STUDENT ACCOUNTS FEE LEVY OPERATING PROCEDURES
(THE "PROCEDURES")

As per *Policy on Student Associations and Groups* (PRVPA-10)
Last Updated – June 2026

These Procedures, adopted in accordance with the *Policy on Student Associations and Groups* (PRVPA-10), apply with respect to the implementation and/or modification of a student organization fee levy.

These Procedures set out some of the important steps to be followed to ensure the timely collection, billing and remittance of student fees to groups and associations.

These Procedures may be modified from time to time by the University and are to be interpreted with flexibility.

Definition

A ***student fee levy*** is defined as a per credit, per semester or annual fee, collected by the University on behalf of a student organization, as defined by and in accordance with the *Policy on Student Associations and Groups* (PRVPA-10).

Consultation prior to a referendum

The relevant person at Student Accounts must be consulted when a new fee or a fee modification is considered.

In order to decrease the risk of implementation delays and other problems, various factors must enter into consideration including:

- Verification of the clarity of the fee levy question asked
- Identification of potential problems or difficulties (programming, timing etc) in implementing the new or modified fee levy or fee structure
- The proposal, if necessary, a different question, wording or fee structure to help the student group or association achieve funding goals
- How the current Student Information System (SIS) functions so that programming modifications and testing can be done

- Models may be created of current fee structure along with testing potential scenarios that could achieve the intended goal

Accordingly, student organizations seeking to modify or institute a fee levy must consult the Manager of Student Accounts as soon as possible prior to finalizing the wording of the referendum question.

The Student Accounts representative will, as required, consult with the Secretary of the Board of Governors to ensure that the student group or association's planned fee levy and/or referendum question are potentially acceptable for consideration by the Board of Governors.

Board of Governors

All fee levies are subject to confirmation by the University's Board of Governors.

Since all new or modified fee levies governed by these Procedures are implemented in the Fall term, Board approval must be obtained in sufficient time for the fee to be included in the published fees charged to students at or before registration.

Accordingly, and in order for any new or modified fee subject to these Procedures to be implemented by the following Fall term, the results of the relevant referendum(s) must be presented to the Secretary of the Board no later than April 1.

Retroactive fees

In accordance with University rules concerning tuition and fees, (https://www.concordia.ca/students/financial/tuition-fees.html), the published scale of student fees may not be modified after the beginning of an academic term.

Therefore, retroactive fee levy changes or adjustments are not possible.

Approved by the Associate Vice-President Finance and University Controller on June 10, 2026.