

**CALL FOR APPLICATIONS
ONE FULL-TIME UNDERGRADUATE
ONE GRADUATE
STUDENT REPRESENTATIVE ON THE
UNIVERSITY STUDENT FEES COMMITTEE:**

Applications are invited for one PART-TIME UNDERGRADUATE, and one GRADUATE STUDENT representative on the University Student Fees Committee commencing *July 1 2016 – June 30 2017, renewable for a second term*. Forms must be received by the Associate Vice-President, Institutional Research and Analysis, University Hall Room 215 or by email to avpira@mcmaster.ca by 4:30 p.m. on August 5, 2016. Successful applicants will be notified by Wednesday, August 31, 2016.

In October 2002, the University Planning Committee approved the University Student Fees Committee.

The mandate of the Committee includes:

- recommending all revisions to tuition (undergraduate and graduate degree, diploma and certificate) and supplementary fees to the Budget Committee;
- establishing deadlines for the submission of all proposed tuition and supplementary fees to the University Student Fees Committee;
- recommending policy guidelines to the Budget Committee that outline services and materials for which fees can be charged;
- recommending policy guidelines to the Budget Committee for charging fees for existing and new programs that are not funded through grants from the Ministry of Training, Colleges and Universities;
- ensuring that all proposed changes to existing student fees and all proposed new fees are reasonable, conform to government regulations and have been approved through appropriate processes within the University; and,
- ensuring that proposed changes to student fees are feasible and do not involve undue complications to calculate and administer; where appropriate, determining the most "tax efficient" method for students who are being charged these fees.

Revised: March 4, 2014

APPLICATION REGULATIONS

Application forms may be obtained from the office of the Associate Vice-President, Institutional Research & Analysis, University Hall, Room 215, or through the website <https://ira.mcmaster.ca/university-student-fees-committee/>. The application period ends on Friday, August 5, 2016. All application papers must be received by the Associate Vice-President, Institutional Research and Analysis by 4:30 p.m. on August 5, 2016.

Application forms for Full-Time Undergraduate Students shall be signed by the nominee and **FIVE** members from the Full-Time undergraduate Student body.

Applicants shall also include names of **TWO** references and their contact information.

SELECTION PROCESS

Student applications will be reviewed by a panel selected from the University Student Fees Committee. In reaching their decisions, the panel will consider: applicant's resume; statement of interest; and references.

DEFINITION OF ELIGIBLE CANDIDATES, NOMINATORS AND VOTERS:

Undergraduate Student means a person who is registered as a candidate for an undergraduate degree in a course of study approved by the Senate and shall include Medical students, Clinical Behavioural Science students, and Continuing students.

Graduate Student means a person who is registered as a candidate for a graduate degree in a course of study approved by the Senate.

The University Student Fees Committee meets monthly in closed sessions and the dates of the 2016-17 term will be announced. If a student representative does not attend three consecutive meetings without prior notice or legitimate reasons, his/her membership will be terminated. If/when a student representative vacancy arises, a call for application will be posted to fill the vacancy for the balance of the term.

Questions about the University Student Fees Committee may be directed to the Associate Vice-President, Institutional Research & Analysis who is the Chair of the Committee, telephone 905-525-9140, ext. 23530 or by email avpira@mcmaster.ca