



Policy:	E-2.3
Approved By:	Board of Governors
Approval Date:	March 24, 2003
Amendment Date:	
Policy Holder:	VP Education

STUDENT ANCILLARY FEES

Purpose / Rationale

To establish guidelines for the assessment of student fees for goods and services provided by the College.

Scope / Limits

All ancillary fees, charged to students by the College except:

1. tuition fees;
2. fees established by the Camosun College Student Society;
3. fees collected by Camosun College that are remitted to external agencies (e.g., Conservatory of Music);
4. fees collected for services offered to the general public (e.g. bookstore, print shop, food services); and
5. fines and penalties (e.g., parking and library fines, NSF cheque).

Principles

1. When establishing fee structures, student affordability will be considered.
2. Costs that are mandatory to the delivery of educational programming and that are common to all students in a program will be incorporated into the *tuition fee* structure.
3. All discretionary fees charged to students will be part of the *ancillary fee* structure.
4. Ancillary fees may be charged for investment in infrastructure development.
5. Recovery of the full cost of the ancillary fee will be a factor when establishing the fee.
6. All ancillary fees will flow to general revenue and will be collected and distributed by way of appropriate controls, established by the College.
7. Established ancillary fees will be published and made available to all potential and current students.

A. ANCILLARY FEE FRAMEWORK

Ancillary fees may be established in the following categories:

1. Administrative and General Service Fees

Ancillary fees charged for individual transactions and for general services, examples are noted in the table below.

2. Infrastructure Development

Ancillary fees established for the purpose of investing in infrastructure development including technology renewal, future buildings and lab equipment.

Administrative/General Services	Infrastructure Development
Administrative Transactions examples: <ul style="list-style-type: none">• Admissions• Registration• Credentialing• Graduation• Duplicate/Replacement, Documents/Materials	Future Buildings
General Services examples: <ul style="list-style-type: none">• Lockers• Audio Visual• Lab Printing• Inoculations	Technology Renewal
Testing and Assessment (College-Wide)	Lab Equipment

B. PROCEDURES FOR FEE APPROVALS

Follow the guidelines in the *Request to Establish or Adjust Student Ancillary Fee Form*. (See link.) Requests will be considered during the budget development process.

C. GUIDELINES FOR COLLECTION & DISTRIBUTION

1. All ancillary fees will be collected through official cashiering centers.
2. Every attempt will be made to have all student materials distributed through established College outlets such as the bookstore.

D. LINK TO RELATED FORM

[E-2.3.1 Request to Establish or Adjust Student Ancillary Fee](#)