



POLICY 7.01

STUDENT SERVICES

Student Service Administration

POLICY INTENT

To define how AUSU creates and administrates student services.

POLICY RESPONSIBILITY:

Council

POLICY

- 7.01.01 AUSU will develop Student Services to enhance the quality of the educational experience of AUSU members.
- 7.01.02 A general outline of each new Service will be developed by council, and shall include:
- a) The general purpose of the service
 - b) The initial budget for administration and provision of the service
 - c) Eligibility requirements for the service.
- 7.01.03 Administration guidelines for services shall be developed by the Executive Director, in consultation with AUSU Staff and the Executive Council, within the guidelines set up by Council for that service.
- 7.01.04 Should a service require the disbursement of funds or involve a third-party, Council shall create a policy to ensure that funds are appropriately tracked and the reputation of AUSU is protected.
- 7.01.05 AUSU Staff shall track the usage of AUSU services, as well as student feedback about service levels, and include this data in their regular reports to Council.
- 7.01.06 Annually, the Executive Director shall submit a funding request to the VPFA to ensure service funding is appropriate for administration and delivery. The funding request will be submitted according to the appropriate budget deadlines and is subject to Council's final approval of the AUSU budget. The Executive Director may also request that a service's funding be eliminated should that service become defunct.

POLICY HISTORY

Original Approval Date: March 13, 2007

Updated Date:

Review-by Date: March 13, 2009