



Community-Based Programs

Category:	Operations
Number:	
Audience:	All University Personnel
Last Revised:	June 26, 2016
Owner:	Vice President Academic
Approved by:	Board of Governors
Contact:	Director, Finance (306) 790-5950 ext. 2405

Introduction

This policy sets out the authority, responsibility and procedures for recovery of costs associated with community based programs carried out by the University. The recovery of costs on the delivery of specific educational programs to communities is necessary to reimburse the University for the costs of developing and delivering the program in communities where the University does not have a campus.

Definitions

“Community Based Program” - an academic program comprised of multiple classes and courses offered by the University and delivered at a centralized off-campus location to a specific audience of students;

“Cost Recovery” – recovering the costs of all expenses directly attributable to the delivery of the academic program;

“Administration Charge” – the fee charged by the University to cover expenses related to program development, record keeping, and other related administrative costs related to the academic program.

Policy

Any community organization wanting to enter into an agreement with the University for the delivery of a program in their community will first meet with the Vice President Academic along with other University personnel as required to discuss the proposed scope and timing of the program to be delivered.

All community based programs delivered by the University must provide for the recovery of costs. An administration fee will also be charge based on a sliding scale between 20% and 40%, with 30% being the default rate. Factors to be considered when determining the rate may include the duration of the contract, the number of students involved, the financial impact on the community partner, and other relevant considerations. The costs for each program contract will be approved by the President.

Role and Responsibilities

- A. Vice President Academic - will serve as the procedural authority for the application of this policy, with overall authority for the establishment of these programs resting with the President;
- B. Director, Finance - will prepare a detailed expense budget covering all aspects of the program. This budget must include the recovery of all associated costs including an administration fee which will be charged on a sliding scale of between 20% and 40%, with 30% being the default rate.
- C. Personnel delivering program - when negotiating the delivery of a specific program, they must include the applicable cost estimates prepared for the proposed program.

Consequences for Noncompliance

Any contracts negotiated without appropriate authority could result in the delivery of a community based program being terminated and the senior officer who approved the contract without due authority, facing disciplinary action up to and including dismissal.