the Spring 2011 referendum so an increase of 5.4% is being proposed for 2015-16 to address the previously unadjusted fees for 2013-14 (2.2%) and 2014-15 (1.0%) as well as the 2015-16 increase of 2.2%.

It was also agreed upon between the U of L and the ULSU that all changes to ULSU Fees will be effective April 1<sup>st</sup> instead of September 1<sup>st</sup> which follows the normal tuition fee increase effective dates.

#### Recommendation 26:

**That effective April 1, 2015 the increase to the ULSU Operations, Capital Replacement Fund, and Building Fund fees be approved as presented in Table XXIV and the adjustment increase for the Summer Session ULSU fees as presented in Table XXV for 2015-16 be approved and that the increases based on CPI be approved in principle for the years 2016-17 to 2017-18.**

TABLE XXIV

UNIVERSITY OF LETHBRIDGE STUDENTS' UNION FEE									
Per Semester									
	Actual 2012-13	Actual 2013-14	Actual 2014-15	% Inc	Proposed 2015-16	% Inc	Proposed 2016-17	% Inc	Proposed 2017-18
ULSU Operations Fee	28.72	29.35	29.64	2.20%	30.29	CPI	TBD	CPI	TBD
Capital Replacement Fund	5.35	5.45	5.50	2.20%	5.62	CPI	TBD	CPI	TBD
Building Fund	28.36	28.65	28.79	2.20%	29.42	CPI	TBD	CPI	TBD
Health Plan	135.00	135.00	136.35	0.00%	136.35	CPI	TBD	CPI	TBD
Dental Plan	110.00	110.00	111.10	0.00%	111.10	CPI	TBD	CPI	TBD
*ULSU Student referendum held Spring 2011 passed an annual increase to the operations fee equal to CPI for every year using the same CPI figure which determines the cap for tuition increases.									

TABLE XXV

UNIVERSITY OF LETHBRIDGE STUDENTS' UNION FEE									
Per Semester									
	Actual 2012-13	Actual 2013-14	Actual 2014-15	% Inc	Proposed 2015-16	% Inc	Proposed 2016-17	% Inc	Proposed 2017-18
Summer Building Fund	21.66	21.66	21.66	5.40%	22.83	CPI	TBD	CPI	TBD
Summer Operations Fund	4.02	4.02	4.02	5.40%	4.23	CPI	TBD	CPI	TBD
Summer Capital Replacement Fund	4.02	4.02	4.02	5.40%	4.23	CPI	TBD	CPI	TBD



# 10 CKXU RADIO SOCIETY

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## 10.1 CKXU RADIO FEE

In March, 2014, CKXU held a referendum which asked all undergraduate students whether to increase the CKXU levy by an additional \$3.00 as well as an annual increase tied to the Consumer Price Index (CPI). Students voted in favour of both questions. As CKXU Radio Society is not available on the FM radio dial to students off campus they do not pay any levy fees towards CKXU so only undergraduate students on the main U of L campus will be assessed this fee increase. Graduate students do pay a levy fee towards CKXU however they were not asked for an increase in this referendum and therefore did not vote. These fees are used to support the operations of the student radio station.

**Recommendation 27:**

**That effective April 1, 2015 the CKXU Radio Fee for all undergraduate students attending the main U of L Campus be approved for 2015-16 as presented in Table XXVI and that the increases based on CPI be approved in principle for 2016-17 to 2017-18.**

TABLE XXVI

CKXU Radio Fee									
	Actual 2012-13	Actual 2013-14	Actual 2014-15	% Inc	Proposed 2015-16	% Inc	Proposed 2016-17	% Inc	Proposed 2017-18
CKXU Radio Fee - Undergraduate students attending the main U of L campus	5.00	5.00	5.00	16.30%	8.19	CPI	TBD	CPI	TBD
* The proposed 2015-16 fee includes the \$3 increase plus CPI of 2.2%.									

# 11 UNIVERSITY OF LETHBRIDGE GRADUATE STUDENTS' ASSOCIATION (ULGSA)

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## 11.1 ULGSA OPERATIONS FEE

The ULGSA Operations Fee supports the ongoing day-to-day business costs such as administration, memberships, student services, and promotion of a graduate community through a variety of social functions. The proposed increases are in accordance with a 5 year budget plan prepared by Fahid Naeem and Mark Carrell during the 2013-14 year. Along with the referendum of November 2013 which saw the GSAO fee increase by 46.3% for the 2014-15 year, subsequent increases are being proposed without referendum (according to GSA Bylaw 23.5.A.1) of 9% in order for the ULGSA to be financially self-sustainable by the year 2018-19.

**Recommendation 28:**

**That effective April 1, 2015 the increase to the ULGSA Operations fee be approved as presented in Table XXVII and the increases for 2016-17 to 2017-18 be approved in principle.**

TABLE XXVII

GRADUATE STUDENTS' ASSOCIATION									
Per Semester									
	Actual	Actual	Actual	%	Proposed	%	Proposed	%	Proposed
	2012-13	2013-14	2014-15	Inc	2015-16	Inc	2016-17	Inc	2017-18
GSA Operations Fee	27.50	30.25	44.25	9.00%	48.25	9.00%	52.60	9.00%	57.30

## 12 ANCILLARY SERVICES FEES

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### 12.1 RESIDENCE DINING PLAN FEE

For the three years under review, it is proposed that the Residence Dining Plan fee be increased each of next three years to cover the inflationary increases in food prices as well as an adjustment to reflect a significant shortfall in dining plan funds required (37% of Aperture Plan students and 245 of Commuter Plan ran out of funds by April 1 – a full month left in the year). Appendix A indicates the current charges and the anticipated increases for the years under review. Please see Appendix E – 7 for supporting documentation for these fees.

**Recommendation 29:**

**That the Residence Dining Plan fees for 2015-16 be approved effective September 1, 2015, as proposed in Appendix A and the fees for 2016-17 to 2017-18 be approved in principle.**

### 12.2 HOUSING SERVICES RENTAL RATES

The Board of Governors' policy on rental rates and fees approved in February 1990 requires that revenues should be sufficient to cover all normal operating costs including salaries, maintenance, equipment and furnishings replacement, building and renovation reserves and mortgage costs. There is a proposed increase of between 2% and 6% for all units in 2015-16. Appendix B indicates the current charges as well as the anticipated increases.

**Recommendation 30:**

**That the proposed adjustments to rental rates for the 2015-16 year as indicated in Appendix B be approved effective May 1, 2015 and the rate adjustments for 2016-17 to 2017-18 be approved in principle.**

## 12.3 MISCELLANEOUS HOUSING FEES AND CHARGES

Appendix C provides all rates being proposed by Housing.

### Recommendation 31:

Effective May 1, 2015, the requested change to miscellaneous Housing fees and charges as indicated in Appendix C be approved.

## 13 NON-STUDENT FEES:

### 13.1 RENTAL FEES – FACULTY OF FINE ARTS

#### 13.1.1 External University Theatre/Recital Rental Rates

All income received from the rental of the Theatre and Recital Hall is used to offset costs incurred for the maintenance of the performance venues and the cost of labour for Theatre Staff, including overtime premiums when applicable. An increase for Box Office Staff and Ushers has a proposed increase of 18.6% for 2015-16 which represents an adjustment to actual cost of these positions and in line with the Penny Coordinator Technician charge out fee at the Penny Building

The proposed fee increases will not directly affect students. The proposed fee increases will affect external community or touring groups.

### Recommendation 32:

That the Theatre and Recital Rental rates for 2015-16 be increased effective April 1, 2015 as presented in Table XXVIII, and that the fee increases for 2016-17 to 2017-18 be approved in principle.

TABLE XXVIII

THEATRE SPACE HOURLY RENTAL RATES (Includes GST)									
	Actual 2012-13	Actual 2013-14	Actual 2014-15	% Inc	Proposed 2015-16	% Inc	Proposed 2016-17	% Inc	Proposed 2017-18
<b>Theatre Spaces</b>									
University Theatre	46.00	48.30	50.70	5.00%	53.25	5.00%	55.90	5.00%	58.70
Recital Hall	46.00	48.30	50.70	5.00%	53.25	5.00%	55.90	5.00%	58.70
David Spinks Theatre	34.00	35.70	37.50	5.00%	39.35	5.00%	41.30	5.00%	43.35
Drama Studio	34.00	35.70	37.50	5.00%	39.35	5.00%	41.30	5.00%	43.35
<b>Staff Charge Out*</b>									
Technician	35.00	36.75	38.60	5.00%	40.55	5.00%	42.60	5.00%	44.75
Front of House Manager	35.00	36.75	38.60	5.00%	40.55	5.00%	42.60	5.00%	44.75
Box Office Staff	11.50	12.05	12.65	18.60%	15.00	5.00%	15.75	5.00%	16.50
Ushers	11.50	12.05	12.65	18.60%	15.00	5.00%	15.75	5.00%	16.50
<b>Additional Fees</b>									
Piano Tuning (per tuning)	115.00	120.75	126.80	5.00%	133.15	5.00%	139.80	5.00%	146.80
Band Equipment Usage (per event)	89.00	93.45	98.10	5.00%	103.00	5.00%	108.15	5.00%	113.55
* An overtime premium will be applied for all rentals where staff hours exceed 7 hours per day.									

## 13.2 FACILITIES

### 13.2.1 Facilities Labour Rates

It is University policy to charge university departments and external parties for services provided by other University departments if the services are provided for activities that are not normal university business or are above the standard level of service routinely provided. These charges reflect the current rate averages in the salary ranges plus benefits as negotiated in the agreement between the University and Alberta Union of Provincial Employees (AUPE) and will include GST when applicable (external party charges). Additionally, material charges are charged out at cost plus GST.

#### Recommendation 33:

**That effective April 1, 2015, the charge-out rates for additional services for Facilities employees be approved at the levels provided in Table XXIX, and the rate adjustments for 2016-17 to 2017-18 be approved in principle.**

TABLE XXIX

FACILITIES CHARGE-OUT RATES (per hour)									
(Prices do not include GST when applicable)									
	Actual 2012-13	Actual 2013-14	Actual 2014-15	% Inc	Proposed 2015-16	% Inc	Proposed 2016-17	% Inc	Proposed 2017-18
Caretaking	23.59	24.89	26.13	5.00%	27.44	5.00%	28.81	5.00%	30.25
Building Maintenance									
Trade	40.20	42.41	44.53	5.00%	46.76	5.00%	49.10	5.00%	51.55
Operator	32.10	33.87	35.56	5.00%	37.34	5.00%	39.21	5.00%	41.17
General Maintenance Worker*	19.17	20.11	21.23	10.00%	23.35	5.00%	24.52	5.00%	25.74
Grounds									
Groundswoker	32.58	34.37	36.09	5.00%	37.89	5.00%	39.78	5.00%	41.77
Automotive Mechanic	43.33	45.71	48.00	5.00%	50.40	5.00%	52.92	5.00%	55.57
Security Officer	29.80	31.44	33.01	5.00%	34.66	5.00%	36.39	5.00%	38.21
Utilities									
Trade	44.53	46.98	49.33	5.00%	51.80	5.00%	54.39	5.00%	57.11
Apprentice	28.63	30.20	31.71	5.00%	33.30	5.00%	34.97	5.00%	36.71
Project Manager	54.43	57.42	60.29	5.00%	63.30	5.00%	66.47	5.00%	69.79
Drafting	36.98	39.01	40.96	5.00%	43.01	5.00%	45.16	5.00%	47.42
Engineering	72.00	75.96	79.76	5.00%	83.75	5.00%	87.94	5.00%	92.33
*General Maintenance Workers has a 10% increase in year one to bring it back in line with current rates.									
Note: Actual labour rates are calculated including benefits at 17%									

### 13.2.2 Motor Vehicle Pool Charges

The Motor Vehicle Pool (MVP) provides maintenance and repair service to University departments, for University owned vehicles and for equipment used by the Grounds department. All departments pay a monthly variable charge for this service, which includes fuel and repair costs. External repair services are utilized when repairs are beyond the capabilities or resources of University garage service equipment, scan tool, auto transmission major repairs, and other such heavy equipment repairs.

As these costs increase, it is necessary to adjust the charges to user departments, allowing the MVP to recover its operating costs. It has been determined that no increases are necessary to the MVP rates for the upcoming three years.

**Recommendation 34:**

**That the Motor Vehicle Pool charges for 2014-15 as detailed in Table XXX be approved effective April 1, 2015 and the Motor Vehicle Pool charges for 2016-17 to 2017-18 be approved in principle.**

**TABLE XXX**

MOTOR VEHICLE POOL CHARGES										
Per Kilometer		Actual	Actual	Actual	%	Proposed	%	Proposed	%	Proposed
Unit #	Description	2012-13	2013-14	2014-15	Inc	2015-16	Inc	2016-17	Inc	2017-18
118	Toyota 1/2 Ton	0.63	0.66	0.66	0%	0.66	0%	0.66	0%	0.66
125	Ford Tilt Truck	2.03	2.13	2.13	0%	2.13	0%	2.13	0%	2.13
142	Ford XL 1/2 Ton	0.90	0.95	0.95	0%	0.95	0%	0.95	0%	0.95
153	Dodge Dakota 4 WD	0.63	0.66	0.66	0%	0.66	0%	0.66	0%	0.66
154	Chev 1 Ton	0.90	0.95	0.95	0%	0.95	0%	0.95	0%	0.95
156	GMC Van	0.90	0.95	0.95	0%	0.95	0%	0.95	0%	0.95
158	Parade Car	0.90	0.95	0.95	0%	0.95	0%	0.95	0%	0.95
160	Chevy Silverado	0.90	0.95	0.95	0%	0.95	0%	0.95	0%	0.95
161	Dodge Dakota	0.63	0.66	0.66	0%	0.66	0%	0.66	0%	0.66
164	Dodge Dakota	0.63	0.66	0.66	0%	0.66	0%	0.66	0%	0.66
166	Dodge D150	0.90	0.95	0.95	0%	0.95	0%	0.95	0%	0.95
167	GMC Savanna	0.90	0.95	0.95	0%	0.95	0%	0.95	0%	0.95
168	Dodge Dakota	0.63	0.66	0.66	0%	0.66	0%	0.66	0%	0.66
169	Dodge Ram 350	0.90	0.95	0.95	0%	0.95	0%	0.95	0%	0.95
170	Dodge Caravan	0.63	0.66	0.66	0%	0.66	0%	0.66	0%	0.66
171	New 1 Ton	0.90	0.95	0.95	0%	0.95	0%	0.95	0%	0.95
172	Hyundai Accent	0.63	0.66	0.66	0%	0.66	0%	0.66	0%	0.66
173	Dodge Dakota	0.63	0.66	0.66	0%	0.66	0%	0.66	0%	0.66
178	Dodge Van	0.63	0.66	0.66	0%	0.66	0%	0.66	0%	0.66
179	Dodge Dakota	0.63	0.66	0.66	0%	0.66	0%	0.66	0%	0.66
180	Dodge Ram 350	0.90	0.95	0.95	0%	0.95	0%	0.95	0%	0.95
181	GMC Savanna	0.90	0.95	0.95	0%	0.95	0%	0.95	0%	0.95
184	Chev Half Ton	N/A	0.95	0.95	0%	0.95	0%	0.95	0%	0.95
185	Dodge Caliber	N/A	0.66	0.66	0%	0.66	0%	0.66	0%	0.66
186	D150 Truck	N/A	0.95	0.95	0%	0.95	0%	0.95	0%	0.95
187	GMC Sierra	N/A	0.66	0.66	0%	0.66	0%	0.66	0%	0.66
188	GMC Canyon	N/A	0.66	0.66	0%	0.66	0%	0.66	0%	0.66
189	GMC Sierra	N/A	0.66	0.66	0%	0.66	0%	0.66	0%	0.66
191	GMC Sierra	N/A	0.66	0.66	0%	0.66	0%	0.66	0%	0.66
193	GMC Sierra	N/A	0.66	0.66	0%	0.66	0%	0.66	0%	0.66
194	GMC Sierra 1 Ton	N/A	0.95	0.95	0%	0.95	0%	0.95	0%	0.95
195	GMC Sierra	N/A	0.66	0.66	0%	0.66	0%	0.66	0%	0.66
200	Ford 1/2 Ton	N/A	0.66	0.66	0%	0.66	0%	0.66	0%	0.66
Per Hour		Actual	Actual	Actual	%	Proposed	%	Proposed	%	Proposed
Unit #	Description	2012-13	2013-14	2014-15	Inc	2015-16	Inc	2016-17	Inc	2017-18
141	J.D. Gator	6.15	6.15	6.75	0%	6.75	0%	6.75	0%	6.75
149	Daewoo Forklift	14.20	14.91	14.91	0%	14.91	0%	14.91	0%	14.91
157	Genie Lift	14.61	15.34	15.34	0%	15.34	0%	15.34	0%	15.34
162	J.D. 3320 Tractor	16.20	17.01	17.01	0%	17.01	0%	17.01	0%	17.01
165	J.D. 1445 Mower	13.00	13.65	13.65	0%	13.65	0%	13.65	0%	13.65
174	J.D. 5083 Tractor	15.01	15.76	15.76	0%	15.76	0%	15.76	0%	15.76
176	Kubota RTV1100	6.43	6.75	6.75	0%	6.75	0%	6.75	0%	6.75
177	Kubota RTV1100	6.43	6.75	6.75	0%	6.75	0%	6.75	0%	6.75
182	Street Sweeper	15.01	15.76	15.76	0%	15.76	0%	15.76	0%	15.76
196	J.D. Gator	n/a	n/a	6.75	0%	6.75	0%	6.75	0%	6.75
197	J.D. Skidsteer	n/a	n/a	14.36	0%	14.36	0%	14.36	0%	14.36
198	J.D. Loader	n/a	n/a	15.76	0%	15.76	0%	15.76	0%	15.76
199	J.D. Gator	n/a	n/a	6.76	0%	6.76	0%	6.76	0%	6.76

### 13.2.3 Facilities – Events Set-up Charges

The events set-up charges are assessed to non-university groups for the use of University furnishings and equipment required for the group event. Non-university groups will also be charged a Caretaking fee to cover labour expenses. No charges will be assessed to University groups requiring furnishings for University related functions during regular working hours. Charges will be assessed to cover the costs of providing such services to University units as well as non-university groups required at times other than during normal working hours at an overtime rate of pay as per the Agreement between the U of L Board of Governors and the Alberta Union of Provincial Employees.

#### Recommendation 35:

**That the increase to the Building Maintenance Events Set-up Charges and Caretaking Labour Charges as presented in Table XXXI be approved effective April 1, 2015, and the proposed fee increases for 2016-17 to 2017-18 be approved in principle.**

TABLES XXXI

FACILITIES UNIVERSITY AND NON-UNIVERSITY GROUPS EVENTS SET-UP/CARETAKING CHARGES									
(Per Hour)									
	Actual 2012-13	Actual 2013-14	Actual 2014-15	% Inc	Proposed 2015-16	% Inc	Proposed 2016-17	% Inc	Proposed 2017-18
Building Maintenance Labour rate for rearranging existing furniture which always remains in the various meeting and conference rooms*	19.17	20.22	22.24	10.00%	24.46	5.00%	25.68	5.00%	26.97
Caretaking labour for external events	N/A	N/A	27.25	5.00%	28.61	5.00%	30.04	5.00%	31.54

\* Larger increase requested in first year to bring back in-line with current rates.

## 13.3 INFORMATION TECHNOLOGY

### 13.3.1 Communications Technology

Very few areas now pay for telecom services as this is largely centrally funded. Fees for phone and data ports are only charged for students located in residence and for cost recovery areas and third parties accessing phone and network services.

#### Recommendation 36:

**That effective April 1, 2015, the 2015-16 telephone and data charge increases as provided in Table XXXII be approved and the proposed increases for 2016-17 and 2017-18 be approved in principle.**

TABLE XXXII

TELEPHONE AND DATA CHARGES (per month)									
	Actual	Actual	Actual	%	Proposed	%	Proposed	%	Proposed
	2012-13	2013-14	2014-15	Inc	2015-16	Inc	2016-17	Inc	2017-18
Standard Voice Only	23.00	24.15	25.35	5.00%	26.62	5.00%	27.95	5.00%	29.35
Enhanced Voice Only	33.00	34.65	36.35	5.00%	38.17	5.00%	40.08	5.00%	42.08
Standard Voice and Data	38.00	39.90	41.90	5.00%	44.00	5.00%	46.19	5.00%	48.50
Enhanced Voice and Data	48.00	50.40	52.90	5.00%	55.55	5.00%	58.32	5.00%	61.24
Residence Voice and Data	22.70	23.85	25.05	5.00%	26.30	5.00%	27.62	5.00%	29.00
Move/Add/Change standard (technician rate)	10.50	11.00	11.55	5.00%	12.13	5.00%	12.73	5.00%	13.37
Move/Add/Change Prime Time (technician rate)	n/a	22.00	23.10	5.00%	24.26	5.00%	25.47	5.00%	26.74
Data port 100	15.00	15.75	16.55	5.00%	17.38	5.00%	18.25	5.00%	19.16

13.3.2 Video Conference Room Rental

The Video Conference operations have transitioned from the Teaching Centre (formerly CRDC) to Information Technology. This fee is not levied to core campus users but to external and community users. No increases have been proposed for the next three-year period.

**Recommendation 37:**

**That effective April 1, 2015, the 2015-16 rate increases for the Video Conference Room rental as provided in Table XXXIII be approved and the proposed increases for 2016-17 and 2017-18 be approved in principle.**

TABLE XXXIII

ITS VIDEO CONFERENCE ROOM RENTAL									
(Per Meeting)									
	Actual	Actual	Actual	%	Proposed	%	Proposed	%	Proposed
	2012-13	2013-14	2014-15	Inc	2015-16	Inc	2016-17	Inc	2017-18
Video Conference Room Rental	155.00	160.00	165.00	0.00%	165.00	0.00%	165.00	0.00%	165.00

13.3.3 Web Services

Web development on campus is primarily considered a core IT service. Web work that is considered outside of our core services include research websites, surveys (complex surveys that are more than 4 hours of work) and personal websites for professors, as well as work for external parties. Work includes requirement gathering, high-level design, detail design, development and quality assurance testing.

**Recommendation 38:**

**That effective April 1, 2015, that the fee increases for 2015-16 as indicated in Table XXXIV be approved and that the increases for 2016-17 to 2017-18 be approved in principle.**

TABLE XXXIV

WEB DEVELOPMENT FEE									
(Per Hour)									
	Actual 2012-13	Actual 2013-14	Actual 2014-15	% Inc	Proposed 2015-16	% Inc	Proposed 2016-17	% Inc	Proposed 2017-18
Internal Billing Rate	52.75	55.65	58.71	5.00%	61.65	5.00%	64.73	5.00%	67.97
External Billing Rate	75.00	80.00	85.00	5.00%	89.25	5.00%	93.71	5.00%	98.40

13.3.4 ITS Charge-out Rates

IT Services periodically provides support to events or projects that do not align with the core funding that is provided by the institution. Typically, these are either events/projects driven from outside the University, or those associated with research projects or ancillary services. Examples include the annual SWATCA Teachers’ Convention, and ID Card production on Sunday of the Labour Day weekend in support of Housing Services. Given that these events reduce ITS capacity for University priorities and that budgets are becoming increasingly constrained, this fee recovers direct costs, which can then be allocated toward contracts or one-time positions to recover the lost staff capacity. A fixed-price estimate for services rendered against this fee will be provided in advance upon request.

**Recommendation 39:**

**That the ITS Charge-out Rates as presented in Table XXXV for 2015-16 be approved effective April 1, 2015 and that the fee increases for 2016-17 to 2017-18 be approved in principle.**

TABLE XXXV

ITS CHARGE OUT RATES									
(Per Hour)									
	Actual 2012-13	Actual 2013-14	Actual 2014-15	% Inc	Proposed 2015-16	% Inc	Proposed 2016-17	% Inc	Proposed 2017-18
Technical staff rate	n/a	n/a	55.00	5.00%	57.75	5.00%	60.65	5.00%	63.65
Technical staff rate (2x)	n/a	n/a	110.00	5.00%	115.50	5.00%	121.25	5.00%	127.30
Management rate	n/a	n/a	75.00	5.00%	78.75	5.00%	82.65	5.00%	86.75
Management rate (1.5x)	n/a	n/a	112.50	5.00%	118.10	5.00%	124.00	5.00%	130.20

13.3.5 ITS Server/Storage Fees

This fee was introduced in 2014-15 to provide a cost recovery option for users that need specific and purpose build servers and storage for services that are not related to core U of L computing. In the past these needs were met by purchasing hardware for the purpose service from Dell or other server manufacturers. With the evolution of server hardware and storage to virtual environments (virtual servers are physical hardware) the ability to recover the cost of the service was lost and this fee was introduced to cover costs incurred in IT.

VMware Hosted Server Sizing Options:



	Bronze	Silver	Gold
# Virtual CPUs	1	2	4
Memory	2 GB	4 GB	8 GB
Disk for OS	25 GB	25 GB	25 GB

Information Technology will provide up to 25 GB of storage in the price of each server to include the base OS, cache and basic storage needs. Additional storage, up to 200 GB, is available at the annual rates listed below. Requests above 200 GB will be evaluated on a case-by-case basis.

**Recommendation 40:**

**That the ITS Server and Storage Fees as presented in Table XXXVI for 2015-16 be approved effective April 1, 2015 and that the fee increases for 2016-17 to 2017-18 be approved in principle.**

TABLE XXXVI

ITS SERVER/STORAGE FEES									
	Actual 2012-13	Actual 2013-14	Actual 2014-15	% Inc	Proposed 2015-16	% Inc	Proposed 2016-17	% Inc	Proposed 2017-18
Server Gold Standard/year	n/a	n/a	800.00	5.00%	840.00	5.00%	882.00	5.00%	926.10
Server Silver Standard/year	n/a	n/a	500.00	5.00%	525.00	5.00%	551.25	5.00%	578.81
Server Bronze Standard/year	n/a	n/a	300.00	5.00%	315.00	5.00%	330.75	5.00%	347.29
Storage Gold Standard/GB	n/a	n/a	1.80	5.00%	1.89	5.00%	1.98	5.00%	2.08
Storage Silver Standard/GB	n/a	n/a	1.25	5.00%	1.31	5.00%	1.38	5.00%	1.45
Storage Bronze Standard/GB	n/a	n/a	1.05	5.00%	1.10	5.00%	1.16	5.00%	1.22

## 13.4 SPORT AND RECREATION SERVICES

### 13.4.1 1<sup>st</sup> Choice Savings Centre for Sport and Wellness Rental Fees

All income received from the rental of the 1<sup>st</sup> Choice Savings Centre for Sport and Wellness is an offset to Sport & Recreation Services operating costs for the maintenance of the buildings, the labour cost of staff, as well as allowing for a modest provision for equipment replacement and maintenance reserves. The proposed fee increases will affect community user groups, regular renters both internal and external, while remaining comparable with facilities within similar markets.

**Recommendation 41:**

**That effective April 1, 2015, the rental rates for the 1<sup>st</sup> Choice Savings Centre for Sport and Wellness be approved as presented in Table XXXVII, and the rates be approved in principle for 2016-17 to 2017-18.**

TABLE XXXVII

1st CHOICE SAVINGS CENTRE FOR SPORT AND WELLNESS RENTAL FEES									
(Hourly Rental Rates)									
<i>Prices include GST</i>	Actual 2012-13	Actual 2013-14	Actual 2014-15	% Inc	Proposed 2015-16	% Inc	Proposed 2016-17	% Inc	Proposed 2017-18
Fitness Centre	48.00	50.00	52.50	5%	55.25	5%	58.00	5%	61.00
PE110 Dance Studio	41.75	43.50	45.75	5%	48.00	5%	50.50	5%	53.00
PE152 Aerobics Room	41.75	43.50	45.75	5%	48.00	5%	50.50	5%	53.00
PE157 Multipurpose room	41.75	43.50	45.75	5%	48.00	5%	50.50	5%	53.00
1 Gym	48.00	50.00	52.50	5%	55.25	5%	58.00	5%	61.00
2 Gyms	96.00	99.75	104.75	5%	110.00	5%	115.50	5%	121.25
3 Gyms	144.00	149.75	157.25	5%	165.00	5%	173.25	5%	182.00
PE255 Martial Arts Room	41.75	43.50	45.75	5%	48.00	5%	50.50	5%	53.00
Track Training (indoors)	35.75	36.75	38.50	5%	40.50	5%	42.50	5%	44.75
Track Meets (indoors)	61.75	64.25	67.50	5%	71.00	5%	74.50	5%	78.25
Track Practice*	61.50	62.75	66.00	5%	69.25	5%	72.75	5%	76.50
Track Competition*	127.25	129.75	136.25	5%	143.00	5%	150.25	5%	157.75
Natural Turf Practice*	46.75	47.25	49.50	5%	52.00	5%	54.50	5%	57.25
Natural Turf Competition*	57.25	58.50	61.50	5%	64.50	5%	67.75	5%	71.25
Artificial Turf Practice*	89.00	90.75	95.25	5%	100.00	5%	105.00	5%	110.25
Full Stadium Rental*	220.50	225.00	236.25	5%	248.00	5%	260.50	5%	273.50
PE138 Classroom	14.75	15.25	16.00	5%	16.75	5%	17.50	5%	18.50
PE160 Meeting Room	24.50	25.50	26.75	5%	28.00	5%	29.50	5%	31.00
Full Pool	194.25	202.00	212.00	5%	222.50	5%	233.75	5%	245.50
½ Pool	97.25	101.25	106.25	5%	111.50	5%	117.00	5%	122.75
¼ Pool	70.00	72.75	76.50	5%	80.25	5%	84.25	5%	88.50
5/8 Pool	114.75	119.25	125.25	5%	131.50	5%	138.00	5%	145.00
Lane	12.25	12.75	13.50	6%	14.25	5%	15.00	5%	15.75
Full Pool – Team Rate	124.00	129.00	135.50	5%	142.25	5%	149.25	5%	156.75
½ Pool – Team Rate	62.00	64.50	67.75	5%	71.25	5%	74.75	5%	78.50
¼ Pool – Team Rate	44.50	46.25	48.50	5%	51.00	5%	53.50	5%	56.25
5/8 Pool – Team Rate	73.25	76.25	80.00	5%	84.00	5%	88.25	5%	92.75
Lane – Team Rate	7.75	8.00	8.50	6%	9.00	6%	9.50	5%	10.00
<b>Staff Charge Out</b>									
Lifeguard	26.50	27.50	29.00	5%	30.50	5%	32.00	5%	33.50
Operations Staff	26.50	27.50	29.00	5%	30.50	5%	32.00	5%	33.50
Senior Lifeguard	30.25	31.50	33.00	5%	34.75	5%	36.50	5%	38.25
Operations Coordinator	34.25	35.50	37.25	5%	39.00	5%	41.00	5%	43.00
* Subsidies available for schools, youth and university.									

## 13.5 ANCILLARY SERVICES FEES

### 13.5.1 Conference and Event Services

Conference and Event Services will rent out University facilities in accordance with the University's Facilities Use and Rental Policy. The proposed rates provided below reflect market rates within the City

of Lethbridge for other conference facilities. Appendix D provides the current charges and the anticipated increases for the three years under review.

**Recommendation 42:**

**Effective April 1, 2015 the requested changes in facility rental rates as indicated in Appendix D be approved, and the proposed fees for 2016-17 to 2017-18 be approved in principle.**

# 14 APPENDIX A – RESIDENCE DINING PROPOSED FEES

## The University of Lethbridge Residence Dining Plan 2015-2019

8 month contract Sept 1 to Apr 30	Current Dining Plan 2014-2015	% Increase	Proposed Dining Plan 2015-16	Facility Renewal <b>** NEW **</b>	Tax Status	Projected Increase 2016-2017	%	Projected Increase 2017-2018	%	Projected Increase 2018-2019	%																								
<b>Two - tier Plan:</b>																																			
Aperture	\$2,128	-	-	-	-	-	-	-	-	-	-																								
Commuter Plan	\$2,991	7.0%	\$3,200	-	GST Option	\$3,328	4.0%	\$3,461	4.0%	\$3,599	4.0%																								
Value Plus Plan	\$3,561	3.9%	\$3,700	-	GST Option	\$3,848	4.0%	\$4,002	4.0%	\$4,162	4.0%																								
Facility Renewal	-	-	-	\$80		\$80		\$85		\$90																									
Total # Dining Plans	430		430		<b>GST Option</b> Tax Exempt <b>GST Exempt</b> No Vending Ltd Roll-Over  Enhanced * <b>GST applied</b> All Vending All Roll-Over <small>*Default Option</small>																														
Dining Plan Deposit	\$400		\$400																																
Administration Fee for Refunds/Cancellations/Roll-Overs	\$75		\$75				\$75		\$75		\$75																								
<b>Notes: Refunds</b> upon withdrawal from residence will be pro-rated				<b>Minimum CRA GST Exempt Va \$2,606</b>		<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">Est. Average Daily Meal Cost</th> </tr> <tr> <th></th> <th style="text-align: center;">2015-16</th> <th style="text-align: center;">2014-15</th> </tr> </thead> <tbody> <tr> <td>Breakfast</td> <td style="text-align: center;">\$4.48</td> <td style="text-align: center;">\$4.36</td> </tr> <tr> <td>Lunch</td> <td style="text-align: center;">\$10.87</td> <td style="text-align: center;">\$10.57</td> </tr> <tr> <td>Dinner</td> <td style="text-align: center;">\$13.60</td> <td style="text-align: center;">\$13.22</td> </tr> <tr> <td><b>Avg Spend / Day:</b></td> <td style="text-align: center;"><b>\$28.96</b></td> <td style="text-align: center;"><b>\$28.14</b></td> </tr> <tr> <td><b>Avg Spend / Meal:</b></td> <td colspan="2" style="text-align: center;"><b>\$9.65</b></td> </tr> <tr> <td><b>Avg Spend / Week:</b></td> <td colspan="2" style="text-align: center;"><b>\$96.52</b></td> </tr> </tbody> </table>						Est. Average Daily Meal Cost				2015-16	2014-15	Breakfast	\$4.48	\$4.36	Lunch	\$10.87	\$10.57	Dinner	\$13.60	\$13.22	<b>Avg Spend / Day:</b>	<b>\$28.96</b>	<b>\$28.14</b>	<b>Avg Spend / Meal:</b>	<b>\$9.65</b>		<b>Avg Spend / Week:</b>	<b>\$96.52</b>	
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<b>Avg Spend / Week:</b>	<b>\$96.52</b>																																		
> <b>Introduction</b> of Facility Renewal fee - a contribution toward annual capital enhancements & maintenance charged to all students on the Residence Dining Plan			<b>CRA Minimum Calculation</b> Average Daily Dining Cost: \$28.96 Average Daily Meal Cost: \$9.65 CRA 10 meal per week require \$96.52 Fall - Spring Term # Weeks: 27 27 weeks @ 10 meals per we \$2,606																																
> <b>Add</b> increments of \$10 or more can be added to any plan, at any time																																			
> <b>No Alcohol:</b> Only food and non-alcoholic beverages may be purchased on all dining plans.																																			
> <b>StatsCan CPI Food - August 2014</b>	<b>2.9%</b>																																		
Meat / Seafood	14%																																		
Fresh Fruit & Veg	8%																																		
Dairy	5%																																		
Submitted by Jim Booth					<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="2" style="text-align: left;">Estimated Dining Budget (EDB) Calculation</th> <th style="text-align: center;">Dining Days</th> <th style="text-align: center;">EDB</th> </tr> </thead> <tbody> <tr> <td colspan="4">Commuter Plan In residence 5 days per week, Weekends, Christmas, Spring Break</td> </tr> <tr> <td colspan="2" style="text-align: center;">32 weeks x 5 days = 160 - 25 days = 135 Dinin</td> <td style="text-align: center;">135</td> <td style="text-align: center;">\$3,909.10</td> </tr> <tr> <td colspan="4">Value Plus Plan In Residence 6 days per week, Christmas and Spring</td> </tr> <tr> <td colspan="2" style="text-align: center;">32 weeks x 6 days = 192 - 25 days = 167 Dinin</td> <td style="text-align: center;">167</td> <td style="text-align: center;">\$4,835.70</td> </tr> </tbody> </table>						Estimated Dining Budget (EDB) Calculation		Dining Days	EDB	Commuter Plan In residence 5 days per week, Weekends, Christmas, Spring Break				32 weeks x 5 days = 160 - 25 days = 135 Dinin		135	\$3,909.10	Value Plus Plan In Residence 6 days per week, Christmas and Spring				32 weeks x 6 days = 192 - 25 days = 167 Dinin		167	\$4,835.70					
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**Residence Dining Plan Proposed Fees  
2015 - 16 Institutional Comparison**

University of Lethbridge				University of Calgary				University of Alberta (Lister Hall)			
Dining plan	Current	Inc	Proposed	Dining plan	Current	Inc	Estimated	Dining plan	Current	Inc	Estimated
8 month contract	2014-2015	%	2015-2016	8 month contract	2014-2015	%	2015-2016	8 month contract	2014-2015	%	2015-2016
GST Exempt	\$			GST Exempt	\$	Last Year		GST Exempt	\$	Last Year	
				Sampler Plan	\$2,153	4%	\$2,225	-	-	-	-
Commuter Plan	\$2,991	7.0%	\$3,200	Lighter Side Plan	\$3,131	4%	\$3,250	Plan I	\$3,152	2%	\$3,200
Value Plus Plan	\$3,561	3.9%	\$3,700	Standard Plan	\$3,814	4%	\$3,800	Plan II	\$3,636	2%	\$3,700
-	-	-	-	Standard Plus	\$4,130	4%	\$4,300	Plan III	\$4,277	2%	\$4,350
-	-	-	-	Ultimate Plan	\$4,802	3%	\$4,900	-	-	-	-
Avg increase		6.5%		Avg increase last year		3.9%		Avg increase last year		2.0%	
Projected # of plans:		430		Estimated # of plans:	1,438			Estimated # of plans:	1,809		
Administration Fee for Refunds/Cancellations		\$75		Administration Fee for Refunds/Cancellations	\$50			Administration Fee for Refunds/Cancellations	\$75		
<b>Comments:</b>				<b>Comments:</b>				<b>Comments:</b>			
Dining Plan utilization 2013-14		98.9%			First year students living in Kananaskis and Rundle Halls, living in Global Village and Yamnuska Hall will have a meal plan included as part of their residence fee.				The Dining Plan is compulsory for all years in traditional Residences in Lister Centre.		
All Taxable plans have 100% roll over option					Add to Meal Plan in \$100 increments				No information as to 2015-16 rates yet.		
Tax Exempt plans - roll over above CRA minimum					No information as to 2015-16 rates yet.						
Add to Dining Plan as low as \$5 increments at Cash Office & PHIL Stations											
StatsCan CPI Food - August 2014	2.9%			Daily Average *	No Data Available			Daily Average	Breakfast	\$8.50	
Est. Daily Average 2015-16	Breakfast	\$ 4.48							Lunch	\$9.00	
	Lunch	\$ 10.87							Supper	\$12.00	
	Supper	\$ 13.60							Daily average	\$29.50	No change from 2012-13
	Daily average	\$ 28.96									

# 15 APPENDIX B - PROPOSED HOUSING RATES

<b>Housing Services</b>													
<b>PROPOSED RATES</b>													
<b>FOR THE RESIDENCE YEARS 2015-2019</b>													
	2014-2015			2015-2016									
MONTHLY RENTAL RATES:	2014 Municipal Tax Levy	PRESENT RESIDENCE FEE	TOTAL PRESENT FEE	2015 Est. Municipal Tax Levy	PROPOSED RESIDENCE FEE	TOTAL PROPOSED FEE	2015-2016 PROPOSED % INCREASE	2016-2017 PROPOSED FEE	2017-2018 PROPOSED FEE	2018-2019 PROPOSED FEE	2015-2016 # ROOMS		
<b>FIRST YEAR RESIDENCE</b>													
<b>DORMITORY</b> (Per person per month - based on 8.0 months)													
Double Rooms	\$ 40.00	\$ 275.00	\$ 315.00	\$ 43.00	\$ 278.00	\$ 321.00	2.00%	\$ 327.00	\$ 334.00	\$ 341.00	92		
Suite Single Rooms	\$ 40.00	\$ 432.00	\$ 472.00	\$ 43.00	\$ 450.00	\$ 493.00	4.50%	\$ 503.00	\$ 513.00	\$ 523.00	79		
Large Single Rooms	\$ 40.00	\$ 473.00	\$ 513.00	\$ 43.00	\$ 489.00	\$ 532.00	3.75%	\$ 543.00	\$ 554.00	\$ 565.00	26		
Suite Large Single Rooms	\$ 40.00	\$ 494.00	\$ 534.00	\$ 43.00	\$ 514.00	\$ 557.00	4.25%	\$ 568.00	\$ 579.00	\$ 591.00	16		
Executive Suite Single Rooms	\$ 40.00	\$ 507.00	\$ 547.00	\$ 43.00	\$ 529.00	\$ 572.00	4.60%	\$ 583.00	\$ 595.00	\$ 607.00	32		
Executive Large Single Room	\$ 40.00	\$ 533.00	\$ 573.00	\$ 43.00	\$ 556.00	\$ 599.00	4.50%	\$ 611.00	\$ 623.00	\$ 635.00	1		
Executive Suite Large Single Rooms	\$ 40.00	\$ 557.00	\$ 597.00	\$ 43.00	\$ 581.00	\$ 624.00	4.60%	\$ 636.00	\$ 649.00	\$ 662.00	29		
											Total Dormitory Beds	275	
<b>APARTMENTS</b> (Per person per month - based on 8.0 months)													
1 - Bedroom Apartment	\$ 40.00	\$ 942.00	\$ 982.00	\$ 43.00	\$ 973.00	\$ 1,016.00	3.50%	\$ 1,036.00	\$ 1,057.00	\$ 1,078.00	1		
2 - Bedroom Apartment	\$ 40.00	\$ 580.00	\$ 620.00	\$ 43.00	\$ 605.00	\$ 648.00	4.50%	\$ 661.00	\$ 674.00	\$ 687.00	28		
4 - Bedroom Apartment	\$ 40.00	\$ 580.00	\$ 620.00	\$ 43.00	\$ 603.00	\$ 646.00	4.25%	\$ 659.00	\$ 672.00	\$ 685.00	28		
6 - Bedroom Apartment	\$ 40.00	\$ 557.00	\$ 597.00	\$ 43.00	\$ 581.00	\$ 624.00	4.60%	\$ 636.00	\$ 649.00	\$ 662.00	90		
												Total Kainai Apartment Beds	147
<b>RETURNING STUDENT RESIDENCE</b>													
<b>APARTMENTS</b> (Per person per month - based on 8.0 months)													
1 - Bedroom Apartment	\$ 40.00	\$ 932.00	\$ 972.00	\$ 43.00	\$ 965.00	\$ 1,008.00	3.75%	\$ 1,028.00	\$ 1,049.00	\$ 1,070.00	8		
2 - Bedroom Apartment	\$ 40.00	\$ 568.00	\$ 608.00	\$ 43.00	\$ 597.00	\$ 640.00	5.25%	\$ 653.00	\$ 666.00	\$ 679.00	60		
4 - Bedroom Apartment	\$ 40.00	\$ 565.00	\$ 605.00	\$ 43.00	\$ 588.00	\$ 631.00	4.25%	\$ 644.00	\$ 657.00	\$ 670.00	60		
												Total Pikani Apartment Beds	128
<b>MT. BLAKISTON HOUSE</b> (Per person per month - based on 8.0 months)													
Bachelor Studio Suite	\$ 40.00	\$ 685.00	\$ 725.00	\$ 43.00	\$ 716.00	\$ 759.00	3.75%	\$ 774	\$ 789	\$ 805	35		
2 - Bedroom Suite	\$ 40.00	\$ 635.00	\$ 675.00	\$ 43.00	\$ 659.00	\$ 702.00	3.00%	\$ 716	\$ 730	\$ 745	16		
3 - Bedroom Suite	\$ 40.00	\$ 610.00	\$ 650.00	\$ 43.00	\$ 638.00	\$ 681.00	2.75%	\$ 695	\$ 709	\$ 723	3		
4 - Bedroom Suite	\$ 40.00	\$ 610.00	\$ 650.00	\$ 43.00	\$ 638.00	\$ 681.00	2.75%	\$ 695	\$ 709	\$ 723	200		
												Total Mt. Blakiston Suite Beds	254
<b>TOWNHOMES</b> (NV & Tsuutina - per person - based on 8.0 months)													
4 - Bedroom NV Tow nhomes Double Executive	\$ 40.00	\$ 618.00	\$ 658.00	\$ 43.00	\$ 636.00	\$ 679.00	3.25%	\$ 693.00	\$ 707.00	\$ 721.00	48		
4 - bedroom NV Tow nhomes	\$ 40.00	\$ 596.00	\$ 636.00	\$ 43.00	\$ 618.00	\$ 661.00	4.00%	\$ 674.00	\$ 687.00	\$ 701.00	48		
2 - bedroom Tsuutina Tow nhomes - small room	\$ 40.00	\$ 570.00	\$ 610.00	\$ 43.00	\$ 598.00	\$ 641.00	5.00%	\$ 654.00	\$ 667.00	\$ 680.00	16		
2 - bedroom Tsuutina Tow nhomes - large room	\$ 40.00	\$ 602.00	\$ 642.00	\$ 43.00	\$ 629.00	\$ 672.00	4.75%	\$ 685.00	\$ 699.00	\$ 713.00	48		
1 - bedroom Tsuutina Tow nhome	\$ 40.00	\$ 932.00	\$ 972.00	\$ 43.00	\$ 980.00	\$ 1,023.00	5.25%	\$ 1,043.00	\$ 1,064.00	\$ 1,085.00	2		
												Total Tow nhome Beds	162
<b>FAMILY TOWNHOMES</b> (Per unit per month - based on 11 months)													
2 - Bedroom Unit	\$ 40.00	\$ 983.00	\$ 1,023.00	\$ 43.00	\$ 1,046.00	\$ 1,089.00	6.50%	\$ 1,111.00	\$ 1,133.00	\$ 1,156.00	9		
3 - Bedroom Unit	\$ 40.00	\$ 1,048.00	\$ 1,088.00	\$ 43.00	\$ 1,116.00	\$ 1,159.00	6.50%	\$ 1,182.00	\$ 1,206.00	\$ 1,230.00	6		
2 - Bedroom Furnished Unit	\$ 40.00	\$ 1,173.00	\$ 1,213.00	\$ 43.00	\$ 1,231.00	\$ 1,274.00	5.00%	\$ 1,299.00	\$ 1,325.00	\$ 1,352.00	3		
												Total Family Units	18
2014 Municipal Tax Levy Assessment TOTAL (Actual)	\$ 326,928.00											Total Single Beds	966
Cost Per Bed Per 8-Month Contract	\$ 40											Total Family Beds	42
2015 Municipal Tax Levy Assessment TOTAL (Est. 6% Inceas	\$ 346,543.68											TOTAL BEDS	1008
Cost Per Bed Per 8-Month Contract	\$ 42.97												
Housing Services													
July 2014													

## Proposed Housing Rates 2015-2016

Recommendation	Rationale
1) Increase Housing Fees	- Inflation on supplies and contracts is estimated to be 5%.
Projected Increase in Rental Fees	- Increase in salaries anticipated to be an average of 5% or \$54,000
3.90%	- Municipal Property Taxes projected to increase by 6% based on the City of Lethbridge 2014-2016 operating budget.
Proposed rates effective May 1, 2015	- Low summer enrollment continues to impact capture rates for summer occupancy.
	- 12 months of operating expenses are funded from the 8-month student housing revenues.
	- Rental comparisons have been completed in May 2013.
	- Rentals must offset value added services in Campus Housing compared to the local market; e.g., Residence Life Programming, Residence Assistants, and application student matching. Currently this is not reflected in the 2013 market rental comparisons.
	- The local market has been at or exceeded the proposed rates for the last year.
	- The current vacancy rate in Lethbridge is 5.4%, with a 1.4% decline in the past year.
	- Residence Life Programming in first year residences requires additional Residence Assistants and programming initiatives to ensure the success of new students during their transitional year from high school to a post-secondary environment. The higher rental fees for first year residence reflects the additional investment required for Residence Life Programming for this demographic group. Upfront investment in first year residents yields successful continuing students and thus diminishes the need for a similar level of investing in continuing students.
	- The proposed rental increases for all continuing student residences are based upon current local market comparison. Proposed increases vary by room type to balance applicant demand and perceived value.
	- Family townhome rates have been held below market value over the last several years. The proposed rates represent the highest monthly increase in order to standardize the fees between single and family student groups. Proposed rates still fall below the current 2014 market value.
	- Repair and maintenance items will increase as the Aperture Residential Park buildings increase in age and are currently underfunded.
	- Operational utility costs increased overall by 50% in 2013-2014 from the previous year with the addition of the new residence building Mount Blakiston House .
2) All other fees to remain at the 2013-2014 level.	- Remaining fees are comparable to market rates and do not require adjustment.
<b>Market comparisons are on facilities only and do not take into consideration Residence Life Programming.</b>	
Housing Services	
July 2014	

<b>PROPOSED RESIDENCE RATES FOR THE RESIDENCE YEAR 2015-2016</b>										
<b>ROOM RATES</b>										
	#	2014-2015 PRESENT	2015 Est. Municipal Tax Levy	2015-2016 PROPOSED RESIDENCE FEE	TOTAL PROPOSED FEE	\$	%	2014-2015 REVENUE	FINANCIAL IMPACT	2015-2016 REVENUE
	ROOMS	FEE		FEE	FEE	INCREASE	INCREASE			
<b>FIRST YEAR RESIDENCE</b>										
DORMITORY (Per person per month - based on 8.0 months)										
Double Rooms	92	\$ 315.00	\$ 43.00	\$ 278.00	\$ 321.00	\$ 6.00	2.00%	\$ 231,840	\$ 4,416	\$ 236,256
Suite Single Rooms	79	\$ 472.00	\$ 43.00	\$ 450.00	\$ 493.00	\$ 21.00	4.50%	\$ 298,304	\$ 13,272	\$ 311,576
Large Single Rooms	26	\$ 513.00	\$ 43.00	\$ 489.00	\$ 532.00	\$ 19.00	3.75%	\$ 106,704	\$ 3,952	\$ 110,656
Suite Large Single Rooms	16	\$ 534.00	\$ 43.00	\$ 514.00	\$ 557.00	\$ 23.00	4.25%	\$ 68,352	\$ 2,944	\$ 71,296
Executive Suite Single Rooms	32	\$ 547.00	\$ 43.00	\$ 529.00	\$ 572.00	\$ 25.00	4.60%	\$ 140,032	\$ 6,400	\$ 146,432
Executive Large Single Room	1	\$ 573.00	\$ 43.00	\$ 556.00	\$ 599.00	\$ 26.00	4.50%	\$ 4,584	\$ 208	\$ 4,792
Executive Suite Large Single Rooms	29	\$ 597.00	\$ 43.00	\$ 581.00	\$ 624.00	\$ 27.00	4.60%	\$ 138,504	\$ 6,264	\$ 144,768
	275				Total Dormitory Revenue			\$ 988,320	\$ 37,456	\$ 1,025,776
					% increase for Dormitory			3.79%		
APARTMENTS (Per person per month - based on 8.0 months)										
1 - Bedroom Apartment	1	\$ 982.00	\$ 43.00	\$ 973.00	\$1,016.00	\$ 34.00	3.50%	\$ 7,856	\$ 272	\$ 8,128
2 - Bedroom Apartment	28	\$ 620.00	\$ 43.00	\$ 605.00	\$ 648.00	\$ 28.00	4.50%	\$ 138,880	\$ 6,272	\$ 145,152
4 - Bedroom Apartment	28	\$ 620.00	\$ 43.00	\$ 603.00	\$ 646.00	\$ 26.00	4.25%	\$ 138,880	\$ 5,824	\$ 144,704
6 - Bedroom Apartment	90	\$ 597.00	\$ 43.00	\$ 581.00	\$ 624.00	\$ 27.00	4.60%	\$ 429,840	\$ 19,440	\$ 449,280
	147				Total Kainai Apartment Revenue			\$ 715,456	\$ 31,808	\$ 747,264
					% increase for Apartments			4.45%		
<b>RETURNING STUDENT RESIDENCE</b>										
APARTMENTS (Per person per month - based on 8.0 months)										
1 - Bedroom Apartment (Returning)	8	\$ 972.00	\$ 43.00	\$ 965.00	\$1,008.00	\$ 36.00	3.75%	\$ 62,208	\$ 2,304	\$ 64,512
2 - Bedroom Apartment (Returning)	60	\$ 608.00	\$ 43.00	\$ 597.00	\$ 640.00	\$ 32.00	5.25%	\$ 291,840	\$ 15,360	\$ 307,200
4 - Bedroom Apartment (Returning)	60	\$ 605.00	\$ 43.00	\$ 588.00	\$ 631.00	\$ 26.00	4.25%	\$ 290,400	\$ 12,480	\$ 302,880
	128				Total Plikani Apartment Revenue			\$ 644,448	\$ 30,144	\$ 674,592
					% increase for Apartments			4.68%		
MT. BLAKISTON HOUSE (Per person per month - based on 8.0 months)										
Bachelor Studio Suite	35	\$732.00	\$ 43.00	\$ 716.00	\$ 759.00	\$ 27.00	3.75%	\$ 204,960	\$ 7,560	\$212,520
2 - Bedroom Suite	16	\$682.00	\$ 43.00	\$ 659.00	\$ 702.00	\$ 20.00	3.00%	\$ 87,296	\$ 2,560	\$89,856
3 - Bedroom Suite	3	\$663.00	\$ 43.00	\$ 638.00	\$ 681.00	\$ 18.00	2.75%	\$ 15,912	\$ 432	\$16,344
4 - Bedroom Suite	200	\$663.00	\$ 43.00	\$ 638.00	\$ 681.00	\$ 18.00	2.75%	\$ 1,060,800	\$ 28,800	\$1,089,600
	254				Total Mt. Blakiston House Revenue			\$ 1,368,968	\$ 39,352	\$ 1,408,320
					% increase for Mt. Blakiston House			2.87%		
SINGLE STUDENT TOWNHOMES (per person per month - based on 8.0 months)										
4 - Bedroom NV Tow nhomes Double Executive	48	\$ 658.00	\$ 43.00	\$ 636.00	\$ 679.00	\$ 21.00	3.25%	\$ 252,672	\$ 8,064	\$ 260,736
4 - bedroom NV Tow nhomes	48	\$ 636.00	\$ 43.00	\$ 618.00	\$ 661.00	\$ 25.00	4.00%	\$ 244,224	\$ 9,600	\$ 253,824
2 - bedroom Tsuutina Tow nhomes - small room	16	\$ 610.00	\$ 43.00	\$ 598.00	\$ 641.00	\$ 31.00	5.00%	\$ 78,080	\$ 3,968	\$ 82,048
2 - bedroom Tsuutina Tow nhomes - large room	48	\$ 642.00	\$ 43.00	\$ 629.00	\$ 672.00	\$ 30.00	4.75%	\$ 246,528	\$ 11,520	\$ 258,048
1 - bedroom Tsuutina Tow nhome	2	\$ 972.00	\$ 43.00	\$ 980.00	\$1,023.00	\$ 51.00	5.25%	\$ 15,552	\$ 816	\$ 16,368
	162				Total Single Tow nhome Revenue			\$ 837,056	\$ 33,968	\$ 871,024
					% increase for Tow nhomes			4.06%		
FAMILY TOWNHOMES (Per unit per month - based on 11 months)										
2 - Bedroom Unit (Family)	9	\$ 1,023.00	\$ 43.00	\$ 1,046.00	\$1,089.00	\$ 66.00	6.50%	\$ 101,277	\$ 6,534	\$ 107,811.00
3 - Bedroom Unit (Family)	6	\$ 1,088.00	\$ 43.00	\$ 1,116.00	\$1,159.00	\$ 71.00	6.50%	\$ 71,808	\$ 4,686	\$ 76,494.00
2 - Bedroom Furnished Unit - non-student unit	3	\$ 1,213.00	\$ 43.00	\$ 1,231.00	\$1,274.00	\$ 61.00	5.00%	\$ 40,029	\$ 2,013	\$ 42,042.00
	18				Total Tow nhome Revenue			\$ 213,114	\$ 13,233	\$ 226,347
					% increase for Family Tow nhomes			6.21%		
					<b>Rental Revenue Increase (Decrease) Anticipated</b>			<b>\$4,767,362</b>	<b>\$185,961</b>	<b>\$4,953,323</b>
					<b>% Increase in rental fees:</b>			<b>3.90%</b>		
					Plus: Est. Application fees			\$65,000		\$70,000
					<b>Total Projected Revenue:</b>			<b>\$4,832,362</b>		<b>\$5,023,323</b>
					<b>% Increase in rental and misc. fees :</b>			<b>3.95%</b>		
<b>Notes:</b> Student housing is contracted on a semester basis. Rates shown monthly for comparative purposes only. Students receive interest on their security deposit as it is refundable, therefore no financial impact has been calculated. The intent of increasing miscellaneous fees is to decrease the occurrence of these events as they are currently escalating. Most miscellaneous fees are avoidable. If students choose to avoid the fees, we will not receive the misc. revenue.										



**Rental Comparisons with Market to U of L**

Market to U of L with values - Bachelor Units - Single Housing				
Values used				
	High Speed Internet	\$60	Water and Heat	\$90
<i>Market comparison does not incorporate the value of residence life programming offered in campus housing.</i>	Cable or Satellite	\$48	Sewage and Garbage	\$10
	Furnishings and Linen	\$48	Electricity	\$75
	Bussing/Gas Required	\$77	Dishwasher	\$22
	24 Hour Security	\$15	Air Conditioning	\$22
	1 plug-in parking stall	\$51	Washer/Dryer	\$15

**2014-2015 Housing Fee Comparisons**  
Bachelor Suites

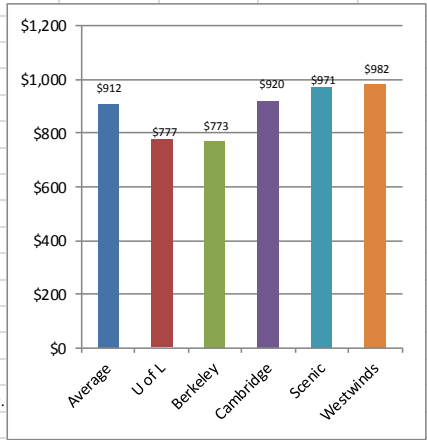
Description	2015-2016 Proposed U of L 1 bdrm. Apt.	Current Rates			
		Berkeley Square	Cambridge House	Scenic Heights	Westwinds Apts
		Security Deposit	\$300	\$500	\$800
Monthly Rent	\$759	\$675	\$800	\$699	\$785
Utilities: Water and Heat	incl	incl	incl	incl	incl
Electricity	incl	incl	incl	\$75	incl
Air Conditioning	n	n	n	n	n
Sewage/Garbage	incl	incl	incl	incl	incl
High Speed Internet	\$18	\$60	\$60	\$60	\$60
Cable/Satellite	y	\$48	\$48	\$48	\$48
Furniture	y	\$48	\$48	\$48	\$48
Appliances: Fridge & Stove	y	y	y	y	y
Dishwasher	n	-\$22	n	n	n
Washer/Dryer	n	n	n	n	n
Parking	n	-\$51	-\$51	-\$51	-\$51
Bussing Required	\$0	\$0	\$0	\$77	\$77
24 Hour Security	\$0	\$15	\$15	\$15	\$15
Pets	n	n	n	n	n
Application Fee	\$50	\$0	\$0	\$0	\$0
Required Lease/Term	4 mos(sem)	1 year	1 year	1 year	1 year
True Total Cost	\$777	\$773	\$920	\$971	\$982
8 mos. Commitment	\$6,566	\$6,684	\$8,160	\$8,458	\$8,641

Assumed \$100 charge for summer months which is very conservative; e.g. Berkeley Sq. charges \$250/mo.  
It is unknown at this time if all properties provide the storage charge. If one holding fee in the summer student stays for the summer, they would have to pay for the entire suite. Many private properties charge to secure the suite for September rental. The University does not store furniture as rooms are rented on a casual basis in the summer.

2014 Average Mkt. TTC=	\$ 911.50
Market Rate to Proposed U of L Variance:	17%
2013 Average Mkt TTC=	\$ 830.75
2012 Average Mkt. TTC=	\$ 812.25

**Notes:**

- U of L residence offers a convenience factor which cannot be compared to any other property.
  - Access to on-campus food services
  - Access to 24 hour computer lab
  - No worry if roommate moves out, still charged a per bed rate
  - Quick access to classes
  - On-campus access to P.E. facilities including Olympic sized swimming pool
  - Study rooms, work-out rooms, TV rooms
  - Laundry facilities on each floor of the apartments
  - No cost to move or rent furniture, just pack a suitcase
  - Access to on-campus library
- ORS student support and social programs, provides a partnership in managing your living space
- Housing offers community living programs
- Housing provides special interest groups; ie. hiking, swimming, etc.
- One fee payable to one service provider covers all of the services and amenities for on-campus Housing.
- An application fee is required as Housing does the matching between students who do not know each other. Private properties do not provide this service, nor care, as they charge per suite, not bed.
- The Residence is designed with elevators for physically challenged individuals.
- The above only accounts for those students taking the bus from off-campus. Those students driving a car would also need to purchase a U of L parking pass and pay for gas
- Most private properties are older than the university apartments, however the private properties are usually bigger in sq. footage



Housing Services  
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**Rental Comparisons with Market to U of L**

Market to U of L with values - 1 Bedroom Units - Single Housing				
Values used				
	High Speed Internet	\$60	Water and Heat	\$90
Market comparison does not incorporate the value of residence life programming offered in campus housing.	Cable or Satellite	\$48	Sewage and Garbage	\$10
	Furnishings and Linen	\$48	Electricity	\$75
	Bussing/Gas Required	\$77	Dishwasher	\$22
	24 Hour Security	\$15	Air Conditioning	\$22
	1 plug-in parking stall	\$51	Washer/Dryer	\$15

**2014-2015 Housing Fee Comparisons**  
1-Bedroom Apartments

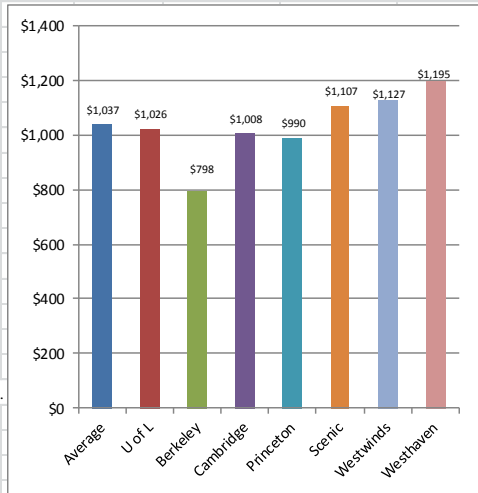
Description	2015-2016 Proposed U of L 1 bdrm. Apt.	Current Rates					
		Berkeley	Cambridge	Princeton	Scenic	Westwinds	Westhaven
		Square	House	Place	Heights	Apts	Estates
Security Deposit	\$300	\$500	\$888	\$795	\$835	\$930	\$750
Monthly Rent	\$1,008	\$700	\$888	\$795	\$835	\$930	\$960
Utilities: Water and Heat	incl	incl	incl	incl	incl	incl	incl
Electricity	incl	incl	incl	\$75	\$75	incl	\$75
Air Conditioning	n	n	n	n	n	n	n
Sewage/Garbage	incl	incl	incl	incl	incl	incl	incl
High Speed Internet	18	\$60	\$60	\$60	\$60	\$60	\$60
Cable/Satellite	y	\$48	\$48	\$48	\$48	\$48	\$48
Furniture	y	\$48	\$48	\$48	\$48	\$48	\$48
Appliance: Fridge & Stove	y	y	y	y	y	y	y
Dishwasher	n	-\$22	n	n	n	y	-\$22
Washer/Dryer	n	n	n	n	n	n	-\$15
Parking	n	-\$51	-\$51	-\$51	-\$51	-\$51	-\$51
Bussing Required	0	\$0	\$0	\$0	\$77	\$77	\$77
24 Hour Security	0	\$15	\$15	\$15	\$15	\$15	\$15
Pets	n	n	n	n	n	n	y (deposit required)
Application Fee	\$50	\$0	\$0	\$0	\$0	\$0	\$0
Required Lease/Term	4 mos(sem)	1 year	1 year	1 year	1 year	- 12 mont	6 months
True Total Cost	\$1,026	\$798	\$1,008	\$990	\$1,107	\$1,127	\$1,195
8 mos. Commitment	\$8,558	\$6,884	\$8,948	\$8,715	\$9,691	\$9,946	\$10,310

Assumed \$100 charge for summer months which is very conservative; e.g.Berkeley Sq. charges \$250/mo.  
It is unknown at this time if all properties provide the storage charge. If one holding fee in the summer student stays for the summer, they would have to pay for the entire suite. Many private properties charge to secure the suite for September rental. The University does not store furniture as rooms are rented on a casual basis in the summer.

2014 Average Mkt. TTC=	\$ 1,037.42
Market Rate to Proposed U of L Variance:	1%
2013 Average Mkt. TTC=	\$ 972.40
2012 Average Mkt. TTC=	\$ 992.00

**Notes:**

- U of L residence offers a convenience factor which cannot be compared to any other property.
  - Access to on-campus food services
  - Access to 24 hour computer lab
  - No worry if roommate moves out, still charged a per bed rate
  - Quick access to classes
  - On-campus access to P.E. facilities including Olympic sized swimming pool
  - Study rooms, work-out rooms, TV rooms
  - Laundry facilities on each floor of the apartments
  - No cost to move or rent furniture, just pack a suitcase
  - Access to on-campus library
- ORS student support and social programs, provides a partnership in managing your living space
- Housing offers community living programs
- Housing provides special interest groups; ie. hiking, swimming, etc.
- One fee payable to one service provider covers all of the services and amenities for on-campus Housing.
- An application fee is required as Housing does the matching between students who do not know each other. Private properties do not provide this service, nor care, as they charge per suite, not bed.
- The Residence is designed with elevators for physically challenged individuals.
- The above only accounts for those students taking the bus from off-campus. Those students driving a car would also need to purchase a U of L parking pass and pay for gas
- Most private properties are older than the university apartments, however the private properties are usually bigger in sq. footage



Housing Services  
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**Rental Comparisons with Market to U of L**

Market to U of L with values - 2 Bedroom Units - Single Housing				
Values used				
	High Speed Internet	\$60	Water and Heat	\$90
Market comparison does not incorporate the value of residence life programming offered in campus housing.	Cable or Satellite	\$48	Electricity	\$75
	Furnishings and Linen	\$65	Sewage and Garbage	\$10
	Bussing/Gas Required	\$77	Dishwasher	\$22
	24 Hour Security	\$15	Air Conditioning	\$22
	1 plug-in parking stall	\$51	Washer/Dryer	\$30

**2014-2015 Housing Fee Comparisons  
2-Bedroom Apartments**

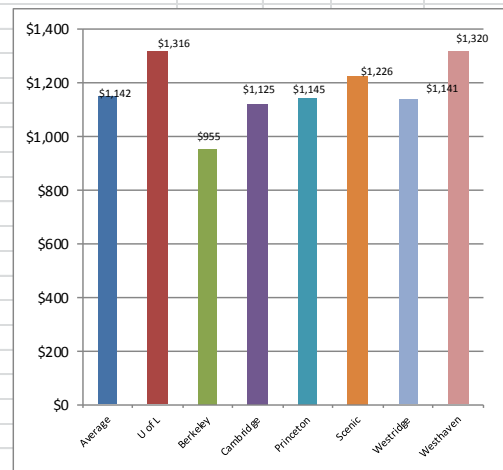
Description	2015-2016 Proposed U of L 2 bdrm. Apt.	Current Rates					
		Berkeley Square	Cambridge House	Princeton Place	Scenic Heights	Westridge Manor	Westhaven Estates
		Security Deposit	\$600	\$500	\$988	\$895	\$899
Monthly Rent	\$1,280	\$840	\$988	\$895	\$899	\$928	\$1,045
Utilities							
Water and Heat	incl	incl	incl	incl	incl	incl	incl
Electricity	incl	incl	incl	\$113	\$113	incl	\$113
Air Conditioning	n	n	n	n	n	y	n
Sewage/Garbage	incl	incl	incl	incl	incl	incl	incl
High Speed Internet	\$36	\$60	\$60	\$60	\$60	\$60	\$60
Cable/Satellite	incl	\$48	\$48	\$48	\$48	\$48	\$48
Furniture	incl	\$65	\$65	\$65	\$65	\$65	\$65
Appliances							
Fridge & Stove	incl	incl	incl	incl	incl	incl	incl
Dishwasher	n	-\$22	n	n	n	-\$22	-\$22
Washer/Dryer	n	n	n	n	n	-\$30	-\$30
Parking	n	-\$51	-\$51	-\$51	-\$51	1 plug in extra \$120/year	-\$51
Bussing Required	\$0	\$0	\$0	\$0	\$77	\$77	\$77
24 Hour Security	\$0	\$15	\$15	\$15	\$15	\$15	\$15
Pets	n	n	y	n	n	n	y
Application Fee	\$100	\$0	\$0	\$0	\$0	\$0	\$35
Required Lease/Term	4 mos(sem)	1 year	1 year	1 year	1 year	1 year	6 months
True Total Cost	\$1,316	\$955	\$1,125	\$1,145	\$1,226	\$1,141	\$1,320
8 mos. Commitment	\$11,228	\$8,140	\$9,984	\$10,051	\$10,703	\$10,051.50	\$11,341

Assumed \$100 charge for summer months which is very conservative; e.g. Berkeley Sq. charges \$250/mo. It is unknown at this time if all properties provide the storage charge. If one holding fee in the summer student stays for the summer, they would have to pay for the entire suite. Many private properties charge to secure the suite for September rental. The University does not store furniture as rooms are rented on a casual basis in the summer.

2014 Average Mkt. TTC=	\$ 1,151.58
Market Rate to Proposed U of L Variance:	-12%
2013 Average Mkt. TTC=	\$ 1,123.50
2012 Average Mkt. TTC=	\$ 1,142.94

**Notes:**

- U of L residence offers a convenience factor which cannot be compared to any other property.
  - Access to on-campus food services
  - Access to 24 hour computer lab
  - No worry if roommate moves out, still charged a per bed rate
  - Quick access to classes
  - On-campus access to P.E. facilities including Olympic sized swimming pool
  - Study rooms, work-out rooms, TV rooms
  - Laundry facilities on each floor of the apartments
  - No cost to move or rent furniture, just pack a suitcase
  - Access to on-campus library
- ORS student support and social programs, provides a partnership in managing your living space
- Housing offers community living programs
- Housing provides special interest groups; ie. hiking, swimming, etc.
- One fee payable to one service provider covers all of the services and amenities for on-campus Housing.
- An application fee is required as Housing does the matching between students who do not know each other. Private properties do not provide this service, nor care, as they charge per suite, not bed.
- The Residence is designed with elevators for physically challenged individuals.
- The above only accounts for those students taking the bus from off-campus.
  - Those students driving a car would also need to purchase a U of L parking pass and pay for gas.
- Most private properties are older than the university apartments, however the private properties are usually bigger in sq. footage
- This is the single greatest demand configuration.



Housing Services  
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### Rental Comparisons with Post Secondary Institutions to U of L

Market to U of L with values - 4 Bedroom Units - Single Housing					
Values used					
		High Speed Internet	\$60	Water and Heat	\$90
<i>Market comparison does not incorporate the value of residence life programming offered in campus housing.</i>		Cable or Satellite	\$48	Sewage and Garbage	\$10
		Furnishings and Linen	\$48	Electricity	\$75
		Bussing/Gas Required	\$77	Dishwasher	\$22
		24 Hour Security	\$15	Air Conditioning	\$22
		1 plug-in parking stall	\$51	Washer/Dryer	\$15

#### 2014-2015 Housing Fee Comparisons 4-Bedroom Single Townhomes (Village)

May 2014

Description	2015-2016	2015-2016	2015-2016	2015-2016	Current
	Proposed U of L	Proposed U of L	Proposed U of L	Proposed U of L	LC
	4 bdrm. Apt. (K/P)	4 bdrm. Suite (Mt. Blakiston)	4 bdrm Exec (Village)	4 bdrm (Village)	30 AVE single bed
Security Deposit	\$300	\$300	\$300	\$300	\$300
Monthly Rent	\$631	\$681	\$679	\$661	\$675
Utilities:					
Water and Heat	incl	incl	incl	incl	incl
Electricity	incl	incl	incl	incl	incl
Air Conditioning	n	n	n	n	n
Sew age/Garbage	incl	incl	incl	incl	incl
High Speed Internet	\$18	\$18	\$18	\$18	incl
Cable/Satellite	incl	incl	incl	incl	incl
Furniture	incl	incl	incl	incl	incl
Appliances:					
Fridge & Stove	incl	incl	incl	incl	incl
Microw ave	n	n	incl	incl	n
Dishw asher	incl	incl	incl	incl	incl
Washer/Dryer	n	n	n	n	n
Television	n	n	incl	incl	n
Parking Plug / LC non plug	\$51	\$51	\$51	\$51	\$37
Bussing Required	\$0	\$0	\$0	\$0	\$0
24 Hour Security	\$0	\$0	\$0	\$0	\$0
Pets	n	n	n	n	n
Application Fee	\$50	\$50	\$50	\$50	\$25
Required Lease/Term	8 mos(sem)	8 mos(sem)	8 mos(sem)	8 mos(sem)	8 mos(sem)
Capacity	88	200	96	96	200
True Total Cost	\$700	\$750	\$748	\$730	\$712
8 mos. Commitment	\$5,950	\$6,350	\$6,334	\$6,190	\$6,019

#### Notes:

- Both Facilities offer a convenience factor which cannot be compared to any other property.
  - Access to on-campus food services study, workout, & TV rooms
  - Access to 24 hour computer lab
  - No worry if roommate moves out, still charged a per bed rate
  - Quick access to classes
  - Laundry facilities in a central Amenities building
  - Access to on-campus library
  - No cost to move or rent furniture, just pack a suitcase
- ORS student support and social programs, provides a partnership in managing your living space
- Housing offers community living programs
- Housing provides special interest groups; ie. hiking, swimming, etc.
- One fee payable to one service provider covers all of the services and amenities for on-campus Housing.
- A UofL application fee is required as Housing does the matching between students who do not know each other.

#### Housing Services

7/31/2014

**Rental Comparisons with Market to U of L**

Market to U of L with values - 2 Bedroom Townhomes -Family Housing					
Values used					
	High Speed Internet	\$60	Water and Heat	90	
<i>Market comparison does not incorporate the value of residence life programming offered in campus housing.</i>	Cable or Satellite	\$48	Sewage and Garbage	10	
	Furnishings and Linen	\$65	Electricity	75	
	Bussing/Gas Required	\$77	Dishwasher	22	
	24 Hour Security	\$15	Air Conditioning	22	
	1 plug-in parking stall	\$51	Washer/Dryer	30	

**2014-2015 Housing Fee Comparisons**  
2-Bedroom Family Townhomes

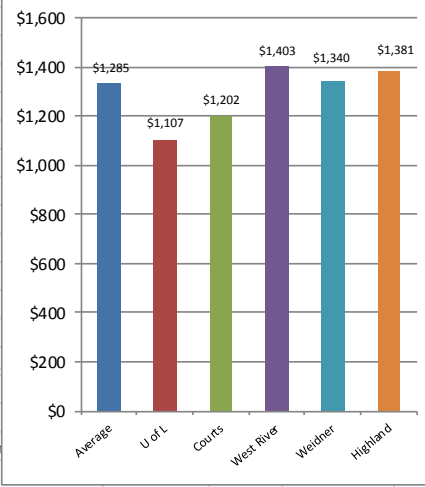
May 2014

Description	2015-2016 Proposed U of L 2 bdrm. TH	Current Rates			
		Courts Columbia	West River Heights	Weidner Investments	Highland Parkhomes
		Security Deposit	\$1,089	\$750	\$900
Monthly Rent	\$1,089	\$750	\$900	\$1,120	\$969
Utilities: Water and Heat	y	\$180	\$180	incl	\$180
Electricity	y	\$113	\$113	\$113	\$113
Air Conditioning	n	n	n	n	n
Sewage/Garbage	y	\$10	\$10	\$10	\$10
High Speed Internet	\$18	\$60	\$60	\$60	\$60
Cable/Satellite	y	\$48	\$48	\$48	\$60
Furniture	n	n	n	n	n
Appliances: Fridge & Stove	y	y	y	y	y
Dishwasher	n	n	n	-\$22	-\$22
Washer/Dryer	n	n	n	-\$30	-\$30
Parking	n	-\$51		-\$51	-\$51
Bussing Required	\$0	\$77	\$77	\$77	\$77
24 Hour Security	\$0	\$15	\$15	\$15	\$15
Pets	n	n	with permission	pets with deposit	cats
Application Fee	\$50	\$0	\$0	\$35	\$0
Required Lease/Term	1 year	1 year	6 months	6 months or 1 year	1 year
True Total Cost	\$1,107	\$1,202	\$1,403	\$1,340	\$1,381
12 mos. Commitment	14,423	15,168	17,730	16,859	17,316

2014 Average Mkt. TTC=	\$ 1,331.00
Market Rate to U of L Variance:	20%
2013 Average Mkt. TTC=	\$ 1,272.75
2012 Average Mkt. TTC=	\$ 1,142.94

Notes:

- U of L residence offers a convenience factor which cannot be compared to any other property.
  - Access to on-campus food services
  - Access to 24 hour computer lab
  - Access to on-campus library
  - Quick access to classes
  - Study rooms, work-out rooms, TV rooms
  - Laundry facilities in each Townhome Building
  - On-campus access to P.E. facilities including Olympic sized swimming pool
- ORS student support and social programs, provides a partnership in managing your living space
- Housing offers community living programs
- Housing provides special interest groups; ie. hiking, swimming, etc.
- One fee payable to one service provider covers all of the services and amenities for on-campus Housing
- The above only accounts for those students taking the bus from off-campus. Those students driving a car would need to purchase a U of L parking pass and pay for gas.
- Most private properties are older than the university apartments, however the private properties are bigger in sq. footage



### Rental Comparisons with Market to U of L

Market to U of L with values - 3 Bedroom Townhomes - Family Housing					
Values used					
	High Speed Internet	\$60	Water and Heat	90	
Market comparison does not incorporate the value of residence life programming offered in campus housing.	Cable or Satellite	\$48	Sewage and Garbage	10	
	Furnishings and Linen	\$65	Electricity	75	
	Bussing/Gas Required	\$77	Dishwasher	22	
	24 Hour Security	\$15	Air Conditioning	22	
	1 plug-in parking stall	\$51	Washer/Dryer	30	

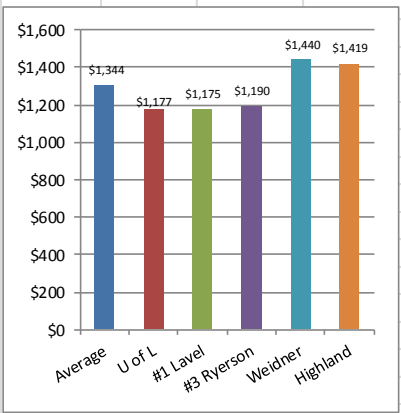
### 2014-2015 Housing Fee Comparisons 3-Bedroom Family Townhomes

Description	2015-2016 Proposed U of L 3 Bdrm. TH	Current Rates			
		#1 Level	#3 Ryerson	Weidner	Highland
		Court	Road	Investments	Parkhomes
Security Deposit	\$1,159	\$800	\$750	\$750	\$750
Monthly Rent	\$1,159	\$800	\$750	\$1,220	\$1,019
Utilities: Water and Heat	y	\$180	\$180	y	\$180
Electricity	y	\$113	\$113	\$113	\$113
Air Conditioning	n	n	\$0	n	n
Sewage/Garbage	y	\$10	\$10	\$10	\$10
High Speed Internet	\$18	\$60	\$60	\$60	\$60
Cable/Satellite	y	\$48	\$48	\$48	\$48
Furniture	n	n	\$65	n	n
Appliances: Fridge & Stove	y	y	y	y	y
Dishwasher	n	n	n	-\$22	-\$22
Washer/Dryer	y	n	n	-\$30	-\$30
Parking	n	-\$51	-\$51	-\$51	-\$51
Bussing Required	\$0	\$0	\$0	\$77	\$77
24 Hour Security	\$0	\$15	\$15	\$15	\$15
Pets	n	n	n	cats	cats
Application Fee	\$50	\$0	\$0	\$35	\$0
Required Lease/Term	1 year	6 months	6 months	6 or 12 months	1 year
True Total Cost	\$1,177	\$1,175	\$1,190	\$ 1,440	\$1,419
12 mos. Commitment	\$15,333	\$14,894	\$15,024	\$18,059	\$17,772

2014 Average Mkt. TTC=	\$ 1,305.50
Market Rate to Prop. U of L Variance:	11%
2013 Average Mkt. TTC=	\$1,315.75
2012 Average Mkt. TTC=	\$ 1,344.00

Notes:

- U of L residence offers a convenience factor which cannot be compared to any other property.
  - Access to on-campus food services
  - Access to 24 hour computer lab
  - Access to on-campus library
  - On-campus access to P.E. facilities including Olympic sized swimming pool
  - Study rooms, work-out rooms, TV rooms
  - Laundry facilities in each 3 Bedroom unit
  - Quick access to classes
- ORS student support and social programs, provides a partnership in managing your living space
- Housing offers community living programs
- Housing provides special interest groups; ie. hiking, swimming, etc.
- One fee payable to one service provider covers all of the services and amenities for on-campus Housing.
- The above only accounts for those students taking the bus from off-campus. Those students driving a car would also need to purchase a U of L parking pass and pay for gas.
- Most private properties are older than the university apartments, however the private properties are usually bigger in sq. Footage.



Housing Services  
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<b>NOTES ACCOMPANYING THE PROPOSED RESIDENCE RATES FOR THE RESIDENCE YEAR 2015-2016</b>			
<b>Miscellaneous Rates and Charges</b>			
<b>1 APPLICATION FEE:</b>	This fee is assessed to cover the cost of processing the application and the applicant. This is a non-refundable fee.		
<b>No Change Proposed</b>			
	<u>Current Fees</u>		
	U. of L. \$50.00	U. of C. = \$50.00	Mount Royal = \$45.00
		U. of A. = \$25.00	MacEwan = \$50.00 domestic
		L.C. = \$25.00	\$550.00 International
<b>2 HOUSING</b>	These fees are set to dissuade students who are not serious about living on campus, but apply for (and accept) accommodation, only to cancel later in the process or not cancel at all creating empty beds in September which at that time are next to impossible to fill.		
<b>ADVANCE PAYMENTS:</b>	The advance payments are credited towards the student's room rental upon check-in, and represent no additional expenses. Experience shows that the increase of no-shows is increasing especially with first year students. Reducing the number of "no shows" increases the chance of those students requiring Campus Housing to secure the accommodation.		
<b>No Change Proposed</b>			
	<u>Current Fees</u>		
	U of L	\$1,000 for all students	
	U of C	\$1,000 for 1st years, \$500 for others (Non-refundable)	
	U of A	Equal to 1st month's rent OR \$350 in traditional residence	
	LC	Pay semester fees 30 days prior to arrival.	
	Mount Royal	Residence fees due August 1 for Fall semester	
	MacEwan	Receipt of \$500 security deposit by June 15	
<b>3 DINING PLAN</b>	All 1st year students living in residence are required to participate in one of three dining plan options. The program is in place to ensure all 1st year students have money to meet their nutritional needs during the critical transitional period into a post-secondary environment. The advance payment will ensure all 1st year residents have money in place during the first weeks of school while awaiting student loans, if applicable.		
<b>ADVANCE PAYMENT:</b>			
<b>No Change Proposed</b>			
	<u>Current Fee</u>		
	U of L	\$400 Advance Dining Plan Payment	
		Applied to dining plan fee and offset by student loan.	
		No additional cost to the student as it is a deposit and is fully refundable if they choose to not move into Campus Housing.	



<b>4 CANCELLATION FEES:</b> <b>No Change Proposed</b>	Cancellations after the offer and room allocation will cause additional work and all assignments are reversed and replacements must be found with difficulty the closer to September.	
	No changes are proposed to the existing schedule of charges. All penalties are The following schedule outlines when payments are received and penalties imposed	
	Student Applies:	\$150.00 Paid - \$50 Application Fee and 1st Advance Payment of
	<u>Current</u>	
	Student Accepts Offer:	\$900.00 Confirmation Deposit Paid used as a 2nd Advance Payment toward rental Total upon acceptance paid: \$1000 (\$50 app. + \$100 advance + \$850 confirmation.)
	Cancellation of Accepted Offer:	
	Admission Declined by Registrar at Any Time Charge: \$50.00 (7%) Refund: \$900 (90%)	
	Cancellation Before July 1	Charge: \$700 (70%) Refund: \$300 (30%)
	Before July 15th	Charge: \$800 (80%) Refund: \$200 (20%)
	Before August 1st	Charge: \$900 (90%) Refund: \$100 (10%)
On or After August 15th	Charge: \$1000 (100%) Refund: \$0 (0%)	
All Universities and Colleges polled charge all or part of the confirmation deposits upon cancellation.		
<b>Summer Housing Cancellation Fee</b>		
<u>Current</u>		
Student Accepts Offer:	\$100 advance deposit + \$50 application fee paid at the time of application	
Cancellation of Accepted Summer Housing Offer:		
On or Before the last day of Spring Contract	\$100.00	
After the Spring Contract Expires	\$300.00	
<b>5 KEY REPLACEMENT OR COMBINATION CHANGE:</b> <b>No Change Proposed</b>	This fee is intended as a motivator to secure keys and to recover cost of replacing lost keys. Our charge would be assessed on a per lock changed basis.	
	<u>Current Fees</u>	
	U. of L. = Room key/ FOB \$75.00, Mail key \$50.00, Lock change \$100.00	
	U. of C. = \$30 FOB replacement	
	U. of A. = \$125.00 lock change for any unit key / \$50.00 room key / \$6.00 for mail key	
	L.C. = \$25 per key	
Mount Royal = \$25.00 per key, Mail key \$25.00		
MacEwan = \$160.00 for suite key and lock replacement		

<b>6 ROOM CHANGE FEE:</b>	This charge is to recognize the additional administrative cost of processing student initiated room change requests. It would not be assessed to changing rooms at the request of Housing Services. If a room change is unavailable the fee is refunded in full.
<b>No Change Proposed</b>	
	<u>Current Fees</u>
	U. of L. = \$50.00
	U. of C. = \$25.00 plus cleaning costs
	Additional \$100.00 if student fails to move within 24 hours of notification.
	U. of A. = \$80.00
	L.C. = -
	Mount Royal = -
	MacEwan = \$50.00
<b>7 CONTRACT TERMINATION FEE:</b>	This charge is directed at students who commit to an occupancy contract, but break the terms of their agreement and leave residence. It is intended to help off-set the costs of trying to secure mid-term replacement tenants.
<b>No Change Proposed</b>	
	<u>Current Fees</u>
	U. of L. = \$300.00
	U. of C. = \$100.00 for breaking contract before October 15.
	Full term charges apply
	U. of A. = with 1 month notice and \$300 contract cancellation
	L.C. = notice less than 30 days, charged \$275.00
	Mount Royal = \$400.00
	MacEwan = No extra charge; may forfeit security deposit
<b>8 LATE MOVE-OUT FEE</b>	The fee is to encourage students to move-out on the scheduled end of contract date.
<b>No Change Proposed</b>	With a short timeframe to turn student rooms over for summer housing operations, it is essential students vacate their rooms upon completion of their contract. This fee not applicable to students requesting extension for academic requirements (exams). Students are currently charged a nightly rate of \$15 - \$30 per night based on room type.
	<u>Current</u>
	U. of L. = \$100.00 for the first night; nightly rate for every night thereafter
	U. of C = \$100 per day for late move-out + \$200 to move-out student belongs.
	U. of A. = \$85.00 for Improper Check/Move out Fee
	Mount Royal = Any additional residence fees
	MacEwan = \$100.00 charge for late check out and additional residence fees
<b>9 MAIL BOX RENTAL:</b>	The charge of this service will more closely approximate the Canada Post charge (\$56.00 + GST), and provides extra revenue to off-set the cost of sorting resident's mail. Mail box rental is included in the rent. This fee is charged to students who have moved out and still wish to receive their mail on campus.
<b>No Change Proposed</b>	Current: \$7.00 per month (charged to non-residents and extra mailboxes)

<b>10 PARKING CHARGES:</b>	As per Campus Parking rates		
	U. of L plug = \$48.50/ mo - \$37.00 mo/non-plug		
	U. of C. plug = \$720.00 for an 8 mo. Contract		
	U. of A. plug = \$77.04/mo. - \$73.86 mo./ non-plug		
	L.C. non-plug = \$37.00 per month		
	Mount Royal = \$40.00 - \$120.00 per month		
	MacEwan = \$56.00 - \$134.40 per month		
<b>11 SECURITY DEPOSIT:</b>	This fee is designed to cover damage, cleaning and termination charges should a student leave residence with an outstanding balance. This must be sufficient to cover cancellation costs should a student leave before their lease expires. This deposit will reduce receivables and bad debt expenses. The current dollar value of the security deposit no longer provides the same incentive to minimize damage or clean units upon move-out.		
<b>No Change Proposed</b>			
	<u>Current Fees:</u>	<b>Single Students</b>	<b>Family Housing</b>
		U. of L. = \$300.00	U. of L. = month rent
		U. of C. = n/c	U. of C. = month rent
		U. of A. = \$150.00	U. of A. = \$150.00
		L.C. = \$300.00	L.C. = \$400.00
		Mount Royal = \$400.00	
		MacEwan = \$500.00	
<b>12 DAMAGE RECOVERY:</b>	This charge is to compensate for the administrative time used to prepare student charges.		
<b>No Change Proposed</b>	The 10% mark-up is charged on all repairs where the individual has not voluntarily accepted responsibility. If we have to "go hunting" for the perpetrator, we assess the mark-up to cover the additional administrative costs.		
	U. of C.: Cost of repair or replacement of item. Charges vary from \$25.00 - \$75.00 per item.		
	U. of A.: Cost of repair + 10% (damages and admin fee)		
	Mount Royal: Base charge of \$50.00 per person plus cost of materials and / or replacment cost of item		
	MacEwan: Cost of the repair or replamcent item.		
<b>13 Cleaning Charge</b>	A cleaning charge is assessed upon move-out if a student does not leave their room in a reasonably clean state. The charge is a direct cost recovery for labour and supplies to prepare the room for the next student move-in. Cleaning charges are only levied if the time spent is greater than 20 minutes. All charges are assessed in 15 minute increments.		
<b>No Change Proposed</b>			
	<u>Current</u>		
	U. of L. = \$50.00 per hour		
	U. of C. = \$35 per hour;		
	U. of A. = \$60.00 minimum; \$30.00 - \$75.00 per hour thereafter		
	Mount Royal = \$50.00 base charge; extra charges will apply if warranted		
	MacEwan = \$50.00 per hour		

<b>14 O.R.S. Fees</b>	This fee is set by the Organization of Residence Students under their constitution and covers a portion of the residence life programming that is undertaken in the community. It is included here because the University collects the fee from all student residents on behalf of ORS.	
<b>No Change Proposed</b>	This fee does not create revenue for the Housing Services but for the O.R.S.	
	<u>Current</u>	
	U. of L. = \$45.00 per semester	
	U. of C. = \$50.00 per semester first-year students	
	\$40.00 per semester upper year and graduate students	
	U. of A. = varies by building (\$41.00 to \$80.00) per semester	
	Mount Royal = \$30 per term Residence Programming fee	
	MacEwan = \$80 Residence Life Programming fee	
<b>15 Utility Surcharge</b>	This fee is required to offset any significant and unforeseen utility rates.	
<b>No Change Proposed</b>	Three months notice will be given prior to implementing, increasing, or decreasing the Utility Surcharge. Only direct costs will be passed on to the student.	
<b>16 Lock Out Fee</b>	The fee is designed to reduce the number of call outs to unlock student rooms due to negligence in taking keys. The intention is to encourage students to lock their doors and carry their keys with them at all times.	
<b>No Changed Proposed</b>		
	<u>Current</u>	
	U. of L. = \$25.00 per call out after first offence	
	U. of C. = \$5 per call out	
	U. of A. = \$30.00 per call out after first offence	
	L.C. = \$5.00 per call out	
	Mount Royal = \$25.00 per call out after first offence	
	MacEwan = \$25.00 per call out after first three offences	

<b>RENTAL RATES: (per person)</b>	Proposal Attached.			
	Comparative rates for other institutions are shown at current 2013-2014 values. While all the institutions polled indicated an intention to increase rents, the amounts have not been established. U of L rates have been converted to monthly for comparison purposes.			
<b>DORMITORY</b>	The proposed increase considers escalations in wages and utilities, and the need revenue in line with our cost experiences.			
U. of L. proposed	<b>Double:</b> <b>\$321.00</b>	<b>Single:</b> <b>\$532.00</b>	<b>Suite Large Single:</b> <b>\$557.00</b>	
	<b>Executive Large Single:</b> <b>\$599.00</b>			
U. of C. - current	\$429.00 (double)		\$692.00 (large single)	
U. of A. - current	\$395.25 (double)		\$609.25 (large single)	
Mount Royal - current	no dormitory facilities			
MacEwan - current	no dormitory facilities			
L.C. - current	no dormitory facilities			
<b>APARTMENTS</b>	The proposed increase considers escalations in wages and utilities, and the need revenue in line with our cost experiences.			
U. of L. proposed	<b>1-Bedroom:</b>	<b>2-Bedroom:</b>	<b>4-Bedroom:</b>	<b>6-Bedroom:</b>
First Year Residence	<b>\$1,016.00</b>	<b>\$648.00</b>	<b>\$646.00</b>	<b>\$624.00</b>
Returning Student Residence	<b>\$1,008.00</b>	<b>\$640.00</b>	<b>\$631.00</b>	
U. of L. proposed	<b>Tsuutina (small):</b>	<b>Tsuutina (large):</b>	<b>New Village (Lower):</b>	
Returning Student Residence	<b>\$641.00</b>	<b>\$672.00</b>	<b>\$661.00</b>	
U. of L. proposed	<b>Studio</b>	<b>2-Bedroom:</b>	<b>4-Bedroom:</b>	
Mt. Blakiston House	<b>\$759.00</b>	<b>\$702.00</b>	<b>\$681.00</b>	
U. of C. (phase 2) - current	\$931.00 (1-bdrm)	\$707.00 (2-bdrm)	\$650.00. (4-bdrm)	
U. of C. (phase 3) - current	\$815.00 (Studio)	\$828.00 (2-bdrm)	\$845.00 (4-bdrm)	
U. of C. (phase 4) - current	\$998.00 (1-bdrm)	\$915.00 (Studio)	\$772.00 (4-bdrm)	
U. of C. (phase 5) - current	\$973.00 (Studio)	\$829.00 (2-bdrm)	\$840.00 (3-bdrm)	
U. of C. (phase 5) - current	n/a	\$884.00 (2-bdrm)	\$840.00 (3-bdrm)	
U. of A. ( <b>unfurnished</b> ) - current	\$971.00 (1-bdrm)	\$603.00 (2-bdrm)	\$438.00 (4-bdrm)	
	\$738.00 (Studio)			
Mount Royal - current	\$954.00 (1-bdrm)	\$737.25 (2-bdrm)	\$678.25 (4-bdrm)	
MacEwan - current	\$912.00 (Studio)	\$724.00 (2-bdrm)	\$747.00 (4-bdrm)	
L.C. - current	\$875.00 (1-bdrm)	\$650.00 (2-bdrm)	\$675.00 (30th Ave. 4-bdrm units)	
<b>FAMILY TOWNHOMES</b>	The proposed increase considers escalations in wages and utilities, and the need rents closer to our local market rates.			
U of L. proposed		<b>2-Bedroom:</b> <b>\$1,089.00</b>	<b>3-Bedroom<sup>1</sup>:</b> <b>\$1,159.00</b>	
U. of C. - current	\$1,152.00 (1-bdrm)	\$1,267.00 (2-bdrm)	\$1,312.00 (3-bdrm)	
U. of A. - current	\$853 - \$905 (loft style)	\$837 - \$909 (2-bdrm)	\$1048 - \$1105 (3-bdrm)	
L.C. - current	n/a	\$1,000.00 (2-bdrm)	n/a	
	<sup>1</sup> Includes in-suite laundry			
Housing Services July 2014				

# 17 APPENDIX D - PROPOSED CONFERENCE SERVICES

## Facility Rental Rates/Summer Accommodation Rates

### University of Lethbridge Conference & Event Services

#### Proposed Rates for Summer Accommodation Program May - August

**Rates include:**

- Parking fee
- Municipal Marketing Fee
- Provincial Tourism Levy
- GST

Room Type	PROPOSED FEE SCHEDULE									
	2014-2015		2015-2016		2016-2017		2017-2018		2018-2019	
	Daily Rates	Daily Rates	Daily Rates	Daily Rates	Daily Rates	Daily Rates	Daily Rates	Daily Rates	Daily Rates	Daily Rates
	CURRENT		% Increase over 2014-		% Increase over 2015-		% Increase over 2016-2017		% Increase over 2017-	
<b>One Bedroom Apartment</b>	\$ 96.73	\$ 101.50	5%	\$ 106.58	5%	\$ 111.90	5%	\$ 117.50	5%	
Weekly	\$ 560.00	\$ 590.00	5%	\$ 619.50	5%	\$ 650.48	5%	\$ 683.00	5%	
Monthly	\$ 1,140.00	\$ 1,195.00	5%	\$ 1,254.75	5%	\$ 1,317.49	5%	\$ 1,383.36	5%	
<b>Two Bedroom Apartment</b>	\$ 122.30	\$ 128.50	5%	\$ 134.93	5%	\$ 141.67	5%	\$ 148.75	5%	
Weekly	\$ 750.00	\$ 785.00	5%	\$ 824.25	5%	\$ 865.46	5%	\$ 908.74	5%	
Monthly	\$ 1,570.00	\$ 1,650.00	5%	\$ 1,732.50	5%	\$ 1,819.13	5%	\$ 1,910.08	5%	
<b>Four Bedroom Apartment</b>	\$ 184.56	\$ 193.50	5%	\$ 203.18	5%	\$ 213.33	5%	\$ 224.00	5%	
Weekly	\$ 1,050.00	\$ 1,105.00	5%	\$ 1,160.25	5%	\$ 1,218.26	5%	\$ 1,279.18	5%	
Monthly	\$ 2,660.00	\$ 2,780.00	5%	\$ 2,919.00	5%	\$ 3,064.95	5%	\$ 3,218.20	5%	

Double beds - flat screen TV - free wifi and hard wired option - full kitchen

#### Competitive Analysis Accommodation Rates

	UofL Rates	Days Inn	Lethbridge Lodge	Holiday Inn Express	Grant McEwan	UofA	Hotel Alma
	CURRENT						
<b>One Bedroom Apartment</b>	\$ 96.73	\$ 112.28	\$ 127.85	\$ 154.76	\$ 84.20	\$ 111.25	\$ 166.72
Weekly	\$ 560.00	n/a	n/a				
Monthly	\$ 1,140.00	n/a	n/a			\$ 1,850.00	\$ 1,188.00
<b>Two Bedroom Apartment</b>	\$ 122.30				\$ 106.65	\$ 154.93	\$ 140.34
Weekly	\$ 750.00						
Monthly	\$ 1,570.00						\$ 1,250.00
<b>Four Bedroom Apartment</b>	\$ 184.56				\$ 235.78		
Weekly	\$ 1,050.00						
Monthly	\$ 2,660.00						

Hotel rooms with One or Two Queen Beds - no kitchen facilities

Shared Kitchen option

**University of Lethbridge  
Conference & Event Services**

**Proposed External Facility Rental Fees 2015 - 2019**

Rates do not include set-up, caretaking, additional AV, Security & Parking or catering charges.

Facility	PROPOSED FEE SCHEDULE								
	2014-2015 Daily Rates CURRENT	2015-2016 Daily Rates		2016-2017 Daily Rates		2017-2018 Daily Rates		2018-2019 Daily Rates	
			% Increase over 2014-		% Increase over 2015-		% Increase over 2016-		% Increase over 2017-
<b>Classrooms / Lecture Theatres</b>									
Up to 50 ppl	\$ 105.00	\$ 110.00	5%	\$ 115.00	5%	\$ 120.00	4%	\$ 126.00	5%
50 to 100 ppl	\$ 135.00	\$ 140.00	4%	\$ 145.00	4%	\$ 150.00	3%	\$ 157.50	5%
over 100 ppl	\$ 180.00	\$ 185.00	3%	\$ 190.00	3%	\$ 200.00	5%	\$ 210.00	5%
<b>Conference Rooms Facilities</b>									
Mount Blakiston House Lounge (summer only)	\$ 115.00	\$ 121.00	5%	\$ 127.00	5%	\$ 133.00	5%	\$ 140.00	5%
P200	\$ 115.00	\$ 121.00	5%	\$ 127.00	5%	\$ 133.00	5%	\$ 140.00	5%
Urban Market (with \$500.00 minimum catering)	\$ 200.00	\$ 210.00	5%	\$ 220.00	5%	\$ 230.00	5%	\$ 241.50	5%
<b>Anderson Hall</b>									
AH 100	\$ 200.00	\$ 210.00	5%	\$ 220.00	5%	\$ 230.00	5%	\$ 241.50	5%
AH100 & Patio	\$ 220.00	\$ 230.00	5%	\$ 240.00	4%	\$ 250.00	4%	\$ 262.50	5%
<b>Board Room W646</b>									
	\$ 115.00	\$ 121.00	5%	\$ 127.00	5%	\$ 133.00	5%	\$ 140.00	5%
<b>ATRIUMS</b>									
UHALL Atrium - Open Area	\$ 550.00	\$ 575.00	5%	\$ 600.00	4%	\$ 625.00	4%	\$ 656.25	5%
UHALL Atrium - Open Area & Concourse	\$ 750.00	\$ 785.00	5%	\$ 825.00	5%	\$ 865.00	5%	\$ 908.25	5%
Markin Atrium	\$ 415.00	\$ 435.00	5%	\$ 455.00	5%	\$ 475.00	4%	\$ 498.75	5%
<b>Penny Building *</b>									
PB200/201	\$ 160.00	\$ 168.00	5%	\$ 177.00	5%	\$ 185.00	5%	\$ 194.25	5%
PB115/112/111	\$ 200.00	\$ 210.00	5%	\$ 220.00	5%	\$ 232.00	5%	\$ 243.60	5%
<b>Other</b>									
Breezeway (not available due to construction)	n/a	\$ 158.00		\$ 165.00	4%	\$ 175.00	6%	\$ 183.75	5%
Patios	\$ 150.00	\$ 158.00	5%	\$ 165.00	4%	\$ 175.00	6%	\$ 183.75	5%
Smudging Room A430	\$ 105.00	\$ 110.00	5%	\$ 115.00	5%	\$ 120.00	4%	\$ 126.00	5%
Video Conferencing Room B7	\$155.00/\$85.00/hour	\$ 160.00		\$ 165.00	3%	\$ 170.00	3%	\$ 178.50	5%
Trading Room M2040	\$ 250.00	\$ 260.00	4%	\$ 273.00	5%	\$ 285.00	4%	\$ 299.25	5%

**Competitive Analysis Facility Rates**

Facility	Full Day Rate Comparisons												
	Uof L Current Rates	Students' Union		Galt Museum		Execuserv Meeting Space		Lethbridge Lodge		Coast Hotel		CASA	
	CURRENT	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max	Min	Max
<b>Classrooms / Lecture Theatres</b>													
Up to 50 ppl	\$ 105.00	\$ 150.00	\$ 250.00	\$ 170.00	\$ 275.00	\$ 80.00	\$ 350.00	\$ 195.00	\$ 250.00	\$ 250.00	\$ 350.00	\$20.00/hour	\$30.00/hour
50 to 100 ppl	\$ 135.00	\$ 150.00	\$ 250.00					\$ 250.00					
over 100 ppl	\$ 180.00	\$ 200.00	\$ 300.00					\$ 595.00	\$ 1,865.00	\$ 500.00	\$ 1,000.00		
<b>Conference Rooms Facilities</b>													
Mount Blakiston House Lounge (summer only)	\$ 115.00			\$ 170.00	\$ 275.00			\$ 195.00	\$ 250.00				
P200	\$ 115.00			\$ 170.00	\$ 275.00			\$ 195.00	\$ 250.00	\$ 250.00	\$ 350.00		
Urban Market	\$ 200.00	\$ 150.00	\$ 250.00	\$ 500.00	\$ 700.00							\$ 650.00	
<b>Anderson Hall</b>													
AH 100	\$ 200.00	\$ 150.00	\$ 250.00	\$ 170.00	\$ 275.00			\$ 195.00	\$ 250.00	\$ 375.00	\$ 750.00	20.00/hour	\$30.00/hour
AH100 & Patio	\$ 220.00			\$ 170.00	\$ 275.00			\$ 195.00	\$ 250.00	\$ 350.00	\$ 500.00		
<b>Board Room W646</b>													
	\$ 115.00			\$ 75.00	\$ 130.00	\$ 80.00	\$ 350.00	\$ 195.00					
<b>ATRIUM</b>													
UHALL Atrium - Open Area	\$ 550.00	\$ 300.00	\$ 500.00	\$ 500.00	\$ 700.00			\$ 595.00	\$ 1,865.00	\$ 750.00	\$ 1,800.00		\$ 650.00
UHALL Atrium - Open Area & Concourse	\$ 750.00	\$ 500.00	\$ 750.00	\$ 500.00	\$ 700.00			\$ 595.00	\$ 1,865.00	\$ 750.00	\$ 1,800.00		
Markin Atrium	\$ 415.00	\$ 200.00	\$ 300.00	\$ 500.00	\$ 700.00			\$ 595.00	\$ 1,865.00	\$ 750.00	\$ 1,800.00		\$ 650.00
<b>Penny Building</b>													
PB200/201	\$ 160.00	\$ 150.00	\$ 250.00	\$ 170.00	\$ 275.00	\$ 350.00	\$ 350.00					\$20.00/hour	\$30.00/hour
PB115/112/111	\$ 200.00											\$ 650.00	
<b>Other</b>													
Breezeway (not available due to construction)	n/a											\$20.00/hour	\$30.00/hour
Patios	\$ 150.00											\$20.00/hour	\$30.00/hour
Smudging Room A430	\$ 105.00												
Video Conference Room B7	\$155.00/\$85.00/hour						\$ 350.00						
Trading Room M2040	\$ 250.00						\$ 350.00						

All Full Day Events must be after 4:30pm

includes SMART technology and full media connection centre

Ballrooms - Hotel conference rooms are not in the same market as costs are often adjusted with the purchase of catering and guest rooms. I included as a reference and price point comparison only.

# 18 APPENDIX E – SUPPORTING DOCUMENTATION

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## 1. FACULTY OF EDUCATION - DOCTOR OF PHILOSOPHY IN EDUCATION

The University of Lethbridge  
New Program Fee  
Required Financial Information

The following financial information must be provided when submitting a request for a fee related to a new program that is different than general instruction fees for credit programs. Examples include the Multimedia Certificate Program.

Expenditures:

Compensation costs	
Academic salaries	\$200,000 (2 FTE x \$100,000)
Support salaries	30,000 (0.50 FTE)
Sessional costs	
Benefits @18%	41,400
Other	
Materials & supplies	\$ 41,000
Travel	10,000
Other costs:	

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TOTAL EXPENDITURES: \$322,400

Revenue:

Government grant	\$
Tuition fees FLEs x \$6,250	56,250 (year 3 onwards – 9 FLES (students) x \$6,250 per year)
Other revenue:	

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TOTAL REVENUE: \$ 56,250



The University of Lethbridge  
New Program Fee  
Required Financial Information

The following financial information must be provided when submitting a request for a fee related to a new program that is different than general instruction fees for credit programs. Examples include the Multimedia Certificate Program.

Expenditures:

Compensation costs	
Academic salaries	\$
Support salaries	
Sessional costs	
Benefits @18%	
Other	
Materials & supplies	\$
Travel	
Other costs:	5,625

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TOTAL EXPENDITURES: \$5,625

Revenue:

Government grant	\$
Tuition fees FLEs x \$	5,625 (year 5 onwards – 3 students continuing registration x \$625 per semester)
Other revenue:	

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TOTAL REVENUE: \$5,625

## 2. FACULTY OF FINE ARTS ACCESS FEE

<b>Faculty of Fine Arts</b>					
<b>Performance Costs Analysis</b>					
Drama Productions	121,950				
Music Performances	62,650				
Visiting Artist Speakers	47,630				
Off Campus - Coutts, Penny	17,100				
Public Relations/Communications	32,410				
Lost Revenue (\$0 Student ticket price)	41,425				
Revenue generated from external patrons	(41,425)				
<b>Total Costs (excluding staffing costs)*</b>	<b>281,740</b>				
<b>Cost per student (8000)</b>	<b>\$ 35.22</b>				
<b>* These costs only reflect materials and casual labour - various support staff are tied directly to these activities including costumes, prop and set technicians and accompanist</b>					
<b>From 2013/14 Fact Book</b>					
Total Students (Undergrad and Graduate)	8212				
Total Full time Students	7191				
Total Part time Students (excl. off-campus)	74				
<b>Revenue Generated from new Fee @ \$10.00 per semester</b>					
Full time Students	143,820				
Part time Students @ N/A	1,480				
	<b>145,300</b>				
<b>Excess Costs over revenue</b>	<b>(136,440)</b>				

### 3. FACULTY OF EDUCATION STUDENT PRACTICUM TRAVEL FEE/EDUC 2500 PRACTICUM FEE

#### Practicum Costs

<b>Projected Costs:</b>	<b>2014-2015</b>	<b>2015-2016</b>	<i>Planned increase in rates in Fall 2015</i>	
# of kms (525,000 @ \$0.30/km)	157,500	155,200	\$0.32/km	
# of nights (2,950 @ \$30/night)	88,500	91,163	\$32.50/night	
<b>Total Projected Costs</b>	<b>246,000</b>	<b>246,363</b>		
<b>Total Projected Costs/Student</b>	<b>487.13</b>	<b>524.18</b>		
<b>Practicum Fee for 2014-2015:</b>	<b>475.00</b>			
<b>Proposed Practicum Fee for 2015-2016:</b>		<b>520.00</b>		
<b>PS I &amp; PS II - Actual Travel Costs (Mileage &amp; Accommodations)</b>				
<b>Practicum Fee 13-14</b>	<b>\$ 440.00</b>			
	<b>Actual # of students</b>	<b>Actual Revenue</b>	<b>Actual Travel Costs</b>	<b>Surplus/Deficit</b>
PS I (Fall 2013)	220	96,800.00	82,034.98	<b>14,765.02</b>
PS II (Spring 2014)	222	97,680.00	112,592.53	<b>(14,912.53)</b>
<b>Total</b>	<b>442</b>	<b>194,480.00</b>	<b>194,627.51</b>	<b>(147.51)</b>
<b>Average Cost per Student</b>			<b>\$ 440.33</b>	
<b>Practicum Fee 12-13</b>	<b>\$ 410.00</b>			
	<b>Actual # of students</b>	<b>Actual Revenue</b>	<b>Actual Travel Costs</b>	<b>Surplus/Deficit</b>
PS I (Fall 2012)	253	104,510.00	97,739.99	<b>6,770.01</b>
PS II (Spring 2013)	254	104,140.00	142,783.23	<b>(38,643.23)</b>
<b>Total</b>	<b>507</b>	<b>208,650.00</b>	<b>240,523.22</b>	<b>(31,873.22)</b>
<b>Average Cost per Student</b>			<b>\$ 474.40</b>	
<b>Practicum Fee 11-12</b>	<b>\$ 390.00</b>			
	<b>Actual # of students</b>	<b>Actual Revenue</b>	<b>Actual Travel Costs</b>	<b>Surplus/Deficit</b>
PS I (Fall 2011)	222	86,970.00	92,838.34	<b>(5,868.34)</b>
PS II (Spring 2012)	204	80,028.00	82,716.16	<b>(2,688.16)</b>
<b>Total</b>	<b>426</b>	<b>166,998.00</b>	<b>175,554.50</b>	<b>(8,556.50)</b>
<b>Average Cost per Student</b>			<b>\$ 412.10</b>	
<b>Practicum Fee 10-11</b>	<b>\$ 370.00</b>			
	<b>Actual # of students</b>	<b>Actual Revenue</b>	<b>Actual Travel Costs</b>	<b>Surplus/Deficit</b>
PS I (Fall 2010)	222	82,140.00	80,047.31	<b>2,092.69</b>
PS II (Spring 2011)	224	82,880.00	104,537.70	<b>(21,657.70)</b>
<b>Total</b>	<b>446</b>	<b>165,020.00</b>	<b>184,585.01</b>	<b>(19,565.01)</b>
<b>Average Cost per Student</b>			<b>\$ 413.87</b>	
<b>Practicum Fee 09-10</b>	<b>\$ 365.00</b>			
	<b>Actual # of students</b>	<b>Actual Revenue</b>	<b>Actual Travel Costs</b>	<b>Surplus/Deficit</b>
PS I (Fall 2009)	221	79,570.00	79,392.45	<b>177.55</b>
PS II (Spring 2010)	217	77,400.00	82,926.76	<b>(5,526.76)</b>
<b>Total</b>	<b>438</b>	<b>156,970.00</b>	<b>162,319.21</b>	<b>(5,349.21)</b>
<b>Average Cost per Student</b>			<b>\$ 370.59</b>	
<b>PS I &amp; PS II - Travel Costs (Mileage &amp; Accommodations)</b>				
<b>Practicum Fee 08-09</b>	<b>\$ 345.00</b>			
	<b>Actual # of students</b>	<b>Actual Revenue</b>	<b>Actual Travel Costs</b>	<b>Surplus/Deficit</b>
PS I (Fall 2008)	220	76,570.00	85,854.14	<b>(9,284.14)</b>
PS II (Spring 2009)	200	67,275.00	58,007.10	<b>9,267.90</b>
<b>Total</b>	<b>420</b>	<b>143,845.00</b>	<b>143,861.24</b>	<b>(16.24)</b>
<b>Average Cost per Student</b>			<b>\$ 342.53</b>	

**EDUC 2500 Practicum Costs**

<b>ED 2500 Practicum (Honoraria) Costs</b>				
<b>Practicum Fee 13-14</b>	<b>\$ 100.00</b>			
	<b>Actual # of students</b>	<b>Actual Revenue</b>	<b>Projected Honoraria Costs</b>	<b>Surplus/ Deficit</b>
Summer 2013	124	\$ 12,400.00	\$ 12,291.61	<b>108.39</b>
Fall 2013	74	\$ 7,400.00	\$ 7,464.68	<b>(64.68)</b>
Spring 2014	69	\$ 6,900.00	\$ 7,144.84	<b>(244.84)</b>
<b>Total</b>	<b>267</b>	<b>26,700.00</b>	<b>26,901.13</b>	<b>(201.13)</b>
<b>Average Cost of Honoraria per Student</b>			<b>\$ 100.75</b>	
<b>Average Deficit per Student</b>				<b>\$ (0.75)</b>
<b>Practicum Fee 12-13</b>	<b>\$ 95.00</b>			
	<b>Actual # of students</b>	<b>Actual Revenue</b>	<b>Projected Honoraria Costs</b>	<b>Surplus/ Deficit</b>
Summer 2012	129	\$ 12,445.00	\$ 12,492.24	<b>(47.24)</b>
Fall 2012	87	\$ 8,265.00	\$ 9,147.60	<b>(882.60)</b>
Spring 2013	87	\$ 8,360.00	\$ 9,106.35	<b>(746.35)</b>
<b>Total</b>	<b>303</b>	<b>29,070.00</b>	<b>30,746.19</b>	<b>(1,676.19)</b>
<b>Average Cost of Honoraria per Student</b>			<b>\$ 101.47</b>	
<b>Average Deficit per Student</b>				<b>\$ (5.53)</b>
<b>Practicum Fee 11-12</b>	<b>\$ 90.00</b>			
	<b>Actual # of students</b>	<b>Actual Revenue</b>	<b>Projected Honoraria Costs</b>	<b>Surplus/ Deficit</b>
Summer 2011	115	\$ 10,530.00	\$ 10,887.72	<b>(357.72)</b>
Fall 2011	88	\$ 8,190.00	\$ 9,181.88	<b>(991.88)</b>
Spring 2012	60	\$ 5,490.00	\$ 6,593.29	<b>(1,103.29)</b>
<b>Total</b>	<b>263</b>	<b>24,210.00</b>	<b>26,662.89</b>	<b>(2,452.89)</b>
<b>Average Cost of Honoraria per Student</b>			<b>\$ 101.38</b>	
<b>Average Deficit per Student</b>				<b>\$ (9.33)</b>
<b>Practicum Fee 10-11</b>	<b>\$ 85.00</b>			
	<b>Actual # of students</b>	<b>Actual Revenue</b>	<b>Projected Honoraria Costs</b>	<b>Deficit</b>
Summer 2010	116	\$ 9,605.00	\$ 10,474.81	<b>(869.81)</b>
Fall 2010	89	\$ 7,820.00	\$ 8,719.35	<b>(899.35)</b>
Spring 2011	87	\$ 7,395.00	\$ 8,800.48	<b>(1,405.48)</b>
<b>Total</b>	<b>292</b>	<b>24,820.00</b>	<b>27,994.64</b>	<b>(3,174.64)</b>
<b>Average Cost of Honoraria per Student</b>			<b>\$ 95.87</b>	
<b>Average Deficit per Student</b>				<b>\$ (10.87)</b>
<b>Practicum Fee 09-10</b>	<b>\$ 80.00</b>			
	<b>Actual # of students</b>	<b>Actual Revenue</b>	<b>Projected Honoraria Costs</b>	<b>Deficit</b>
Summer 2009	121	\$ 8,400.00	\$ 10,453.37	<b>(2,053.37)</b>
Fall 2009	94	\$ 7,520.00	\$ 8,676.36	<b>(1,156.36)</b>
Spring 2010	92	\$ 7,360.00	\$ 8,857.45	<b>(1,497.45)</b>
<b>Total</b>	<b>307</b>	<b>23,280.00</b>	<b>27,987.18</b>	<b>(4,707.18)</b>
<b>Average Cost of Honoraria per Student</b>			<b>\$ 91.16</b>	
<b>Average Deficit per Student</b>				<b>\$ (15.33)</b>
<b>Practicum Fee 08-09</b>	<b>\$ 75.00</b>			
	<b>Actual # of students</b>	<b>Actual Revenue</b>	<b>Projected Honoraria Costs</b>	<b>Deficit</b>
Summer 2008	99	\$ 6,225.00	\$ 8,719.24	<b>(2,494.24)</b>
Fall 2008	68	\$ 5,100.00	\$ 6,094.15	<b>(994.15)</b>
Spring 2009	67	\$ 5,025.00	\$ 6,324.74	<b>(1,299.74)</b>
<b>Total</b>	<b>234</b>	<b>16,350.00</b>	<b>21,138.13</b>	<b>(4,788.13)</b>
<b>Average Cost of Honoraria per Student</b>			<b>\$ 90.33</b>	
<b>Average Deficit per Student</b>				<b>\$ (20.46)</b>

## EDUC 2500 Practicum Costs

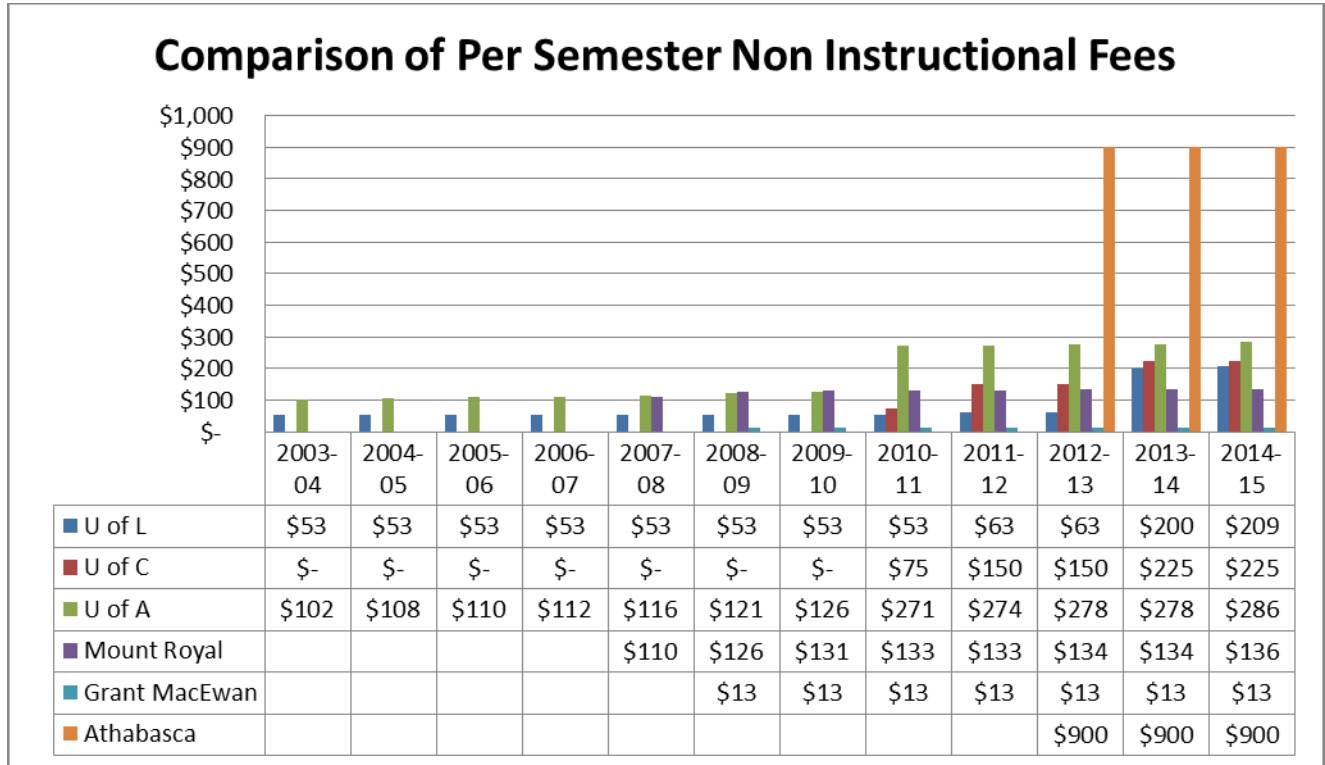
### Half-day Substitute Teacher Costs

Calgary BOE	\$ 107.75
Calgary Catholic	108.52
Christ the Redeemer	103.81
Foothills	105.87
Golden Hills	107.75
Grasslands	125.40
Holy Spirit	104.13
Horizon	113.40
Kainai Board	100.87
Lethbridge 51	108.05
Livingstone	97.25
Medicine Hat Catholic	109.40
Medicine Hat Public	104.25
Palliser	105.09
Prairie Rose	100.39
Rocky View	142.20
Westwind	100.96
<b>Average 1/2 day sub costs</b>	<b>\$ 108.53</b>

*For EDUC 2500 majority of students are placed in Holy Spirit, Horizon and Lethbridge 51. The average for these three school boards is \$108.53*

*Last updated September 29,2014*

#### 4. STUDENT SERVICES FEE



#### **Non-Instructional Fees - Student Services**

	2014/2015 Projected		2013/14 Actual		2013/2014 Projected	
Student Information System, Documents & System Support	\$	917,171	\$	927,500	\$	799,420
Registrar - Information Centre	\$	179,643	\$	262,383	\$	267,692
Safewalk/Security/Risk & Safety	\$	1,999,635	\$	1,910,271	\$	2,027,385
Registrar/Assoc Registrar/Cash Office	\$	690,893	\$	760,779	\$	766,014
Admissions	\$	761,056	\$	972,066	\$	890,224
Records	\$	231,343	\$	172,091	\$	199,598
Convocation	\$	-	\$	-	\$	105,374
AVP Students, Native Student Advising + AVP Student Position Funds	\$	524,366	\$	1,054,161	\$	821,298
Teaching Centre	\$	1,015,077	\$	1,138,598	\$	1,154,563
Student Success Centre	\$	365,585	\$	241,331	\$	75,482
Career & Employment Services	\$	271,481	\$	293,254	\$	327,194
Disabilities Resource Centre	\$	320,441	\$	274,302	\$	367,256
Health Centre, Counselling Services	\$	1,190,429	\$	1,229,704	\$	1,216,351
Tutoring Program, Student Life & Engagement	\$	153,946	\$	307,391	\$	289,168
Scholarships & Student Finance	\$	2,848,300	\$	2,472,934	\$	1,944,924
IT Student Labs, Plus Lifecycle	\$	436,844	\$	119,139	\$	650,260
IT Solution Centre	\$	536,611	\$	506,493	\$	797,155
International Centre for Students, International Student Liaison	\$	426,879	\$	469,078	\$	472,343
	\$	12,869,703	\$	13,111,474	\$	13,171,701
<i>Student Services Fee Revenue</i>	\$	2,525,000	\$	2,410,240	\$	2,400,000
<i>% Fee of Student Services Provided</i>		20%		18%		18%

## 5. STUDENT COPYRIGHT ACCESS FEE

Term	Detail code	Amount charged		
201302	SAC2	3,722.60		
201302	SAC3	27.50		
201302	SACS	11,981.71		
201303	SACF	81,094.59		
201401	SACW	73,536.15		
201402	SAC2	3,643.84		
201402	SAC3	167.50		
201402	SACS	11,763.37		
		185,937.26	as of Sep 12/14	
201403	SACF	80,467.04	as of Sep 12/14	
Spr/15	estimate	71,000.00		
Sum/15	estimate	14,500.00		
		165,967.04	estimate to Aug 31/15	
Revenue collected to August 31/14 - started collection of fee in May/13		185,937.26		
Invoice for Sep 1/13 to Aug 13/14 - less rebate - charge was based on 6,791 FTE @ \$26.00		179,479.34		
<i>Remaining revenue after invoice</i>		6,457.92		
Sep 1/14 to Aug 31/15 invoice estimate				
6,900 FTE @ \$26		179,400.00		
Net GST		2,960.10		
Estimated revenue at current rates		165,967.04		
<b>Short fall</b>		-	9,935.14	

## 6. TUITION DEPOSIT

Comparative Study of Tuition Deposits at other Post-Secondary Institutions		
University	Tuition Deposit	Notes
Alberta College of Art & Design	\$ 240.00	\$200 confirmation fee, \$40 first year only; \$200 is applied to tuition
Ambrose University College	\$ 250.00	Deposit applied towards tuition
Athabasca University	\$ 200.00	
Canadian University College	\$ 150.00	
Concordia University College of Alberta	\$ 200.00	
Grande Prairie Regional College	\$ 250.00	Deposit applied towards tuition
Grant MacEwan University	\$ 200.00	Deposit applied towards tuition
Lethbridge College	\$ 300.00	Deposit applied towards tuition
Medicine Hat College	\$ 100.00	Registration deposit to hold your place in the program
Mount Royal University	\$ 200.00	Deposit applied towards tuition
NorQuest College	\$ 200.00	Deposit applied towards tuition
Portage College	\$ 100.00	Deposit applied towards tuition
Southern Alberta Institute of Technology	\$ 250.00	Deposit applied towards tuition
St. Mary's University College	\$ 200.00	Deposit applied towards tuition
The King's University College	\$ 350.00	Deposit applied towards tuition
University of Alberta	\$ 175.00	Deposit applied towards tuition
University of Calgary	\$ 200.00	Deposit applied towards tuition
University of Northern British Columbia	\$ 100.00	Deposit applied towards tuition
University of Victoria	\$ 200.00	
Vancouver Island University	\$ 200.00	Deposit applied towards tuition
University of Regina	\$ 300.00	Deposit applied towards tuition
University of Saskatchewan	10-15%	Deposit applied towards tuition
University of Toronto	\$ 200.00	Deposit applied towards tuition
York University	\$ 450.00	Deposit applied towards tuition
Concordia University	\$ 100.00	Deposit applied towards tuition
McGill University	\$ 300.00	Deposit applied towards tuition
University of New Brunswick	\$ 100.00	(\$250 for Nursing) Deposit applied towards tuition
Acadia University	\$ 150.00	Deposit applied towards tuition
Cape Breton University	\$ 300.00	Deposit applied towards tuition
Memorial University of Newfoundland	\$ 150.00	Deposit applied towards tuition
University of Prince Edward Island	\$ 500.00	Deposit applied towards tuition
<b>Average across Canada:</b>	<b>\$ 220.50</b>	



## **7. ANCILLARY SERVICES FEES**

### Facility Renewal Levy

#### The Model

The overall model for our new approach to Food Services at the University of Lethbridge is the University of Guelph.

Guelph has been voted #1 food services by their students for more than 10 years [Globe & Mail Annual Survey], we believe we can emulate the success of Guelph's program here at the UofL.

#### The Levy

This levy is done annually at the start of the Fall term.

The levy is \$100 per dining plan student at Guelph.

We believe our proposed \$80 is sufficient to achieve our objectives.

The Levy would apply to all students in residence on the mandatory Dining Plan.

These monies are targeted for use to enhance Food Services retail facilities and adjacent seating areas.

#### The Student Experience.

The majority of the enhancements considered come from suggestions, requests and recommendations of the Residence Food Services Committee, of which all RAs are participating members who meet monthly, from September thru to April every year.

Enhancements may include requests for menu changes or new menu [which require additional equipment investment].

Examples include soft ice cream dispensers, frosties, frozen yogurt, gluten free options and other dietary needs.

Another potential focus is upgrades to the adjacent seating areas to maintain a new, clean and attractive dining setting.

New or additional tables, chairs, soft seating, lighting, general décor require regular annual investment.

At many locations the dining areas become tired and outdated after a few years – we would like regularly re-invest to keep things fresh and attractive.

#### New Initiatives

Fall 2014, we introduced “After Hours” dining service, offering Pizza 73 delivery to residence on evenings and weekends.

This required considerable initial investment in technology and infrastructure, but was a highly desired services by residents.

Future expansions of the service [more vendors] are being requested and considered – however this will require additional investment.

We are one of the few institutions to offer this sort of service tied to our Residence Dining Plan.

Enhancements most often are the collaboration between our food service provider, Aramark, and our University Food Services.

However, there are times when Aramark does not have the budget to initiate or respond to these requests – we believe this Levy will increase our capability to respond to the needs and desires of our residence dining students and deliver a best possible Student Experience.

#### Dining Plan Student Benefit Most

While the entire university community may enjoy such changes enhancements, they are generally driven by our primary clients – the students on the Dining Plans who use these outlets for breakfast, lunch and dinner – 5 to 7 days per week.

Most other customers use the retail food outlets 2 or 3 times per week, and mostly at lunchtime.

#### Summary

Our goal is to maintain and enhance our dining services and facilities to be among the best at any university in Canada.

This investment represents one of the key components enabling us to achieve this objective.

## Residence Dining Plan

With the changeover from Sodexo to ARAMARK in 2013, the introduction of revitalized menus, renovations and introduction of new concepts on campus, both sales and average sale increased

### Student Satisfaction

Overall satisfaction increased significantly with ARAMARK

In 2012-2013 only 16% of those surveyed rated Sodexo very good to excellent

Result for 2013-2014 show 77% of respondents rated ARAMARK very good to excellent overall

### Key Negatives:

Price [Urban Market]

Speed of Service [Tim Hortons lines]

### Average Spend

Average daily spend on meals increased from \$22.90 to \$27.02

This was due to a major shift in traffic from Tim Hortons to Urban Market

This increased the average individual sale from \$3.89 at Tims to \$7.73 at Urban Market

Dining Plan students preferred fresh made-to-order menu

### Insufficient Funds

A significant number of student ran out of meal funds more than a month before end of Spring Term

#### Key factors:

> High satisfaction with ARAMARK outlets & menus

> Shift from fast food to fresh & healthy menu choices - higher average spend

> Kainai Plan members had ability to use Dining Plan funds for after hours snack & beverage vending

### Key Statistics

For 2013-14, students ran out of money.....

Aperture Plan - 37% of students ran out of meal funds before April 1

Commuter Plan - 24% of members ran out of funds before April 1

Value Plus Plan - 13% ran out of funds by April 1

Result: No Dining funds available for up to 4 weeks during critical final exam period

87% of students used all of their Dining Plan funds on or before May 1

### Excess Funds

17 of 430 students (4%) represented 33% of unused funds

### New Concepts - Pilot for 2014-15

A new Dining Plan format is being piloted in 2014-2015

Based on the Guelph model, students will receive 25% discount on Dining Plan purchases

This discount offsets a Fixed Overhead Component and enhances value perception

After Hours Program - Pizza 73 deliveries to Residences using their Enhanced Dining Plan

### New Dining Plan Configurations

Students can choose either taxable or tax exempt plans

### Tax Exempt plans

Are exempt from the 5% GST

Have limited roll over to the following year due to CRA regulations

Cannot be used for snack & beverage vending - CRA regulations

### Enhanced Plan [not tax exempt]

Sales are subject to 5% GST

All unused funds roll over to Bridge Bucks 100%

Can be used for snack & beverage vending

Can be used for "After Hours" Rez Express service - Pizza delivery

### Changes proposed for 2015-2016

#### Consolidate to two Plans - Commuter & Value

##### Rationale:

To mitigate the high number of students running out of Dining Plan funds

#### Increase Commuter and Value Plus Dining Plan values by 7% and 3.9%, respectively.

##### Rationale:

To ensure sufficient funds through to end of Spring Term

With the introduction of the Enhanced Plan option, risk of loss of unused funds is eliminated

Offer popular options - After Hours & Vending - will increase average daily spend

##### Rationale:

Inflation of fresh produce - fruits and vegetables expected to exceed 10%

Inflation of protein - pork and beef - expected to be 7%

These commodities are key student dining requirements and integral to Urban Market

##### Rationale:

Increases for 2015-2016 put our Plans on par with other Alberta post-secondary Dining Plans

#### Introduce Facility Renewal Fee

Charged to all students on the Residence Dining Plan

Contribution toward annual capital enhancements & maintenance

##### Rationale:

Enables annual enhancements and expansion of food service outlets

Vending Revenues to support Blackboard annual operating costs

## 8. PARKING SERVICES

THE UNIVERSITY OF LETHBRIDGE PARKING SERVICES						
OPERATING BUDGET PROJECTIONS						
		Actual 2012-13	Budget 2013-14	Actual 2013-14	Budget 2014-15	Budget 2015-16
<b>REVENUE</b>						
	Sales to Operating	37,821	-	39,574	-	-
	External Revenue	5,635	-	-	-	-
	Cash Sale Permits	736,559	875,000	814,487	900,000	1,000,000
	Payroll Deduction Permits	349,779	390,000	368,184	385,000	450,000
	Permit Dispenser/Temporary Permits	149,624	190,000	135,337	275,000	190,000
	Parking Meters	11,443	2,500	17,298	2,500	2,500
	Parking Fines	81,362	82,500	91,205	190,000	190,000
	<b>TOTAL REVENUE</b>	<b>1,372,223</b>	<b>1,540,000</b>	<b>1,466,086</b>	<b>1,752,500</b>	<b>1,832,500</b>
<b>LABOUR</b>						
	Wages - Fully Time Temporary	867	-	838	500	500
	AUPE Salaries - Casual Term	-	-	-	30,000	30,000
	AUPE Benefits	-	-	-	11,000	11,500
	ESS, APO, MGMT Salaries - Continuing Positions	84,828	91,000	87,385	97,000	102,000
	Statutory Benefits - CPP	3,464	3,900	3,484	4,200	4,500
	HC Benefits - Alberta Health Care	3,935	3,900	4,004	4,000	4,100
	Pension Benefits - Academic Benefits	10,407	10,600	10,687	11,200	11,800
	<b>TOTAL LABOUR</b>	<b>103,501</b>	<b>109,400</b>	<b>106,398</b>	<b>157,900</b>	<b>164,400</b>
<b>EXPENDITURES</b>						
	Materials and Services	739,106	759,700	733,079	759,700	764,700
	Repairs/Maintenance	36,593	75,000	53,992	100,000	100,000
	Equipment	4,972	127,500	700	52,500	37,500
	Rental/Lease	10,455	4,000	11,372	4,000	4,000
	Utilities	6,952	6,000	7,014	6,000	6,000
	<b>TOTAL EXPENDITURES</b>	<b>798,078</b>	<b>972,200</b>	<b>806,156</b>	<b>922,200</b>	<b>912,200</b>
	<b>EXCESS REVENUE OVER EXPENSE</b>	<b>470,644</b>	<b>458,400</b>	<b>553,532</b>	<b>672,400</b>	<b>755,900</b>
	<b>RESERVE BALANCE, beginning of year</b>	<b>588,234</b>	<b>27,387</b>	<b>27,387</b>	<b>155,919</b>	<b>753,319</b>
<b>Add:</b>	Excess Revenue over Expense	470,644	458,400	553,532	672,400	755,900
	Interim financing	-	-	-	1,750,000	-
<b>Less:</b>	Capital projects/infrastructure renewal	(41,998)	-	-	-	(400,000)
	Sustainable upgrade of parking lots E, F, FS	(1,000,000)	(1,000,000)	(225,000)	(1,750,000)	-
	Improvements to Lot L (University Hall Level 6)	10,507	-	-	-	-
	Aperture Park Residence Lot-Parking Contribution	-	(200,000)	(200,000)	-	-
	Transportation study	-	-	-	(75,000)	-
	Replacement parking and roadways for loss to Destination Project	-	-	-	-	(600,000)
	5 Year payback of interim financing	-	-	-	-	(350,000)
	<b>RESERVE BALANCE, end of year</b>	<b>27,387</b>	<b>(714,213)</b>	<b>155,919</b>	<b>753,319</b>	<b>159,219</b>

# 19 APPENDIX F – RESPONSES TO STUDENT FEE CONSULTATION COMMITTEE

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November 10, 2014

## Questions from Student Fee Consultation Committee:

1. 2.4 - Faculty of Fine Arts Access Fee:
  - a. Could there be a reserve set of tickets set aside for students?

### RESPONSE:

- i. Propose the box office sells tickets in its normal fashion until 85% of the capacity is sold or until 48 hours prior to the event, whichever comes first. All the remaining tickets within the 48 hours to the event will be available to students and paying patrons on a first come first serve basis.
  - ii. Generally most events are only at 65-70% capacity.
  - iii. Student tickets will not be designated to any one particular area, but will be available throughout the theatre.
  - iv. Last year the only Fine Arts events that were sold out were the 3 Global Drums concerts, 1 Opera workshop and the 12 TheatreXtra shows (these shows are not advertised off campus so it is estimated that the majority of the tickets were sold to students).
- b. Could the flat fee be decreased to allow students to be paying less than the minimum cost of \$10/ticket?

### RESPONSE:

Since \$10 is the 2014/15 minimum price for a student to attend a Fine Arts event and there are events where the current student ticket price is above the \$10/ticket we believe the flat fee is reasonable.

2. 2.5 - Faculty of Health Sciences – Administrative Processing Fee for Curriculum Detail:  
How many information requests are being submitted to Health Sciences?

### RESPONSE:

Last year there were approximately fifteen requests, the year before that about seven, and the year before that maybe one or two. The number of requests are increasing each year. The staff overtime rate used is \$45/hour (\* 4 hours approx. for each request = \$180). The fee is based on Health Sciences Advising employee rates, but the cost is actually higher when the cost of the time includes the Nursing faculty also spend assisting on these requests.

3. 2.6 - Policy change on timing of fees for M.A/M.Sc. and M.Sc.-Mgt (Part-Time)  
Students expressed concern that part-time students would pay more fees up front rather than having the fees spread out over the length of their program.

### RESPONSE:

The fee collection change will be grandfathered in and will not apply to students in the program prior to 2015. This should allow time for new students to plan their finances appropriately.

4. 2.7 – Deadline for Summer Session Tuition and Fees:  
What if a student registers for a class after June 1<sup>st</sup>?

**RESPONSE:**

The fees for classes registered in after the June 1<sup>st</sup> deadline would be due by the end of the month that they are registered in. For instance: If a student registers on June 15<sup>th</sup>, for a Summer Session class, then their fees for this class would be due June 30<sup>th</sup>. If they register July 15<sup>th</sup>, their fees would be due July 31<sup>st</sup>.

5. 3.5 - Fine Arts Instrument/Equipment Damage Deposit:  
How is the 50% fee refunded?

**RESPONSE:**

The student pays the fee at the Cash Office and shows the receipt to borrow the asset. When the asset is returned (usually at the end of the year) the student will receive a return slip which they take to cash office to receive the 50% back. The Faculty of Fine Arts does not handle any cash. The majority of the transactions at the Cash Office are debit card transactions and therefore the deposit refunds will be debit card refunds.

6. 4.1 – Student Services Fee:  
a. Requested supporting information for the 5% general compensation increases.

**RESPONSE:**

General compensation increase as per collective agreement:

<b>SUPPORT STAFF</b>	<b>July 1, 2012</b>	<b>July 1, 2013</b>	<b>July 1, 2014</b>
COLA (scale & salary) - July 1	1.00%	2.00%	*TBD
COLA (scale & salary) - Jan 1	1.00%	-	-
Career Progress & Merit **	4.00%	4.00%	4.00%
Benefits (estimate)	1.00%	1.00%	1.00%
<b>TOTAL</b>	<b>7.00%</b>	<b>7.00%</b>	<b>5.00%</b>
*Note: contract ended June 30, 2014 so amount is still to be determined			
**Note: employees at the top of scale will receive less than 4% merit			

- b. Requested the specific services that the fee is supporting

**RESPONSE:**

Quality Initiatives Program (QIP) has been removed from the listing of Non-Instructional Fees – Student Services since we concur that the funding source for these programs is tuition fees. The impact is that the 2014/2015 projected % fee of Student Services provided through the Student Services Fee changed from 19% to 20%. The format for listing Student Services expenses was not changed based on the recommendations of prior Student fee Committees to consistently report changes in expenses year over year and in a format similar to other Alberta institutions.

- c. The Students' Union requested estimated enrollment numbers in September/October each year so that they can plan their budget accordingly.

RESPONSE:

Institutional Analysis will provide the Students' Union with enrollment numbers in September/October each year.

7. 5.1 – Parking Rates:

Are there any accommodations set aside for students who cannot afford to pay for parking, such as bursaries?

RESPONSE:

Definition from the Calendar (page 467):

Bursary - A bursary is non-repayable financial support provided to a student who demonstrates financial need and who is in good standing academically.

There are no restrictions on the types of expenses bursaries can fund so Students have the discretion on what the bursary may be spent on. The University does not have established bursaries that stipulate where the award payment must be spent.

8. 10.1 - CKXU Radio Fee:

Provide referendum question, as there is concern around which students are charged this fee based on what the referendum stated.

RESPONSE:

The referendum questions found on ULSU website in archives (<http://www.ulsu.ca/?p=11500>) shows the following:

*QUESTION 1 (Levy Increase) In order to better provide for the CKXU Radio Society, of which all students of the University of Lethbridge are the primary stakeholders, do you agree to increase the CKXU Levy by \$3.00 (three dollars) per student per semester?*

RESULTS:

YES votes: 615 votes

NO votes: 614 votes

*QUESTION 2 (CPI) For continued sustainability of the CKXU Radio Society, do you authorize the University of Lethbridge Students' Union to tie the CKXU levy it collects to the Consumer Price Index (CPI), as determined by Statistics Canada, using 2014 as the base year, in order to account for annual inflation/deflation?*

RESULTS:

YES votes: 669 votes

NO votes: 539 votes

It would appear, based on the referendum question, that all undergraduate students will be assessed the CKXU Radio fee.

Students Union only counted the referendum votes from Lethbridge Campus and therefore this fee will only be applied to Lethbridge campus students.

9. 12.1 - Residence Dining Plan Fee:

Will the 25% Dining Plan discount provide more funds for students near the end of the semester, when in previous years the dining funds were completely expended prior to the semester end for some students? If so, why the increase in the Residence Dining Plan fee?

RESPONSE:

The FOC (fixed overhead component) is not a 'pool' accessible by students.

The University takes 25% 'off the top' of the Dining Plans at the start of the year and this is paid to Aramark on or before October 15th. This effectively gives Aramark an 'advance' for operational purposes. To offset this, we offer 25% off all purchases by Dining Plan members at all food outlets. Hence - the 25% off does not 'stretch' the funds further – simply offsets the FOC.

The increase in the Dining Plans covers expected inflation and the fact that a substantial number of students over the past year (and trending\*\* the current year) ran out of funds many weeks before the end of April. Dining Plans should be sufficient to cover food purchases through to the end of the Spring term.

With the Dining Plan current options, students can choose the 'taxable' plan which ensures any residual funds on May 1 roll over [without penalty] to Bridgebucks – which never expire.

\*\* As of November 1, more than 55% of Dining Plan students are trending to run out of Dining Plan funds well before the end of April '15. The University sends out emails monthly to these students advising to 'top up' their plan to ensure adequate food monies are available through to the Spring term.

Statistics:

- 1.1% of total Dining Plan funds remained on May 1, 2014. Of this - only 17 student plans (3% of members) accounted for more than 1/3 of the total residual dollars, averaging \$1600 left in each of these accounts
- On April 1st – one month left in Spring Term:
  - 37% of Aperture Plan members ran out of funds on or before April 1 – one month left in Spring term
  - 24% of Commuter (UHall) members ran out on or before April 1
  - 13% of Value Plus Plan members ran out on or before April 1
- On May 1st
  - 77% of Aperture Plan members ran out of funds on or before May 1 – one month left in Spring term
  - 68% of Commuter (UHall) members ran out on or before May 1
  - 71% of Value Plus Plan members ran out on or before May 1



Our Concern: Too many students ran out of food money before the end of term

- The typical Commuter Dining Plan is designed to cover 3 meals per day, 5 days per week
- Some students ran out of funds as early as December. Many ran out in January, February and March.
- Not all students have money reserves left to 'top up' their dining plans in the Spring.
- Most students count on the Dining Plan to feed them through the entire academic year, and budget accordingly.

Our Goal: Dining Plan funds will last to the end of the academic year (May 1<sup>st</sup>)

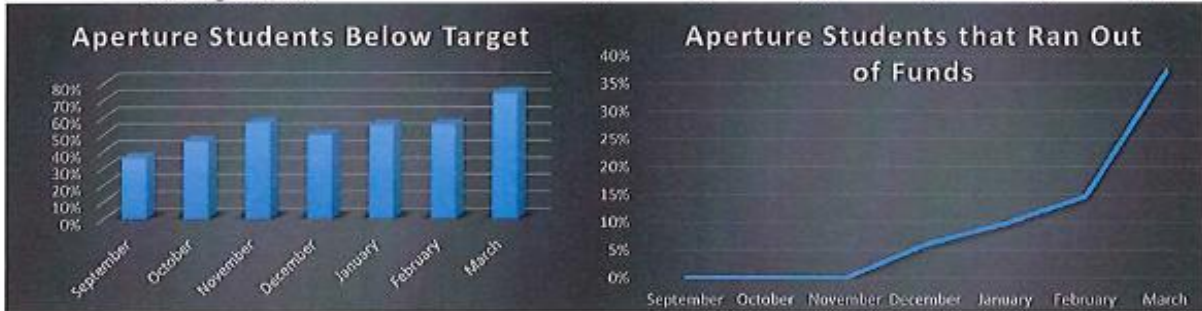
- The proposed changes and increases are calculated to ensure our residence students do not run out of food money before the end of the Spring Term.

Our Commitment: Student will not lose or forfeit any money

- 100% of remaining Dining Plan funds will roll over to Bridgebucks.
- 100% of all residual funds roll over to Bridge bucks.
- Bridgebucks never expire.

### Aperture Funds

Original Deposit	\$2,046.00	12.5%							
			<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>
Baseline Target Amount	\$1,790.25	\$1,534.50	\$1,278.75	\$1,023.00	\$767.25	\$511.50	\$255.75	\$0.00	
Percentage on or Above Target	64%	54%	43%	50%	44%	44%	26%		
Percentage Below Target	36%	46%	57%	50%	55%	56%	74%		
Percentage Ran Out			<1%	6%	10%	15%	37%	77%	



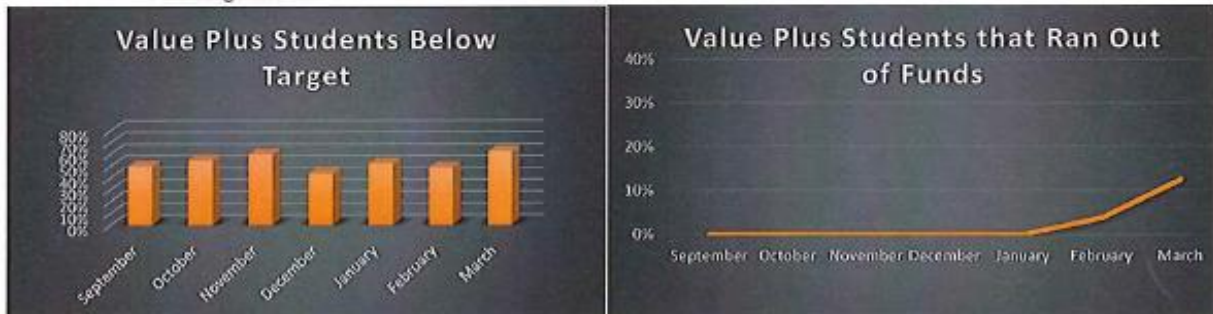
### Commuter Funds

Original Deposit	\$2,849.00	12.5%							
			<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>
Baseline Target Amount	\$2,492.88	\$2,136.75	\$1,780.63	\$1,424.50	\$1,068.38	\$712.25	\$356.13	\$0.00	
Percentage on or Above Target	62%	50%	40%	57%	51%	52%	32%		
Percentage Below Target	38%	50%	60%	43%	49%	48%	68%		
Percentage Ran Out					3%	8%	24%	68%	



### Value Plus Funds

Original Deposit	\$3,424.00	12.5%							
			<u>September</u>	<u>October</u>	<u>November</u>	<u>December</u>	<u>January</u>	<u>February</u>	<u>March</u>
Baseline Target Amount	\$2,996.00	\$2,568.00	\$2,140.00	\$1,712.00	\$1,284.00	\$856.00	\$428.00	\$0.00	
Percentage on or Above Target	50%	45%	40%	56%	47%	51%	37%		
Percentage Below Target	50%	55%	60%	44%	53%	49%	63%		
Percentage Ran Out						4%	13%	71%	



10. 12.2 – Housing Services Rental Rates:

Re: Rental Comparisons with Market to UofL. Where does the information gathered for Utility rates (water, heat and electricity) come from? Students feel the utilities comparisons are too high.

RESPONSE

This information comes from local landlords and reflect their actual or estimated rates as well as market trend analyses. These are estimated averages and may not reflect individual experiences, which may be higher or lower, depending on the location and individual consumption patterns. The submission is attempting to estimate both meter rates and consumption patterns a year in advance. Management will monitor and report on these estimates in next year's fees process (projections vs. actuals).

## 20 APPENDIX G – PROPOSED FEES NOT APPROVED BY ADMINISTRATION

### 1. SCHOOL OF GRADUATE STUDIES – GRADUATE STUDENT SERVICES FEE

The proposed Graduate Student Services fee will cover the cost of delivering a variety of student services that enhance the graduate student experience, that cultivate professional and discipline-specific skills and competencies, and that foster the graduate student environment and culture. These services include, but are not limited to, the THRIVE – Professional Skills Program for Graduate Students, Three-Minute Thesis (3MT) Competition, and orientation sessions delivered by the School of Graduate Studies.

**Recommendation:**

**That the Graduate Student Services Fee as presented in Table ..for 2015-16 be approved effective April 1, 2015 and that the fee increases for 2016-17 to 2017-18 be approved in principle.**

SCHOOL OF GRADUATE STUDIES - GRADUATE STUDENT SERVICES FEE					
Per Semester					
	Proposed 2015-16	% Inc	Proposed 2016-17	% Inc	Proposed 2017-18
Graduate Student Services Fee	40.00	5.00%	42.00	5.00%	44.00

### 2. GRADUATION APPLICATION FEE

The Graduation Application Fee is charged to all students who apply to graduate. This fee is used to offset the cost of graduation which includes materials such as diplomas, parchments and as well as regalia rental which is increasing to \$29/gown. The proposed increase is revenue-neutral as it is required to cover the increasing costs of regalia and the convocation ceremonies.

**Recommendation:**

**That the Graduation Application Fee be increased effective April 1, 2015 as presented in Table.. and that the fee increases for 2016-17 to 2017-18 be approved in principle.**

GRADUATION APPLICATION FEE									
	Actual 2012-13	Actual 2013-14	Actual 2014-15	% Inc	Proposed 2015-16	% Inc	Proposed 2016-17	% Inc	Proposed 2017-18
Graduation Application Fee	25.00	25.00	26.25	33.00%	35.00	0.00%	35.00	0.00%	35.00

### 3. FACILITIES – CLOSURE & OFFICE LOCK OUT OPENING FEE

CLOSURE & OFFICE LOCK OUT FEE					
	Proposed 2015-16	% Inc	Proposed 2016-17	% Inc	Proposed 2017-18
Office lock out fee	10.00	0.00%	10.00	0.00%	10.00

## 21 APPENDIX H – ESTABLISHMENT OF STUDENT FEES POLICY

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### POLICY - ESTABLISHMENT OF STUDENT FEES

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#### 1. PREAMBLE

- 1.1 The *Post-Secondary Learning Act* of Alberta grants authority to approve tuition and fees for students to the Board of Governors.

*Post Secondary Learning Act*

*Section 61(1) Tuition Fees*

*61(1) The board of a public post-secondary institution shall set the tuition fees to be paid by students of the public post-secondary institution.*

- 1.2 The University of Lethbridge complies with the *Public Post-secondary Institutions' Tuition Fees Regulation*:

*Public Post-secondary Institutions' Tuition Fees Regulation*

*Section 3(1) Consultations*

*3(1) A board shall*

- (a) provide to the institution's students' council each year a statement of anticipated tuition fee increases for a 4-year period, and*
- (b) shall establish with the students' council a mechanism for holding consultations to discuss increases in tuition fees and to allow for ongoing input by that council to the budget process relative to the determination of tuition fees*

#### 2. PURPOSE

- 2.1 To establish a protocol for consultation, approval and publication of fees related to students including, but not limited to, instructional fees, mandatory instructional support fees, mandatory non-instructional support fees and fees for equipment or materials owned or leased by the student.
- 2.2 To ensure that student related fees are applied consistently across the University.

AUTHORITY:	RESPONSIBILITY:	EFFECTIVE DATE:	RELATED POLICIES
Board of Governors	Vice-President (Finance & Administration)	Mar 15-2012	

### 3. DEFINITIONS

- 3.1 *Instructional Fees* - Fees for supplies, equipment, materials and services directly related to the delivery of instruction in a course or program.
- 3.2 *Mandatory Instructional Support Fees* - Mandatory fees assessed in anticipation of costs for supplies, equipment, materials, or services which are not directly related to the delivery of instruction in a course or program, but are considered required elements of a course or program.
- 3.3 *Mandatory Non-instructional Support Fees* - Mandatory fees assessed in anticipation of costs for services or materials which are not directly related to the delivery of instruction but are considered necessary to provide support for students.
- 3.4 *Fees for Equipment or Materials Owned or Leased by the Student* - Mandatory fees associated with the purchase or lease of required course materials. These fees are not regulated under the Alberta's *Tuition Fees Regulation*.
- 3.5 *Supplementary Incidental Fees* - Non-mandatory fees charged only to recover costs for equipment or materials that become the property of the student and that the student has the option of obtaining from a variety of sources. These fees are not regulated under the Alberta's *Tuition Fee Regulation* and fees for such items do not require the approval of the Board of Governors.

### 4. POLICY

- 4.1 The Board of Governors must approve all fees related to students including, but not limited to, instructional fees, mandatory instructional support fees, mandatory non-instructional support fees and fees for equipment or materials owned or leased by the student.
- 4.2 All approved fees must be listed in the University Calendar for the information of students.
- 4.3 Prior to approval by the Board of Governors, University administration shall consult with student representatives from the undergraduate and graduate students' councils regarding any proposed fees related to students.

### 5. CONSULTATION

- 5.1 In order to have full information in making its decision about the implementation of or changes to fees related to students and to meet deadlines for decisions in an orderly fashion, the University will consult the elected student leadership.
- 5.2 The general steps that shall apply to the consultation process are as follows:
  - 5.2.1 There should be provision of information to the elected student leadership to allow informed advice.
  - 5.2.2 There should be an opportunity for the elected student leadership to give thoughtful consideration to pertinent issues, consult their members in concert with the University administration and tender their opinions and advice to the University administration.
  - 5.2.3 In making their decision whether to approve proposed new fees or changes to fees related to students, the Board of Governors will require that the student consultation

process provides for at least two meetings per year where students are consulted on the proposed fees.

- 5.2.4 At any time, but especially in the second or subsequent years of an approved multi-year tuition program, the University and the applicable student societies may agree upon simpler arrangements for consultation on a case-by-case basis.

## Appendix : ESTABLISHMENT OF STUDENT FEES - Process

To establish a protocol for consultation, approval and publication of fees related to students including, but not limited to, instructional fees, mandatory instructional support fees, mandatory non-instructional support fees and fees for equipment or materials owned or leased by the student.

### Process

- i. Annually, proposed new fees and changes to fees related to students are submitted by the Faculties/School/Departments to the Associate Vice-President (Finance) for review and assessment as to the appropriateness of the proposed fee.
- ii. Following the Associate Vice-President (Finance)'s review, University administration meets with a group of students to review the proposed new fees or changes to fees. This group of students is selected and assembled by the Students' Union Executive and the Graduate Students' Association, and may include representation from the Organization of Residence Studies, various faculties, and the Students' Union. This meeting provides an opportunity for students to ask questions and for University administration to address students' concerns and explain the reasons for the proposed fees or fee changes.
- iii. University Administration sends a written response in regards to any questions or further information requested to the students consulted above.
- iv. Proposed new fees or changes to fees related to students are approved by the Board of Governors, which requires confirmation that students have been consulted on the proposed new fees or changes to fees and an explanation of the consultation process followed.
- v. Approved fees will be listed in the *University Calendar*.



## 22 APPENDIX I - STUDENT FEE REVIEW COMMITTEE

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Nancy Walker, Vice-President (Finance & Administration)

Andy Hakin, Provost and Vice-President (Academic)

Carrie Takeyasu, Associate Vice-President (Finance)

Marnie Sawa, Manager, Budget & Planning

Alyssa Andreachuk

Jan Tuescher

Cameron Howey

Danielle Adams

Monica Gorham

Kingsley Eze

Mike Kawchuk

Sean Glydon

Lisa Hildebrand

Riley Miller

Julia Adolf

Nicolette Stuart

Chris Hollingsworth

Kimberley Bose

Lisa Giovanetto

Mark Carrell

Brody Gordon

Michael Gale

Brenna Scott

Megan Sutherland