

# Student Union Fees Policy



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AUTHORITY: Board of Directors

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RELATED DOCUMENTS

UFV/SUS Memorandum of Understanding

This policy outlines the factors that mandate payment of Student Union Society Fees, and the opt-in and opt-out process for discretionary fees

## Definitions

“Executive Committee” refers to all elected SUS executives, which contains the Vice Presidents Internal, External, and Students, as well as the President.

“Society” or “SUS” refers to the University of the Fraser Valley’s Student Union Society.

“Students” refers to current Members of the University of the Fraser Valley’s Student Union Society, as defined in SUS Bylaw 3.

“Qualifying student” refers to anyone enrolled in a course during the current semester, excluding those registered in specific programs administered by the Faculty of Access and Continuing Education and / or the Faculty of Applied and Technical Studies where registrants pay tuition only.

“Full-time student” refers to a student enrolled in nine credits per semester (or six for graduate programs), or in non-credit programs defined as full-time by the department (minimum 20 instructional hours per week).

“Part-time student” refers to a student not enrolled in sufficient credits for full-time studies.

## Part 1: Student Fees

### 1. Fees Application

- 1.1. Fees must be assessed to a student’s account upon registration.
- 1.2. Fees cannot be added to a student’s account after the fee payment deadline.
  - 1.2.1. In the case of late registration, fees may be applied after the fee payment deadline.
  - 1.2.2. Due to processing delays, notification of opt-ins to the Health and Dental Fee may arrive after the fee payment deadline. As opt-ins are requested by a student through Student Care, such changes must be applied to the student’s account regardless of when it is received.



1.2.3. If fees are applied to a student's account after fees have been paid, the student must be notified of the change.

1.3. All fees collected on behalf of the Student Union Society cannot be refunded after the fee payment deadline, unless explicit written permission is provided by SUS staff.

1.3.1. Due to processing delays, notification from SUS and/or Student Care of opt-outs from the U-Pass Fee and the Health and Dental Fee may arrive after the fee payment deadline. Such changes are automatically approved by SUS.

## **2. Mandatory Fees**

2.1. The Student Union Society Fee, the Student Union Building Fee, and the Student Union Transit Shuttle Fee are mandatory fees for all qualifying students; students cannot opt-out.

## **3. U-Pass Fee**

3.1. The U-PASS Fee is a mandatory fee for all qualifying students, with opt-outs available under the specific circumstances outlined in section 3.4

3.2. Opt-outs must be processed by Student Union Society staff, who will then notify the Office of the Registrar to make the appropriate adjustments to fee statements.

3.3. Students may opt-out of the U-Pass Fee if they meet one of the following requirements.

3.3.1. Enrolled exclusively in distance education courses, online courses, or a study abroad program,

3.3.2. Enrolled in the co-op program and currently in a placement outside of the Fraser Valley,

3.3.3. Have a BC Transit Pass issued by the BC Government that is valid during the same time as the current U-Pass.

3.3.4. Have a documented disability, which has been verified by UFV Disability Services, that makes the public transit system inaccessible.

## **4. Health and Dental Fee**

4.1. The Health and Dental Fee is an annual mandatory fee for all qualifying students, with opt-outs and opt-ins available under specific circumstances outlined in sections 4.4 and 4.5.

4.1.1. Students should be assessed the fee during the Fall semester. For the Winter semester, only qualifying students who were not enrolled during the Fall must be assessed the fee.

4.1.2. The fee can never be assessed for the Summer semester.

4.2. A qualifying student is one who meets all of the following criteria.

4.2.1. Is a full-time student, and

4.2.2. Has not previously permanently opted-out of the Health and Dental Fee.

4.3. Opt-outs and opt-ins must be processed by Student Care and initiated within the specified change of coverage period. Visit the "SUS Health & Dental" section on the SUS website for more information.



- 4.4. Students may opt-out of the Health and Dental Fee if they have equivalent health and dental insurance coverage through another source. Proof of coverage is required to opt out.
- 4.5. Students who are not qualifying students may opt-in to the plan at their discretion. Students may also opt-in a spouse and/or dependent(s).

