The Protocol
Student Services, CPI and UTI
Presentation to COSS
The Protocol

The Protocol was created pursuant to Ministry requirements to establish “a formal agreement between the institution’s administration and student government representatives which set out the means by which students will be involved in decisions to introduce a new or modify an existing compulsory non-tuition related ancillary fee.”
# Compulsory Non-Academic Incidental Fees

<table>
<thead>
<tr>
<th>Campus Service Fees</th>
<th>Student Society Fees</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Policy for Compulsory Non-Academic Incidental Fees</strong></td>
<td></td>
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<tr>
<td><strong>Policy on Ancillary Fees</strong></td>
<td></td>
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</tbody>
</table>

**The “Protocol”**
(MOA between SAC, GSU, APUS for a Long-Term Protocol on the Increase or Introduction of Compulsory Non-Tuition Related Fees)

COSS considers Student Services Fees and provides advice to UAB. Decisions of COSS (approval or failure to approve) related to fees are then conveyed to UAB.
Governance Path

Campus-wide and St. George Fees
- COSS
- University Affairs Board

UTM & UTSC Fees
- QSS (UTM) or CSS (UTSC)
- Campus Affairs Committee
- Campus Council
- Executive Committee

For Recommendation
For Approval
For Information
For Confirmation
Advice to Governing Council

If the majority of student members **approve** the fee increase:

the fee increase is brought forward to UAB for approval.

If the majority of student members **do not approve** the fee increase:

UAB may approve increases based on two indexes.
CPI (Definition – Student Services)

CPI is the inflation factor equal to the Consumer Price Index as described in the University of Toronto's Long-range Budget Projection Assumptions and Strategies (or its equivalent).

Long-Term Protocol on the Increase or Introduction of Compulsory Non-tuition Related Fees
UTI (Definition)

UTI: University of Toronto Index.

UTI is an indexation of a service's fee
- accounts for changes in salary and benefit costs, revenue from other sources, occupancy costs, and changes in enrolment.
- calculated separately for each service's fee.

*Long-Term Protocol on the Increase or Introduction of Compulsory Non-tuition Related Fees*
## UTI (Calculation)

<table>
<thead>
<tr>
<th>For Both Appointed and Casual Staff</th>
</tr>
</thead>
<tbody>
<tr>
<td>Budgeted Salary Expenditure Base (previous year)</td>
</tr>
<tr>
<td>+ Average increase/decrease for staff members</td>
</tr>
<tr>
<td>+ Institutional Average Benefit Cost (24.0% / 10% casual)</td>
</tr>
</tbody>
</table>

= **Total indexed Salary Base (Appointed and Casual Staff)**

- amount of net revenue from other sources (previous year)

+ Non-salary expenditure base (previous year)

+ Occupancy Costs (previous year)

- Reduce the amount by the proportion of non-student use

- Reduce the amount attributed to UTM and UTSC students

= **Total cost for UTI purposes**

/ Divide the difference by the projected FTE enrolment

= **UTI Indexed Fee (per term)**
Permanent and Temporary Increases

Permanen increase:
The lessor of the UTI increase or the CPI increase.

And

Temporary increase (up to 3 years)
The greater of the UTI increase or the CPI increase.

Examples:

- **UTI** = 6.5%
  - **CPI** = 2.0%
  - **UTI > CPI**
  - Permanent Increase **CPI** = 2.0%
  - Temporary Increase **UTI** = 6.5%

- **UTI** = 1.3%
  - **CPI** = 2.0%
  - **CPI > UTI**
  - Permanent Increase **UTI** = 1.3%
  - Temporary Increase **CPI** = 2.0%
How it Works (Fees are not approved by COSS)

- **Previous Year Fee**
- **Less Temporary Increase from 3 years ago**
  - Any temporary increases from previous years.
- **Add UTI increase**
  - Changes in salary and benefit costs, revenue from other sources, occupancy costs, and changes in enrolment
- **Add CPI increase**
  - Add CPI (this year’s CPI is 2%). Calculated based on the previous year’s fee less any temporary increases.
- **New Fee**
  - New fee proposed to UAB.
How it Works (Fees approved by COSS)

- Previous Year Fee
- Less Temporary Increase from 3 years ago
  - Any temporary increases from previous years.
- Increase Approved
  - Add new increase.
- New Fee
  - New fee proposed to UAB.
How it Works

Year 6 Fees Approved
- Temporary Year 3 Increase (UTI)

Year 7 Fees Approved
- Temporary Year 4 Increase (CPI)

Year 8 UTI>CPI
- Temporary Year 5 Increase (UTI)

Year 9 UTI<CPI

Year 10 Fees Approved
- Temporary Permanent Increase

Year 7 Fees
- Increase Approved

Year 8 Fees
- Increase Approved
- Temporary Permanent Increase

Year 9 Fees
- Permanent Temporary Increase

Year 10 Fees
- Approved Increase

Year 11 Fees