
TERMS OF REFERENCE

- Background:** A student is responsible for officially dropping courses, withdrawing, cancelling registration or changing their status by the pertinent deadline in order for their fees to be adjusted.
- Mandate:** The university's Fee Reduction Appeals Committees – graduate and undergraduate – consider requests from students for reduction of fees due to (a) illness, family affliction, accident or other compelling circumstances, and (b) administrative errors.
- Responsibilities:** To adjudicate student requests for reduction of fees based upon non-academic reasons, as described above. A change in employment or financial situation is not in itself normally grounds for fee reduction. The committees do not deal with matters of an academic nature (e.g., academic standing or concessions).
- Status:** A standing committee that reports to the Registrar.
- Membership:**
- Undergraduate FRAC***
Deputy Registrar Office of the Registrar (chair)
Manager, Tuition Fee Assessments
Director of Finance and Operations, UVSS
- Graduate FRAC***
Director, Graduate Admissions and Records, Office of the Registrar (chair)
Manager, Tuition Fee Assessments
Coordinator, Information, Research & Communications, Faculty of Graduate Studies
Director of Finance, GSS
- Protocols:**
- Fee Reduction Appeal Process:**
- Students appealing for reduction of fees on the above grounds must submit the Fee Reduction Appeal Form along with supporting documentation (e.g., doctor's note, counsellor's letter, departmental support).
 - Students are informed in writing of whether their requests have been granted in full, in part or denied, including the rationale underlying the decision, and of the grounds and process for appeal.
 - In situations where consensus cannot be reached, the appeal will be referred to the Registrar for a decision. The Registrar will consult as

appropriate with the Dean of Graduate Studies and the Treasurer in this process.

Grounds for Appeal:

A Student may only appeal on one or more of the following grounds:

- a) illness, family affliction, accident or other compelling circumstances, and
- b) administrative errors.

Time Limit for Filing an Appeal:

- Normally, a student must submit a request for fee reduction within two (2) years of the term for which the fee reduction is being requested. If the request for fee reduction is not filed within this period of time, the student must provide reasons for the delay in requesting a fee reduction. In exceptional circumstances, the Committee Chair may consider whether the reasons warrant an extension of the time limit.

Appeal Process:

- In cases in which new information subsequently becomes available, the student may submit a re-appeal to the committee.
- If the committee does not approve an appeal, the student may appeal the decision of the committee to the Registrar. In considering appeals of decisions by the committees, the Registrar will consult as appropriate with the Dean of Graduate Studies and the Treasurer before rendering a decision.
- Decisions of the Registrar are final.


Criteria for Adjudicating Appeals:

- The committees will evaluate appeals based upon written submissions provided by students, and in accordance with the guidelines established above.

Resources: The Office of the Registrar will provide resource support to the committees, unless otherwise agreed by the committees.

Timeframe: The committees will prepare an annual report for the Registrar by June 30th of each year for dissemination to Executive Council and elsewhere as deemed appropriate. The annual report will present a summary of the number, type, and disposition of appeals reviewed.

Approved By:



Valerie Kuehne, Interim President

Date:

OCT. 30, 2020