

# Compulsory Ancillary Fees Protocol

**Category:** Financial

**Jurisdiction:** Vice President, Administration and Finance

**Approval Authority:** Board of Governors

**Established on:** March 22, 1995

**Amendments:** February 27, 2025 (housekeeping)

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## Preamble

In June 1994, the Ministry of Education and Training implemented a new Compulsory Ancillary Fee policy which provided that a university must establish a protocol, in consultation with student governing body representatives, to set out the means by which students will be involved in decisions regarding compulsory ancillary fees. Further, any new compulsory fees or increases to existing fees must be determined following this process. For the purpose of this Protocol, a compulsory ancillary fee is defined as set out in the Tuition Fee Framework and Ancillary Fees Guidelines for Publicly-Assisted Universities document (2019-20, 2020-21), as a non-tuition related fee, imposed or administered by a given institution, or one of its constituent parts, or its federated or affiliated institutions, in addition to regular tuition fees, which a student is required to pay in order to enrol in, or successfully complete, any credit course.

## Committee Structure

The Ancillary Fees Committee shall be established to deal with changes or addition to the current compulsory ancillary fees and shall be comprised of six members, three of whom represent the Lakehead University Student Union (LUSU) and three of whom represent Lakehead University.

The LUSU representatives are the LUSU Executive Director, VP Orillia, and VP Finance. If a representative is unavailable, any other LUSU Executive may attend as a delegate.

The University representatives are the Associate-Vice-President, the Services Vice Provost (Students) & Registrar, and the Manager, Accounts Receivable & Student Financial Services.

The Committee will be chaired by the Associate Vice-President, Financial Services.

## Principles

1. The ancillary fees covered by this protocol shall meet the current guidelines and classification framework of the Ministry of Colleges and Universities for compulsory non-tuition-related fees.
2. Both parties agree to negotiate fee adjustments in good faith.
3. The goal of the Committee is to achieve consensus on increases and additions to the fee structure.

## Process

1. Current ancillary fees may be increased at the annual rate of increase of the Statistics Canada Consumer Price Index (CPI) for Ontario as at the preceding December 31st. A larger increase or new fees shall be approved through the Protocol.
2. Proposed increases beyond the CPI or new compulsory ancillary fees shall be reviewed by the Ancillary Fee Committee and recommendations formulated for the governing body of both parties.
3. Recommendations from the Committee on fee adjustments shall be presented by the LUSU representatives to the Student Union Board of Directors for ratification prior to being presented to the Board of Governors. If a consensus cannot be reached by the Committee, the University's representatives shall report to the Board of Governors.
4. In the event the LUSU Board of Directors does not accept the recommendations as presented, they shall be returned to the Ancillary Fee Committee for reconsideration along with a written report as to why the recommendations were not approved and suggestions as to acceptable rates.

5. The Committee shall reconsider its recommendations in light of the comments from the LUSU Board of Directors and resubmit these with revisions, if any, to LUSU prior to presentation to the Board of Governors.
6. The Committee may reconvene if necessary following this second submission to the LUSU Board prior to submitting its report to the Board of Governors. The report shall contain the recommendations of the Committee and indicate any dissenting recommendations coming from either party.
7. If the Board of Governors does not accept the recommendations of the Committee, the Board may refer the recommendations back to the Committee for further consideration prior to finalizing its decision.
8. The Board of Governors shall make the decision on a rate increase or addition. The Board reserves the right to reduce the level of services offered consistent with the level of funding available. Such an option will be discussed by the Committee prior to implementation.

## Implementation

Fee changes under this Protocol must be approved by the Board of Governors by March 15 or such other mutually agreeable date in order to be implemented in the next academic year.

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**Review Period:** Three years

**Date for Next Review:** 2027/28

**Related Policies and Procedures:** None;

**Policy Superseded by this Policy:** None;