

G. 05 Fees for Non-Base Funded Activities

Administration and Management

Nunavut Arctic College

Nunavut Arctic College Fees for Non-Base Funded Activities

POLICY

Administration fees for all non-base funded activities are payable to Nunavut Arctic College.

PRINCIPLES

1. Nunavut Arctic College will seek to expand its delivery of instruction and services through non-base funded activity to provide service to the territory and the communities we serve, forge linkages with business and industry, assist in the development and delivery of new courses, and provide opportunities for employee growth and development.
2. Consistent approaches to the development of Non-Base Funded Activities will insure quality standards are met throughout the College.
3. All arrangements with funders without exception must conform to College values, goals and relevant policies.
4. Non-Base Funded Activities will not cause any reduction in Base funded activities.

DEFINITION

Non-base funded activity is instruction provided to external persons or organizations for a pre-determined contracted price.

Direct Costs are identifiable costs that are specifically attributable to a particular non-base funded activity. They are relatively easy to identify and can be determined with a high degree of accuracy.

Indirect Costs are real costs that the College incurs in support of non-base funded activities but which cannot be easily determined or directly charged to a specific contract.

PROCEDURES

1. An Administration Fee to cover in-direct costs incurred by the College will be applied to all non-base funded instructional contracts and contributions regardless of funding source, except in the case of institutional grants to the College.
2. The Administration Fee is fixed by the Board of Governors in consultation with the president and will be reviewed periodically.

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DIRECT COSTS include (but are not limited to):

- staffing costs specifically related to the activity, eg. salary, benefits, PD, vacation pay
- administrative support salaries (specifically seconded to the contract)
- instructor travel and accommodations
- removal in/out
- supplies and materials
- advertising/promotion
- off-campus facility rental or facility use per NAC Facility Use Policy
- equipment rental
- program development costs
- taxes, special fees, licenses
- printing
- textbooks
- catering/food services
- small tools

INDIRECT COSTS include:

Administration

- All staffing and recruitment costs (advertising, interviewing, staffing appeals, locating housing etc.) not specifically covered within the contract.
- Processing casual time sheets, overtime, annual leave, etc.
- Communications – Long distance telephone, fax, e-mail etc
- Photocopying
- Payroll administration costs.
- Administrative costs incurred for institutional wide financial management and academic services
- Library services
- Building and furniture depreciation and use allowances
- Postage, air cargo, sea lift, etc.
- Public relations and promotion.

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- Curriculum development, revision and review not specifically covered in the direct costs, eg. IQ Committee consultations

Information Technology

- IT capital depreciation.
- IT staff support costs.
- Software licensing and support.
- Networking and bandwidth utilization.
- Additional costs related to use of the Financial System (Multiview) and the Student Records System (SRS).

Student Administration and Services

- Student transportation.
- Student Council activities.
- Student counseling (personal, academic, and financial)
- Student admissions and registration.
- Student recreation.
- Assisting employers in gaining program and financial support for students (example apprenticeships).
- Matching students with employers in recruitment and practicum.

Contract Risk Costs

- Employee medical travel costs (charged back to NAC for employees and dependants) not covered in contracts.
- Removal in-and-out. (number of employee dependants are often not known when the contract is signed).
- Employee housing costs (costs are often not fully known when the contract is signed).