
Incremental Revenue Proposals

Vice-President (Fredericton-Academic)

Guideline

1.0 Purpose

- 1.1 Objectives of the Fredericton Campus include the fostering of:
 - 1.1.1 A sustainable level of ongoing expenditures; and,
 - 1.1.2 Innovation in the development and implementation of new initiatives which may benefit the University as a whole.
 - 1.1.3 Sharing with Faculties and support departments the benefits and risks related to the initiatives which they implement.
 - 1.1.4 Allocation of indirect costs of the Fredericton Campus to, and recovery from, the initiatives and programs implemented by Faculties and support departments.

2.0 Applicability

- 2.1 Fredericton Campus
- 2.2 These guidelines apply to Faculty/support department proposals to charge tuition or other fees for:
 - 2.2.1 New programs, goods or services not currently being provided to the target group; or,
 - 2.2.2 Existing programs, goods or services for which charges have not previously applied.
- 2.3 Examples include: new degree programs on the Fredericton Campus, partner locations in other provinces or offshore as well as new user fees for help centers, student services.
- 2.4 These guidelines shall not apply to differential tuition or program fees. Such fees shall be considered, in advance of implementation, by the University Management Committee and University-wide Budget Management Committee.
- 2.5 These guidelines shall not apply to grant research or contract revenues as are administered by the Office of Research Services.

3.0 Definitions

- 3.1 None applicable

4.0 Implementation

- 4.1 GUIDELINES
 - 4.1.1 Each proposal shall include explicit identification of a trial period at the end of which viability of the proposal must be assessed.

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- 4.1.2 The initial proposal must include a complete financial forecast for the entire trial period.
- 4.1.3 This forecast should include the following assumptions:
 - 4.1.3.1 The University shall allocate a reasonable amount of “indirect costs” which are not easily identifiable with a particular initiative such as faculty and support staff benefits, utilities, facilities maintenance, accounting, payroll and personnel services, etc. While the allocation of indirect costs is generally calculated in a range of 30% to 45% of actual direct expenses (or as a percentage of revenue), a lower amount may be approved by the Vice-President accountable for the Portfolio. The Resource Planning & Budgeting (“RPB”) Team will annually process a transfer of indirect cost funds from the initiative/project account to reimburse the Fredericton Campus.
 - 4.1.3.2 Where, at the end of each fiscal period, there remains an excess of revenues over direct and indirect costs, the unit will retain 75% of the net proceeds while 25% shall be returned to the Fredericton.
- 4.1.4 Prior to submitting academic proposals to the Vice-President for approval, the New Program Proposal Checklist or Modified Program Checklist, as applicable, must be completed. Units must also document consultation with:
 - 4.1.4.1 The Office of the Registrar regarding academic regulation and records management;
 - 4.1.4.2 Harriet Irving Library and Branches regarding library use/charges;
 - 4.1.4.3 International Relations Office regarding international programs/exchanges.
- 4.1.5 All (academic or non-academic) proposals must include documented review by:
 - 4.1.5.1 Financial Services regarding billing and accounting implications;
 - 4.1.5.2 RPB Team regarding financial model and account setup.
- 4.1.6 At the end of the pilot period, a written evaluation of the pilot (reviewing both financial and academic/operational performance) shall be submitted to the Vice-President accountable for the Portfolio. Upon application to the Vice-President, a trial period may be extended only once.
- 4.1.7 Revenues and related costs (including direct and indirect costs) shall be separately accounted for in a distinct accounting unit (“Datatel Unit”) for a period of not less than the trial period. Generally, these initiatives shall be exceptions to the Procedure for Budget Carry Forward and shall retain amounts approved by the Vice-President from one fiscal year to the next.



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5.0 Interpretation and Questions

- 5.1 The Vice-President (Fredericton-Academic) office is located in Room 105 of Sir Howard Douglas Hall. Questions concerning this policy may be directed to budgethelp@unb.ca