



Atlantic School of Theology Student Consultation Agreement

Between:

Atlantic School of Theology Student Union (“the Student Union”)

And:

Atlantic School of Theology (“the University”)

WHEREAS the University values and respects the views of the student body and;

WHEREAS the University recognizes and values the student voice in decision making processes;

WHEREAS the Student Union is recognized as the primary liaison between the student body and the University administration and;

AND, WHEREAS both the University and the Student Union are committed to responsible and informed consultation regarding the operations of the University:

It is hereby agreed that:

- There will be student involvement in appropriate committees and other university forums.
- Students will be consulted with regard to any addition or changes to tuition and fees.
- The University and the Student Union will respect, value and exemplify the following consultation principles:

Accountability and transparency, as demonstrated by:

- Scheduling regular meetings between the president of the University and members of the executive committee of the Student Union.



- Providing adequate information to allow an informed response.
- Responding to information requests in a timely manner.

Mutual respect, as demonstrated by:

- Living up to the AST Code of Conduct.
- Efficient and effective resolution of any disagreements or disputes by means of a collaborative process.
- Offering genuine options:
 - Considering alternative plans where necessary.
 - Ensuring that alternatives provided throughout the process are realistic and achievable.

Inclusion, as demonstrated by:

- Respecting and accommodating the diverse needs and priorities which exist within the student body.
- Employing varying methods of communication.

The following processes will be followed with respect to tuition, fee changes and introduction of new fees.

- The University administration shall notify the Student Union president of the proposed changes to tuition or fees.
- The Student Union president shall present the proposed changes to the executive committee of the Student Union for consideration. The Student Union executive may more widely consult with members of the Student Union.

Changes to Tuition - for any change to tuition:

- The University Administration shall notify the Students' Union President as outlined in Section 4.
- The Students' Union President shall present the proposed tuition change along with supporting information to the Students' Union for consideration.
- The University will offer information sessions to inform students of proposed tuition increases along with rationale.
- The results of the Union's vote on the proposed tuition change shall be made known to the Board of Governors prior to their voting on the tuition change.



- If the proposed tuition changes impact only a portion of the student body, then the consultation process will be adjusted to ensure input is received from the impacted constituencies prior to approval of the tuition increases.

Ancillary and Auxiliary Fees

- All proposed fee increases will be presented to the University Finance Committee for consideration.
- For any proposed increase in fees:
 - The University Administration shall notify the Students' Union President as outlined above.
 - The Students' Union President shall present the proposed fee change along with supporting information to the Students' Union for consideration.
 - The results of the Union's vote on the proposed fee change shall be made known to the Board of Governors prior to their voting on the fee change.
- For any proposed increase or planned introduction of a new fee:
 - The University Administration shall notify the Students' Union President as outlined above.
 - The Students' Union President shall present the proposed fee change along with supporting information to the Council for consideration.
 - At the discretion of the Council a student referendum may be run to seek approval for the fee change.
 - The results of either Council's vote or the student referendum shall be made known to the Board of Governors prior to their voting on the fee change.
 - In any case where a student referendum returns a result that shows greater than 75% against the change, the fee change will not be implemented.
 - If any of the proposed fee changes impact only a portion of the student body, then the consultation process will be adjusted to ensure input is received from the impacted constituencies prior to approval of the fee increases. The University Administration shall notify the Students' Union President as outlined above.

Introduction of New Fees

- Following the timelines outlined below, the University Administration must present to the Students' Union President, a Terms of Reference for any new fees to be introduced. This Terms of Reference shall describe in detail what the fees will be used for, the duration that the fee will be imposed and reporting that will be done to ensure funds are used as intended.
- Timeline for Fee Consultation



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Whereas the consultation in regards to financial processes is more rigidly defined by a budgetary timeline of the University, the following timeline for all such financial consultation shall be followed for each fiscal year:

- 1) December 31 - University Administration shall submit, in writing, any additions of fees or changes to existing tuition and fees to the Students' Union President
- 2) February 15- The Students' Union President shall respond to University Administration based on the student consultation as outlined in this document.
- 3) Inflation Adjustment - The Canadian Consumer Price will determine the percentage increase in this agreement

Term Length

The initial term of this agreement will begin on November 1, 2020 and end on November 1, 2025. This agreement may be renewed after five years and subject to an annual review.

Date: Nov 7, 2020

President, Atlantic School of Theology

Michelle Robichaud
Michelle Robichaud (Nov 7, 2020 09:15 EST)

Michelle Robichaud

President, Atlantic School of Theology Student Union