Annual Report

Activities and 2011/12 Financials



20 years of building for our future



AUSU

FINANCIAL REPORT AND AGM INFORMATION

All data refers to the 2011/12 AUSU fiscal year, beginning October 1, 2011, and ending September 30, 2012. Planning information is for the 2012/13 fiscal year, beginning October 1, 2012, and ending September 30, 2013.

For verification and explanation of all financial data, please contact the AUSU VP Finance at vpfa@ausu.org.

The Annual General Meeting of AUSU will be held April 10, 2013, at: 5:30 pm MST at 500 Energy Square, 10109 106th Street NW, Edmonton, AB. Attendance for all members will be via teleconference access. Special arrangements will be made for members overseas if we receive at least two business days notice of attendance. Inquire with ausu@ ausu.org for more information or to book a line for the meeting.

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CONTACTS

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Contents

2	President's	1/	ensezel
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- 5 Agenda
- 5 2012 AGM Minutes
- 7 VP External Report
- 9 VP Finance Report
- 13 Financial Statements
- 24 2012/13 Budget
- 26 Priority Activities

president's

message to the members



Dear fellow AUSU members,

The past year has presented AUSU with both challenges and opportunities. Despite some important-yet-unforeseen issues, AUSU has continued to serve our members to the best of our ability.

A major issue that arose this past year was the proposed roll-out of the call centre model. The majority of AU's courses are delivered to students using a tutor model—that is, when students register for a course, they are assigned a qualified academic to provide them with individual tutorial assistance. The Faculty of Business, however, delivers courses via a student support centre (previously called "call centre") model, in which students are routed to qualified academics via an intermediary contact centre. In April of 2012, AUSU learned that AU's administration planned to move all undergraduate courses to the call centre model effective September 2012. This was incredibly concerning, as it would have caused a drastic change to AU's core instructional model and the way that most AU students experience their courses. Even more alarmingly, the change was planned with no consultation of students whatsoever, nor was there any consideration of pedagogy or what was the best academic method of course delivery.

AUSU wanted to ensure that AU took time to hear students' opinions on how they experience their courses. As such, we conducted research into students' needs and wants via an online survey, which was sent by email to all current undergradautes, as well as those registered on our website who have requested updates from us (a total of over 30,000 AU undergraduates). While we hoped many students would offer us their feedback, we were not prepared for just how much feedback we would receive—well over two thousand students completed the survey, resulting in several hundred pages of raw data. This was clearly an issue that students were incredibly passionate about!

While many students at AU appreciate the call centre, our survey revealed that the vast majority have serious concerns about it, and many indicated they will take fewer AU courses if the tutor model is replaced. AUSU distributed the results to many groups and individuals at the university, including the top decision-making body, the Board of Governors. As a result of our advocacy, AU decided not to proceed with immediate changes to the instructional model and formed a committee to examine these issues and make recommendations about what is best for students' learning. The process is ongoing, and AUSU continues to voice members' concerns.

The past year our University has also been subject to a great deal of media scrutiny. The CBC ran an investigative report in April which revealed that AU, along with several other post-secondary institutions, had made a number of illegal contributions to Alberta's Progressive Conservative party. Following this story, the university's faculty association also made headlines when they passed a motion of non-confidence and called for the resignation of the university president.

More recently, rumors posted on a political blog claimed that AU would be merging with or absorbed by the University of Alberta. We have been assured by our university president and board chair that there is no truth to this rumour, and no credible sources have come forward to support it. A shuffle of university executive positions at AU saw four senior officials leave AU not long after, giving rise to further worries and rumours. In response, AUSU issued a press release voicing our concern, and AU President Dr. Frits Pannekoek asked for AUSU's assistance distributing an email to students offereing assurance that AU will not be merging with the University of Alberta, and that while there were changes to the executive team, students should not see a disruption in service as a result. We will ensure that we update students with any further news regarding these issues.

On a more positive note, AUSU is consistently striving to better serve our members. Early in this term year, our council undertook strategic planning, and established a number of goals. Our long-awaited new website, though it was delayed by some of the issues that cropped up over the last year, is nearing completion and should be ready to launch in the near future. In addition to having a new look and feel, this new website will also offer improved functionality to students, helping to build engagement and streamlining common tasks like applying for awards.

We will also be continuing to contact students via e-newsletter, as we have seen great success with this method over the past year. In future, we will also use this medium to reach out to new members. We are also developing an orientation guide for new AU students that we believe will help students navigate our unique school, avoid common pitfalls, and strive for academic success.

Another web-related service we are excited to offer is our Lynda.com subscription. Lynda.com is an expansive video training website which boasts over a thousand different courses on a wide range of technical and business skills. Lynda.com can help students write resumes and prepare for interviews, and can also teach computer software skills, from basic tasks such as attaching files

to email, to academic tasks like adding footnotes to essays and advanced spreadsheet functions. A one-year subscription to Lynda.com normally costs nearly four hundred dollars, but under the license we have negotiated, any AU undergrad student will be able to have unlimited access to the site for free. We are incredibly excited to be able to offer this program to our students!

We are also currently working on a health and dental insurance solution for our members. We have had requests for this service over the years but have been unable to find a solution that is sufficiently flexible for our diverse membership. We are currently working with an insurance provider who is more flexible to offer comprehensive coverage at reasonable rates while allowing those who do not desire coverage to opt out for any reason (without having to demonstrate alternate coverage). We are currently working with AU to determine feasible implementation details, and will bring the matter to a referendum of our members when the details are finalized.

Convocation planning has also been a focus for our staff and executive this year. We have heard from many students over the past few years who feel apprehension about travelling to the rural area of Athabasca for Convocation; in response, last year we arranged to charter tour buses for each day of Convocation, transporting graduating students and their guests from Edmonton to Athabasca free of charge. This year we will again offer bus service to Convocation, and are also arranging hotel discounts. We will continue to look for ways to improve our students' Convocation experiences.

So while a number of major issues have cropped up at Athabasca University this past year, AUSU has not only addressed these issues, but continued to offer our regular services (such as student planners and awards for our members) and looked for ways to improve our service in future. It has been an honour and a privilege to serve as your AUSU President for the past year.

Thank you,

Bethany Tynes

VP External, April 1-Present President, March 2011-2013

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Meeting Agenda

issues for discussion by the members

Annual General Meeting of AUSU aPRIL 10, 2013; 5:30 P.M. MST Location: AUSU Teleconference

- 1.0 Call to Order and President's Welcome
- 2.0 Approval of Agenda
- 3.0 Approval of March, 2012 AGM minutes
- 4.0 Annual financial statements as at September 30, 2012
 - 4.1 Appointment of Auditor for 2012-2013 Fiscal year
- 5.0 Discussion and vote on proposed bylaw updates
- 6.0 Discussion and vote on updates to AUSU referendum policy
- 7.0 Presentation of AUSU Annual Activity Report
- 8.0 Adjournment

AGM 2012 Minutes

Minutes of the AGM for our 20th year

ATHABASCA UNIVERSITY STUDENTS' UNION

Annual General Meeting 17:30 (MST), February 29, 2012

Teleconference

Councillors Present: Bethany Tynes, Sarah Kertcher, Ashley Seely, Toni Fox, John Palmer, Kim Newsome, James

Ramsbottom, Jennifer Williatte-Battet

Staff Present: Tamra Ross (member), Karyna McDonald (member), Michelle Kartz

Other Members: Karl Low, Joshua Tynes, Jason Nixon, Wendy Barnard, Colleen Blackmore, Ashley

Charlton, Craig French, Brett Lupton, Dominic Vautour, Kuldeep Singh, Evan Schmidt

Record of Minutes: Michelle Kartz

Call to Order: 17:36 MST

..0 Call to Order and President's Welcome

022912.01 17:38 MST M. Kartz leaves meeting due to technical difficulty

022912.02 17:39 MST M. Kartz rejoins meeting



2.0	Approval of the J. Tynes/ J. Willia	_	— Carried 20/0 —
3.0	Approval of the T. Fox/J. Tynes	March 2011 AGM Minutes	— Carried 20/0 —
4.0	Motion: BIRT AL	statements as at September 30, 2011 ISU receives and accepts the financial statements presented sport as audited by Kingston Ross Pasnak. 14:45 J. Benitez rejoins meeting. n	— Carried 20/0—
5.0	Motion: BIRT AL	auditor for 2011-2012 fiscal year ISU appoints Kingston Ross Pasnak as the auditors for its for the 2011-2012 fiscal year.	— Carried 20/0—
6.0	022912.07	rote on proposed bylaw updates Motion: BIRT AUSU accept the proposed bylaw changes as the membership 21 days in advance through our website. ton	— Carried 20/0 —
	022912.08	18:18 MST S. Kertcher leaves meeting due to technical diffic	ulty
	•	Motion: BIRT article 9, item 9.1 be updated to replace the w '25 months' and additionally in 6.1.2 remove 'two year terms a 'councilor will serve until the next election or the removal from	or'
	022912.10	18:26 MST S. Kertcher rejoins meeting	
	022912.11 K. Low/B. Luptor	Motion: BIRT article 4.16.1A be struck.	— Carried 20/0 —
	Discussion focus	ed on review and amendment to the proposed bylaw updat	
7.0	Presentation of	AUSU Annual Activity Report	
	Discussion revol	ved around recent changes to AUSU, and plans for the future.	
	022912.12 022912.13 022912.14 022912.15 022912.16 022912.17	18:45 MST K. McDonald leaves meeting due to technical diffical 18:46 MST S. Kertcher leaves meeting due to technical diffical 18:47 MST K. McDonald rejoins meeting 18:47 MST S. Kertcher rejoins meeting 18:54 MST B. Lupton leaves meeting due to technical difficults:54 MST B. Lupton rejoins meeting	ulty
8.0	Adjournment		

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19:06 MST J. Palmer moved.

vp external report to the members



Fellow AUSU members,

This has been one of AUSU's busiest years in recent memory, as we work hard to ensure AU remains the best option for your future post-secondary education. We tackled everything from the Alberta budget's post-secondary funding cuts to our continued lobbying efforts with ASEC. AUSU has constantly been in "high alert" mode, always lobbying for what is best for you, our members.

In an effort to strengthen our lobby efforts in the province of Alberta, AUSU joined the Alberta Students' Executive Council (ASEC) in 2011 as prospective members, and in May 2012, we were happy to be approved as full members of ASEC. Full membership allows us to vote on all motions of the Council, and to run for positions on the ASEC executive. During this year, all members of the AUSU executive were able to attend at least one ASEC conference, contribute to various ASEC committee meetings, and participate in meetings with MLAs. We were also pleased to work with ASEC on improvements to its governance. Some of the improvements and updates included changes to policies and bylaws, as well as a recently-implemented code of conduct for all members who attend ASEC conferences.

In 2012/13, ASEC lobby goals included raising awareness of the mental health issues faced by students, and urging the government to do more to assist over-worked, exhausted, and stressed-out students. In January of 2013, Alberta Health Minister Fred Horne announced \$10.5 million in funding for mental health services at post-secondary institutions. While AU was left out of the larger portion granted to the other CARIs in the province, we were delighted to hear that ASEC will receive \$1.5 million over three years to be divided among their member schools. AUSU intends to put forward an application for some of this funding in the future.

In Alberta politics, a new Minister of Enterprise and Advanced Education was appointed just before the release of the Alberta 2013/14 budget. While we were not able to meet with Stephen Khan before the change, we look forward to working with Minister Thomas Lukaszuk in the coming year.

Many post-secondary institutions were shocked by the 2013/14 budget's deep cuts to the sector. Despite the government's previous promise of a 2% increase to post-secondary operating grants, the sector received a huge blow. One specific area of cuts involved Operating Grants, which saw a 6.8% (\$147 million) decrease. Many have speculated that when additional details such as the rate of inflation are factored in, the PSE institutions can expect to see a 9% - 11% cut. To deal with such drastic cuts, AU will be implementing a number of changes. AUSU remains concerned and attentive to the impact these changes will have on our members.

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One of the cost-saving measures being implemented by AU is a shift from physical textbooks to e-textbooks for many of its courses. We have been told that AU believes this is not only an area where it can save money, but also an area where AU can step into the future and become a fully online university. At this time, AUSU is unaware of what an e-text roll-out will look like for our members, but we will continue to gather your opinions and provide that input to AU.

In an attempt to address the large funding cuts to AU, AUSU is embarking on a postcard campaign. In the coming weeks, active members can expect to receive a letter from AUSU informing them of how AU receives its funding, the impact of the Alberta budget cuts to post-secondary institutions, and how AU is dealing with those cuts. We are encouraging every member to drop the enclosed postcard in the mail in an effort to help us lobby for a better funding model for AU.

While we have seen many changes, you can remain confident in AUSUs efforts to lobby on behalf of our members. We continue to encourage our members to let us know how changes at AU are impacting their studies. We will do our best to keep you informed through e-newsletters, Facebook, Twitter, and through our website and forums.

Best wishes in your studies,

Toni Fox

VP External and Student Affairs (outgoing)
President (April 1 to present)



vp finance report to the members



AUSU Members and Board of Directors:

The following report is a summary of the annual financial statements for the fiscal year ending September 30th, 2012.

The principal basis of income for AUSU continues to be student fees. AUSU budgeted for a deficit of \$163,290 during the 2011/2012 fiscal year. However, AUSU ended the fiscal year with an \$110,001 surplus position.

The following is a breakdown of budgeted spending in 2011/2012 fiscal year:

- Actual student fees received were \$19,474 more than budgeted as 2011/2012 saw higher enrolment growth than AU predicted.
- AUSU reserves have grown this year by \$138,869.00 from \$776,569.00 to \$915,438.00, this growth has been primarily from budget surplus and unused revenues. Staff wages were \$64,669 below budget on the year but were up significantly from the 2010 / 2011 fiscal year reflecting the addition of a part time administrative position to the AUSU team.
- The Voice continues to run under the budgeted amount set out for it in AUSU bylaws and as a result has been able to add to their reserves this year.
- The handbook was significantly under budget and continued to be a popular item with members and a great way to provide information about the AU community to our members.
- Awards were under budget again as not all funds were dispersed, due to the fact that we need to provide ample funding for the emergency and travel bursaries to ensure these remain available throughout the year.
- Newsletters were significantly under budget and reflect the continued movement by AUSU to reach out to our members through digital means, which has been less costly than traditional newsletters.
- Teleconference meetings were well below budget and were considerably reduced since the 2010/2011 fiscal year, reflecting the success of AUSU's new teleconference system.
- Interest and banking charges were over budget. Finance committee revised some policies, particularly in the areas of credit card payments; we are confident that those adjustments will help reduce interest costs in future fiscal years.

• During this fiscal year AUSU moved out of AU Edmonton to our own office space in a different building; this was a major change for our organization that added several new categories to our finances that were previously not needed. This includes rent, parking, utilities etc.

We have just completed our 2011/2012 audit by the firm of Kingston Ross Pasnak. We were satisfied with the dedicated and detailed work of the audit staff and are pleased to note KRP's testing of AUSU's financial records did not reveal any illegal or possibly illegal acts and that KRP was satisfied with AUSU's extensive financial controls. KRP did recommend that we upgrade our representative information with the CRA and get an official ruling on EI requirements for our elected councillors. AUSU staff has already begun to execute KRP recommendations and will continue to work hard to strive for financial perfection in our management practices.

In keeping with AUSU's commitment to managing finances with the best business practices, council worked to make changes to our investment policies to ensure that our reserve funds were being protected from inflation while maintaining minimal risk to the principle in reserve. During the past year AUSU's finance committee and council worked closely with our investment advisors to develop and implement a new investment structure which will slowly see our reserve fund move in to a broader mixture of financial investments while maintaining a relatively low-risk portfolio. As a result of that process, our investment advisors expect our reserve funds to achieve, once the full transition is done, an increase in our overall return on our portfolio with minimal risk to our investment, helping to alleviate the effects of inflation on our reserves.

As mentioned, AUSU has moved out of the AU Edmonton Learning Centre and into our own leased office space. This has added increased costs that were not budgeted for in the 2011/2012 fiscal year and were funded through a reserve release. Going forward, these costs are planned for in our operating budget and we are certain that our stable financial position provides us with the ability to accommodate this increased expense. Our staff have successfully moved into our new location at 500 Energy Square, 10109 106 ST NW, and AUSU is confident that this new location will allow us to continue to provide the best possible service to our membership while providing stability for our operations.

Council spent time this year reviewing and comparing council and executive wage structures with other student associations and students' unions within Alberta and across the country. As a result of those reviews council voted to raise executive hours for AUSU President to 35 hours a week and the VPExternal and VPFA hours to 30 hours a week, in order to provide more adequate coverage and representation for our membership. In line with those policy changes council voted in pay increases for all 3 executive positions to \$36,400 for the president and \$31,200 for the VPs, and added health care of \$100 per month and an equipment allowance; concurrently, council recognized that the wages for regular councillors were not in line with the market and decreased council wages from a maximum of over \$500 a month to \$75 per meeting plus \$50 per month for each committee. We feel these changes are more in line with other student unions and associations and will allow the future executives more time to work closely with staff to further our member's issues.

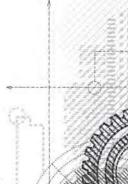
AUSU also joined the Alberta Student Executive Council (ASEC). ASEC represents 14 post-secondary schools in the province of Alberta and lobby's the Alberta government in regard to post-secondary issues. This is a new process and group for AUSU and council is monitoring the results and will conduct regular reviews to ensure AUSU members are receiving appropriate benefits from this relationship. To date all executive members have participated in ASEC meetings and conferences and have, together with other institutions, met with government representatives and elected officials to bring forward concerns about post-secondary issues. We hope this will continue to be a success in future years and an opportunity for AUSU to effect legislative changes in regard to issues important to our members.

The excellent position of our reserves at the end of the 2011/2012 fiscal year has created a position where AUSU can use reserve funds to enhance our membership learning experience. As a result just during the fall of 2012 council voted to spend \$155,000 and enter into a 3 year arrangement with Lynda.com to provide exceptional computer training opportunities to our members. These types of initiatives are very exciting and with continued excellent financial management, AUSU in the future will have more opportunities to provide services in other areas that can aid our membership in their educational experience.

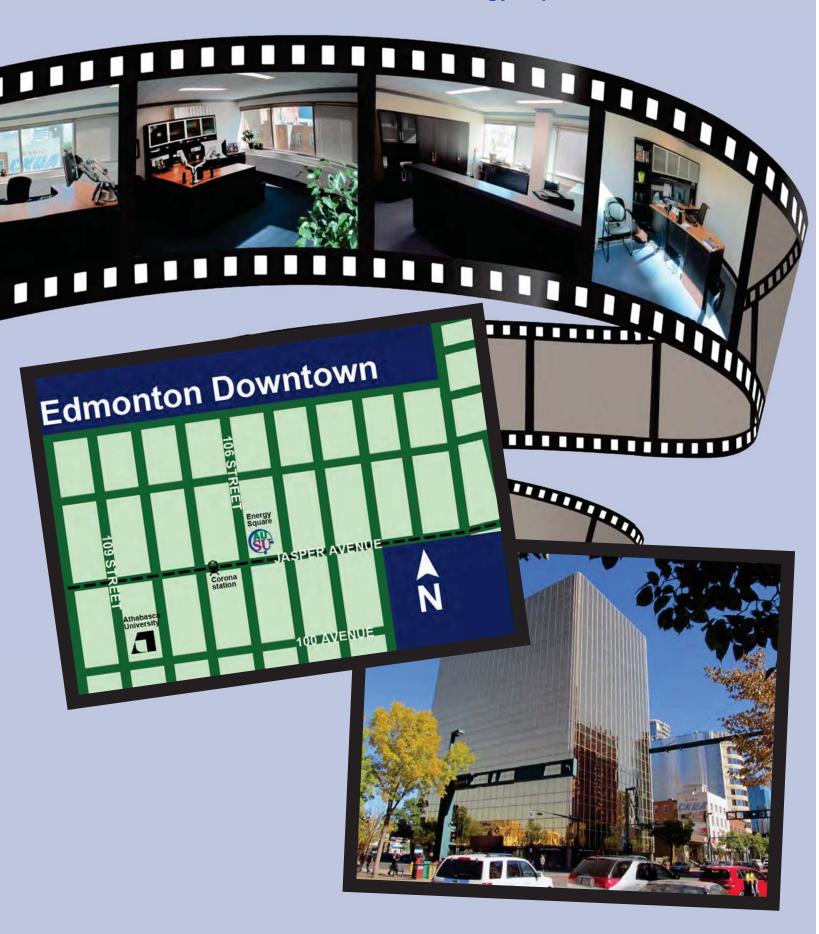
Overall, the 2011/2012 fiscal year was an immense success that included significant changes for our members, council, and staff and the whole AU community. AUSU will continue to work on behalf of our members to strengthen our reputation and presence within the AU community and the external communities associated with AU across the country and world. AUSU will continue to search out new programs to ensure we're consistently meeting the growing and varying needs of our members. With our stable financial position our future looks extremely positive, and we look forward to serving our members.

Jason Nixon





WE'VE MOVED! Our new location in Energy Square



FINANCIAL REPORT: Statement of Financial Position

THE FOLLOWING FINANCIAL STATEMENTS REPRESENT THE FINANCIAL POSITION OF AUSU AS AT THE END OF THE 2011/12 FISCAL YEAR

The AUSU fiscal year runs from October 1st though September 30th. Our audit was completed in March 2013 by the firm of Kingston Ross Pasnak of Edmonton, Alberta. This year we realized increased income from our new investment strategy, moved into new, privately-leased office space, and have sufficient reserves to begin offering new services to our members.

FACTORS IMPACTING OUR BOTTOM LINE

AUSU 2011/12 budget allowed us to adapt to our growing membership and provide services worldwide. Our financial position is strong, and increasingly bolstered by our investment strategy and stable pool of reserve funds.

CASH FLOW CHANGES

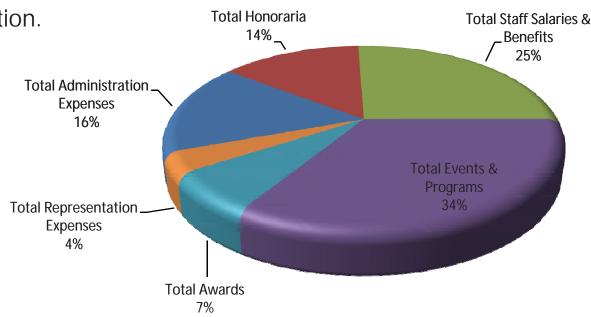
- NEW COSTS ASSOCIATED WITH OFFICE LEASE
- REDUCED NEWSLETTER AND TELECONFERENCE COSTS
- INCREASED MEMBERSHIP GROWTH
- INCREASED GAINS FROM INVESTMENT STRATEGY



What does \$9 buy?

Fiscal Responsibility

Breakdown of your student fee allocation.



At a General Meeting, all members have a vote and are encouraged to join in the discussion. Any member may attend for free via teleconference..

WHAT TO EXPECT AT THE MEETING

Members may attend any public council meeting by contacting our office and requesting an agenda and dial-in information. In a regular meeting, members are asked to mute their lines and reserve questions for e-mail or a question period.

At a General Meeting, all members may engage in discussion, suggest resolutions, and vote on motions. The AGM cannot be conducted without a minimum number of members present, so participation is not only permitted, it is strongly encouraged.

After the Call to Order, the President directs the meeting by announcing each agenda item and moderating discussion and voting. New motions will require a mover and a seconder. A motion is not open for discussion until it is seconded by another

member; however, seconding does not indicate agreement. You may second a motion to open it for discussion and voting, but opt to vote against the motion.

Once a motion is seconded, discussion opens. Please wait until this time to present suggestions—everyone will have a chance to speak. You may ask questions or suggest amendments to the motion. When discussion concludes, voting will open and you may vote "aye" or "nay".

Once the meeting adjourns, there will be an opportunity for an open discussion period. You may comment on any issue that is not on the agenda at this time. All comments and suggestions are welcome.

ATHABASCA UNIVERSITY STUDENTS' UNION

Financial Statements

Year Ended September 30, 2012



2900 Bell Tower

Tel: 780.424.3000

Fax: 780.429.4817

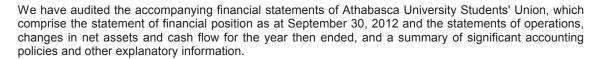
www.krpgroup.com

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INDEPENDENT AUDITOR'S REPORT

March 8, 2013 Edmonton, Alberta

To the Members of Athabasca University Students' Union



Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted accounting principles, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of Athabasca University Students' Union as at September 30, 2012 and the results of its operations and its cash flow for the year then ended in accordance with Canadian generally accepted accounting principles.

Kingston Ross Pasnak LLP
Chartered Accountants

Statement of Financial Position

September 30, 2012

	2012	2011
ASSETS		
CURRENT		
Cash	\$ 232,759	\$ 269,813
Marketable securities (Note 5)	915,438	776,569
Accounts receivable (Note 6)	58,908	65,183
Prepaid expenses	2,586	2,169
	1,209,691	1,113,734
EQUIPMENT (Note 7)	26,911	24,267
	\$ 1,236,602	\$ 1,138,001
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 21,115	\$ 31,531
Deferred student fees	88,872	89,856
	109,987	121,387
LEASE COMMITMENTS (Note 8)	·	
,		
NET ASSETS		
Unrestricted	638,629	516,620
Internally restricted (Note 9)	461,075	475,727
Invested in equipment	26,911	24,267
	1,126,615	1,016,614
	\$ 1,236,602	\$ 1,138,001

ON BEHALF OF THE BOARD

Director
Director

ATHABASCA UNIVERSITY STUDENTS' UNION Statement of Changes in Net Assets Year Ended September 30, 2012

	Un	restricted	Internally restricted	nvested in equipment	2012	2011
NET ASSETS - BEGINNING OF YEAR	\$	516,620	\$ 475,727	\$ 24,267	\$ 1,016,614	\$ 835,126
Excess of revenue over expenses		110,001	-	-	110,001	181,488
Acquisition of equipment, net		2,722	(5,366)	2,644	-	-
Approved use of restricted funds		9,286	(9,286)	-	-	-
NET ASSETS - END OF YEAR	\$	638,629	\$ 461,075	\$ 26,911	\$ 1,126,615	\$ 1,016,614

ATHABASCA UNIVERSITY STUDENTS' UNION

Statement of Cash Flow

Year Ended September 30, 2012

	2012	2011
OPERATING ACTIVITIES		
Cash receipts from customers	\$ 584,315	\$ 583,303
Cash paid to suppliers and employees	(472,816)	(396,638)
Interest received	21,890	(390,030)
	•	•
Interest paid	(2,036)	(967)
Cash flow from operating activities	131,353	219,646
INVESTING ACTIVITIES		
Purchase of equipment	(14,532)	(3,412)
Proceeds on disposal of equipment	1,276	-
Dividend income	684	496
Purchase of marketable securities	(884,434)	(531,151)
Proceeds of disposal of marketable securities	728,599	439,000
Cash flow used by investing activities	(168,407)	(95,067)
(DECREASE) INCREASE IN CASH FLOW	(37,054)	124,579
CASH - BEGINNING OF YEAR	269,813	145,234
CASH - END OF YEAR	\$ 232,759	\$ 269,813

Statement of Operations

Year Ended September 30, 2012

	(۱	Budget 2012 Jnaudited)	2012		2011
REVENUE					
Student fees (Note 6)	\$	575,000	\$ 594,474	\$	583,108
Merchandise		1,040	404		165
Advertising and promotion		3,100	150		2,784
The Voice					351
		579,140	595,028		586,408
EXPENSES					
Staff wages and benefits		228,000	163,331		137,619
Council wages and benefits (Note 6)		104,000	88,588		81,183
The Voice		71,875	47,234		47,557
Student handbook		55,000	35,298		36,536
Awards		61,500	33,715		29,289
Professional fees		28,500	26,439		20,740
Rental			25,386		
Representation		45,500	13,987		3,123
Office		9,400	13,919		7,542
Amortization		13,000	10,869		11,155
Events and programs		39,000	7,920		6,708
Administration		14,700	7,019		7,415
Online and technology services		27,500	5,168		5,097
Advertising and promotion		7,500	3,797		4,067
Investment fees			2,078		
Newsletter		55,000	2,066		23,611
Interest and bank charges		1,000	2,036		965
Teleconference meetings		4,000	1,026		3,493
Insurance		1,400	1,015		958
		766,875	490,891		427,058
(DEFICIENCY) EXCESS OF REVENUE					
OVER EXPENSES FROM OPERATIONS		(187,735)	104,137		159,350
Interest income		24,445	21,890		33,947
Dividend income		21,110	684		496
Write-down of marketable securities			577		719
Gain on disposal of assets			255		7.10
Loss on disposal of investments			(17,542)		(13,024
		24,445	5,864		22,138
(DEEICIENCY) EYCESS OF					
(DEFICIENCY) EXCESS OF REVENUE OVER EXPENSES	\$	(163,290)	\$ 110,001	\$	181,488

18 19

ATHABASCA UNIVERSITY STUDENTS' UNION

Notes to Financial Statements Year Ended September 30, 2012

1 AUTHORITY AND PURPOSE

On March 18, 2004, Athabasca University Students' Union ("AUSU") was incorporated under the <u>Post Secondary Learning Act</u>. AUSU is administered by a board of directors and its principal purpose is to provide for the administration of the affairs of the Athabasca University undergraduate students, including the development and management of student institutions, the development and implementation of a system of student governing principles, the promotion of the general welfare of Athabasca University undergraduate students and the furtherance of the values inherent in an open University as well as of life-long learning. AUSU is a non-profit organization under the <u>Income Tax</u> Act (Canada) and, as such, is not liable for payment of income taxes.

2 ECONOMIC DEPENDENCE

AUSU receives substantially all of its revenue from Athabasca University as legislated under the <u>Alberta Post-Secondary Learning Act</u> section 95(2)e that provides for the "maintenance of the association by the levy of membership fees on its members." Should Athabasca University substantially change its dealings with AUSU subsequent to legislative changes permitting such, management is of the opinion that continued viable operations would be doubtful.

3 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Significant accounting policies observed in the preparation of the financial statements are summarized below. These policies are in accordance with Canadian generally accepted accounting principles.

Marketable Securities

Marketable securities are classified as held for trading and carried at fair value. Changes in fair value from one period to the next are included in other income.

Equipment

Equipment is stated at cost or deemed cost less accumulated amortization. Equipment is amortized on a straight line basis over estimated useful lives at the following rates:

Furniture and equipment Ten years
Computer equipment Three years

Deferred student fees

The AUSU records student fees at the beginning of a course's progression. Some of the fees received prior to year end relate to courses which commence in the next fiscal year and thus, to be consistent with generally accepted accounting principles, these revenues from student fees are classified as deferred and recognized as revenue one month subsequent to the start of the course to which the fees relate.

(continues)

Notes to Financial Statements Year Ended September 30, 2012

3 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Revenue recognition

Student fee revenue is recognized one month subsequent to the start of the course to which the fees relate once funds from the students have been received by Athabasca University and collection by AUSU is reasonably assured.

Investment earnings are recognized as revenue when earned and collection is reasonably assured.

Advertising and promotion revenue is recognized with the completion of the activity to which the revenue relates and collection is reasonably assured.

Merchandise sales are recognized when the goods are transferred to the customer at which time collection is reasonably assured.

The Voice income is recognized when the goods or services are performed or transferred to the customer at which time collection is reasonably assured.

Financial instruments

Financial instruments are classified into one of five categories: held-for-trading, held-to-maturity investments, loans and receivables, available-for-sale financial assets or other financial liabilities. All financial instruments are measured in the Statement of Financial Position at fair value except for loans and receivables, held-to-maturity investments and other financial liabilities which are measured at amortized cost using the effective interest method. Subsequent measurement and changes in fair value will depend on their initial classification. Held-for-trading financial assets are measured at fair value and changes in fair value are recognized in excess of revenue over expenditures. Available-for-sale financial instruments are measured at fair value with changes in fair value recorded in the statement of income until the instrument is derecognized or impaired.

AUSU has made the following classifications:

Cash and marketable securities are classified as financial assets held for trading and are measured at fair value.

Accounts receivable are classified as loans and receivables and are recorded at amortized cost using the effective interest method.

Accounts payable and accrued liabilities are classified as other liabilities and are measured at amortized cost using the effective interest method.

AUSU has chosen to continue to apply Section 3861, Financial Instruments - Disclosure and Presentation, instead of adopting Section 3862, Financial Instruments - Disclosure and Section 3863, Financial Instruments - Presentation.

(continues)

20 21

ATHABASCA UNIVERSITY STUDENTS' UNION

Notes to Financial Statements

Year Ended September 30, 2012

3 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Not-for-Profit Financial Statement Presentation

AUSU has chosen to continue to present net assets invested in equipment as a separate category of internally restricted net assets.

Statement of Cash Flow

AUSU is using the direct method in its presentation of the Statement of Cash Flow.

Measurement uncertainty

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates include providing for amortization of equipment and collectibility of accounts receivable. Actual results could differ from these estimates.

4 FUTURE ACCOUNTING STANDARDS

The Canadian Institute of Chartered Accountants (CICA) has issued new accounting standards which will affect the Company's financial statements in subsequent fiscal years.

Developments in accounting standards for Government Not-for-Profit organizations

In December 2010, the Accounting Standards Board (AcSB) issued Part III of the CICA Handbook entitled "Accounting Standards for Not-for-Profit Organizations." These new accounting standards are available for early adoption and carry forward the Section 4400 series and relevant material relating specifically to not-for-profit organizations in other sections of the current Handbook, including Sections 1000, 1100, 1400 and 3031, largely without change. For years beginning on or after January 1, 2012, not-for-profit enterprises must choose to adopt either the Accounting Standards for Not-for-Profit Organizations or International Financial Reporting Standards. Management has determined that AUSU will adopt Accounting Standards for Not-for-Profit Organizations in future years and is currently assessing the impact of doing so.

Notes to Financial Statements

Year Ended September 30, 2012

5	MARKETABLE SECURITIES		
		2012	2011
	Canadian short term notes (bearing interest at rates ranging from 2.4% to 10 125, maturing October 15, 2012 through to September 3, 2013) Canadian medium term instruments (bearing interest at rates from 2.64% to 5.4%, maturing October 30, 2013 through to February 4, 2014.) Canadian money market funds	\$ 595,613 248,757 71,068	\$ 635,587 100,394 40,588
		\$ 915,438	\$ 776,569

6 RELATED PARTY TRANSACTIONS

During the year, AUSU received \$594,474 (2011 - \$583,108) from Athabasca University related to student fees. Recorded in the accounts receivable is \$58,908 (2011 - \$65,172) receivable from the Athabasca University representing the September 2012 students fees receivable. The parties are related through their connection to the Athabasca University students.

AUSU provided \$7,974 (2011 - \$3,576) in tuition payments to cover the enrolment fee for one undergraduate Athabasca University course per councilor as per the AUSU compensation guidelines.

7 EQUIPMENT

	Cost	 mulated rtization	2012 Net book value	2011 Net book value
Furniture and equipment Computer equipment	\$ 29,843 57,598	\$ 9,019 51,511	\$ 20,824 6,087	\$ 18,173 6,094
	\$ 87,441	\$ 60,530	\$ 26,911	\$ 24,267

Amortization provided for in the current year totaled \$10,869 (2011 - \$11,155

22 23

ATHABASCA UNIVERSITY STUDENTS' UNION

Notes to Financial Statements

Year Ended September 30, 2012

8 LEASE COMMITMENTS

AUSU leases premises under a long term lease that expires on March 31, 2017. Under the lease, AUSU is required to pay base rent and a proportionate share of utilities, property taxes, maintenance and other related costs for the leased premises. Future minimum lease payments are as follows:

2013	\$ 22,088
2014	22,088
2015	22,088
2016	22,088
2017	 11,044
	\$ 99,396

9 RESTRICTIONS ON NET ASSETS

AUSU internally restricts net assets for the purpose of student development, special projects, infrastructure and research. These internally restricted amounts are not available for other purposes without approval of the Board of Directors.

10 FINANCIAL INSTRUMENTS

Fair value

AUSU's carrying value of cash and marketable securities are stated at fair value. The carrying value of accounts receivable and accounts payable and accrued liabilities approximate fair value due to the immediate or short term maturity of these instruments.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, AUSU manages exposure through its normal investing activities. AUSU is exposed to interest rate risk on its interest bearing marketable securities.

11 CAPITAL DISCLOSURES

AUSU's objectives when naging capital are to protect its ability to eet the ongoing operational requirements and undertake specific initiatives to achieve goals and objectives of the organization, while at the same time taking a conservative approach towards management of financial risk.

Capital is comprised of AUSU's net assets. As at September 30, 2012, AUSU's net assets balance was \$1,126,615

AUSU currently has no externally imposed capital requirements.

12 COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.

FINANCIAL REPORT: 2012/13 Annual Budget

THE FOLLOWING PAGES CONTAIN THE ANNUAL BUDGET FOR AUSU'S 2011/12 FINANCIAL YEAR. INCLUDED FOR COMPARISON IS THE 2010/11 BUDGET.

DENEAULE	2	2012-2013		
REVENUE Student Fees	\$	575,000	\$	590,000
Advertising	Ψ	373,000	Ψ	370,000
Planner advertising	\$	3,000	\$	200
Newsletter advertising	\$	3,000	\$	200
· ·	\$ \$	100	\$	-
Other advertising Interest				- 2E 000
	\$	24,445	\$	25,000
Vending	\$	1 000	\$	1 000
Merchandise Sales	\$	1,000	\$	1,000
Other TOTAL REVENUE	\$ \$	40 603,585	<u> </u>	- 616 200
TOTAL REVENUE	D	003,383		616,200
EXPENSES				
Fees				
Amortization	\$	13,000	\$	18,000
Bank Charges	\$	1,000	\$	1,000
Insurance Expenses	\$	1,400	\$	2,000
Payroll Processing Fees	\$	3,500	\$	3,000
Total Administration Expenses	\$	18,900	\$	24,000
Technology Expenses				
Hardware				
Staff	\$	4,000	\$	7,000
Councillors	\$	4,000	\$	4,000
Software	*	.,	•	.,
Staff	\$	2,000	\$	5,000
Councillors	\$	500	\$	1,000
Website Expenses	\$	15,000	\$	20,000
Total Technology Expenses	\$	25,500	\$	37,000
Administration Expenses	d.	4.000	ф	2.000
Elections Expenses	\$	4,000	\$	2,000
Teleconference Meetings	\$	4,000	\$	2,000
Staff Parking (Licence & Permits)	\$	3,600	\$	4.000
Total Admin Expenses	\$	11,600	\$	4,000
Office Expenses				
Rent			\$	50,000
Furniture	\$	1,000	\$	1,000
Supplies	\$	2,000	\$	1,500
Reference Materials	\$	600	\$	600
Subscription Fees	\$	500	\$	200
Postage & Courier	\$	5,000	\$	7,000
Telephone & Internet	\$	1,400	\$	4,500
Total Office Expenses	\$	10,500	\$	64,800

Professional Fees				
Accountant	\$	20,000	\$	20,000
Bookkeeper	Ψ	20,000	\$	5,000
Lawyer	\$	2,500	\$	2,500
Consultant/Advisor	\$	2,500	\$	2,500
Total Professional Fees	* \$	25,000	\$	30,000
	*		*	
Councillor Salaries and Benefits				
Executive	\$	55,500	\$	55,500
Councillor	\$	35,500	\$	35,500
Councillor Tax Portion	\$	3,000	\$	3,000
Councillor Benefits	\$	10,000	\$	11,000
Total Councillor Salaries and Benefits	\$	104,000	\$	91,000
er ce t i the ci				
Staff Salaries and Benefits	Φ.	4.000	ф	4.000
Staff Training	\$	4,000	\$	4,000
Staff appreciation	\$	4,000	\$	4,000
Benefits	\$	15,000	\$	16,500
Staff Tax Portion	\$	9,000	\$	12,500
Staff Salaries	\$	200,000	\$	175,000
Total Salaries and Benefits	\$	232,000	\$	314,000
Promotional				
Convocation	\$	7,500	\$	7,500
Newsletter	\$	55,000	\$	7,500
Informational/Promotional Publications	\$	30,000	\$	15,000
Student Handbook	\$	55,000	\$	50,000
Publication Supplies	\$	2,000	\$	2,000
Merchandise & Promotional & Advertising	\$	7,500	\$	5,000
Gifts & Donations	\$	1,500	\$	1,000
Contests	\$	1,500	\$	1,500
Total Promotional	\$	160,000	\$	89,500
Voice			_	
Voice	\$	71,875	\$	73,750
Total Voice	\$	71,875	\$	73,750
Awards				
Student Awards	\$	60,000	\$	45,000
Total Awards	\$	60,000	\$	45,000
Representation Expenses				
Advocacy & Lobbying	\$	20,000	\$	2,500
Professional Development [c]	\$	2,500	\$	2,500
Membership Fees	\$	18,000	\$	18,000
Travel	\$	5,000	\$	8,000
Delegate fees			\$	3,500
Total Representation Expenses	\$	45,500	\$	34,500
TOTAL EXPENSE	\$	764,875	\$	807,550
NET INCOME	\$	603,585	\$	616,200
INTELL MACCINIE	-\$	161,290	-\$	191,350
	-\$	101,290	-Φ	171,330

AUSU 2011/13

Priority Activities and Planning

Our current council is at the midpoint of its term. The council will serve until April of 2014, and an election will be held in March of 2014 to select the next board. Watch for announcements of the new council in March!

LYNDA.com

Over the coming year AUSU will continue to work with AU to integrate Lynda.com advertising and links with AU resource pages; viewing lists will also be added so students can select batches of courses most relevant to their needs. Lynda.com advertising will be added to all of our current media and AUSU will seek feedback from users to make sure the program is useful for members.

SURVEY MONKEY

We have administered two major surveys through Survey Monkey in the last year and found the system to work very well for our needs when a survey must be created quickly. Students overall seem to find it very easy to use and we haven't fielded any questions or complaints about the interface. AUSU will continue to use this system to solicit student feedback on important issues.

NEW OFFICE

AUSU is now fully settled in its new Edmonton office space, which provides much more room for staff and materials. We continue to discuss ways to best use the new space, including a potential book buyback program.

AUSU PLANNER / HANDBOOK

Still our most popular service, the handbook includes course planning pages, week-at-a-glance and full month calendars, plus information on all AUSU services, citation style tips, time zone maps, and more.

SMART DRAW

A value-added service for our members, our Smart Draw license allows members to download the software and use it for free for one year. Smart Draw creates charts and graphics that can easily be dropped into Word or Excel files, so tutors don't need the program to view them.

COMPLAINT TRACKING

We continue to use our secure database to log and track complaints voiced by students via email, our forums, phone, and during meetings. No personally identifying information is used in the production of our statistics, but the tracking system does help us determine which services and departments at AU are the source of the most student complaints.

SOCIAL MEDIA AND COMMUNICATION

AUSU has established a presence on Facebook and Twitter to make major announcements and funnel students to our web site to learn about our services. In the past year, we have also moved to using e-newsletters instead of the print version, and the response rate has been overwhelmingly positive. An upgrade under consideration is a live chat option for our web site. We will continue to review which social media we use to ensure we are current with the services most accessed by our members.

LOBBYING

The major issues facing students last year was the proposed changes to the AU instructional model. AUSU took swift action and was successful in convincing AU executives to delay the plan to perform further investigation of the impact of any changes.

ASEC

In 2012 AUSU became a full member of the Alberta Students' Executive Council, the largest lobbying group for post-secondary in the province. In ASEC we join a strong coalition of Alberta universities and colleges, and have found support for AU's unique needs. As the end of our first term approaches, we are reviewing our membership to ensure it continues to meet the needs of our membership.

KEEPING IN TOUCH WITH THE AU EXECUTIVE

AUSU executives continue to meet regularly with AU's President, Vice Presidents, department heads, deans, and the leaders of the unions representing tutors and academics to ensure that they are aware of what we offer to students, and the issues that are most pressing for our members.

IN PROGRESS PROJECTS

We are near completion of serveral projects from last term, including an orientation booklet in the *For Dummies* style to help new students navigate AU services and the unique offerings of distance education; a points program to reward students for participating in surveys, etc.; a rebranding projects, and a major front end upgrade to our web site. We are also developing a new planning policy, a succession plan for the ED position, and a plan to take over the student ID card system from AU. A new health care plan is also in the works and nearing the stage where we can hold a referendum.

COMPLETED PROJECTS

This document represents the completion of the 2012 AUSU audit. In the last year we also completed our move into new office space; creation of a new staff position; several new additions to the back end of our website to make it easier for staff to update online minutes, motions, and policies; a new e-newsletter template; and the 2013 AUSU handbook/planner. Council also completed a Student Leadership course to assist in planning and team development.

POTENTIAL FUTURE PROJECTS

Council will begin planning for the coming year in May. Work on new projects will begin in September. Suggestions have included a book buyback program (if AU discontinues mandatory purchase of course packages with course enrolments), fitness discounts for students, and more.

Representation On external, AU committees

COMMITTEE	STUDENT REPRESENTATIVE
AU Board of Governors (BoG)	Bethany Tynes and Toni Fox
Finance and Property Subcommittee	Bethany Tynes
Academic Affairs Subcommittee	Toni Fox
Honorary Awards Subcommittee	Bethany Tynes
Institutional Advancement Subcommittee	Toni Fox
AU General Faculties Council (GFC)	Bethany Tynes and Jason Nixon
GFC Executive Committee	Bethany Tynes
Student Academic Appeals Committee	Bethany Tynes
Student Awards Committee	Jason Nixon
Academic Learning Environment Committee	Toni Fox
Academic Excellence Awards Committee	Jason Nixon
Miscellaneous Ad Hoc Committees	
Learning Resources Committee; Ad hoc plagiarism detection software Ad hoc governance review committee; Virtual Convocation Committee Advisory Committee; Exam review committee; FHSS Faculty Council; Science and Technology Council; School of Business Faculty Council	e; Consultative Committee on Learner Support; eText Faculty of Health Disciplines Committee; Faculty of
Miscellaneous Standing Committees	
AU Staff Awards Committee (SDRMASE, PATME & CCMATE)	Tamra Ross
Bryon Paege Memorial Award (CUPE)	Bethany Tynes

AUSU Council **Internal Committees**



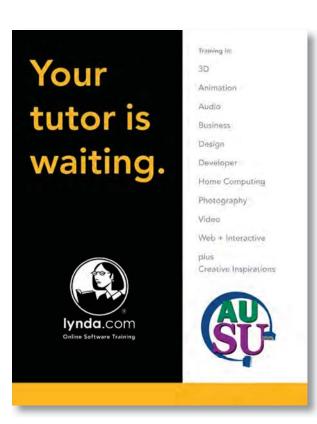
Representation Other areas where we have input

AU President
AU Vice President Academic
AU Registrar

OTHER WORKING GROUPS COUNCIL AND STAFF MEET WITH	
Open AU	AUFA: AU Faculty Association
CUPE: AU Tutors' Union	The Deans of Business, Health Disciplines, Humanities and Social Sciences, and Science and Technology
Coordinator, Student Relationship Management	

Services

for our members



Lynda.com

AUSU has purchased a 3 year license to Lynda.com so all of our members can have unlimited access to 1000s of high quality software and business skills training videos. The license was purchased out of AUSU's reserve funds and is prepaid for the term.

Over the coming year we're working with AU departments to coordinate advertising to students and we'll be creating viewing lists grouped by topics and area of interest.

Lynda training is highly respected in the industry and there are courses for all of the Microsoft and Adobe products, plus business and career skills, software installation tips, and more.

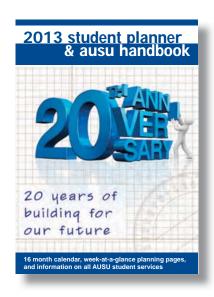
AUSU Merchandise

In 2008, AUSU began building up a stock of custom merchandise sporting AUSU and Voice Magazine branding. To encourage a sense of student community, all items are being sold at prices that are very near our cost, plus actual shipping rates. New items will be added over the coming year. Merchandise is also a great incentive for contests when we want student feedback or participation!



Publications

being in touch with students



AUSU Handbook/Planner

Still our most popular service, our free planner is in full colour, and has an added tabbed divider with a slot for notes and small loose papers. It also includes course planning pages and a clip in page marker ruler. We renegotiated our rates to produce the planner more cheaply in 2011 without altering quality. This publication is so popular that we've also offered it for sale to graduate students and alumni to quench ongoing demand and to offset production costs.

AUSU News

Previously published in hard copy, we now e-mail an update to our members about once a month. The response had been exceptional! Our e-newsletters have an open rate at high as 40% and we've noted increased planner orders and student contacts as a result. They also save an extraodinary amount of money! We haven't given up entirely on printed newsletters, but will only publish them on occassion going forward.



Sustainability

for our future

AUSU's focus this year is on the environment. We welcome students from every corner of the earth, and know that many of your have been impacted by recent natural disasters and the effects of climate change.

We're committed to doing our part to ensure that we have a tiny carbon footprint. We now maintain a nearly paperless office, and distrubute most documents electronically. When we do print (students still want hard copy planners and our post cards and newsletters help students find out about services we offer), we select eco friendly options: this year we changed the paper we use for our newsletter to one with a high volume of post-consumer recycled content, and all components of our planner are recyclable as well. Where possible, we purchase eco friendly office supplies and we recycled our old office equipment by donating it instead of throwing it out.

If you have any ideas for how we can be more eco friendly, just let us know!





MAIN OFFICE

Athabasca University Students' Union 500 Energy Square 10109 106 Street NW Edmonton, AB T5J 3L7 TEL: 1-855-497-7003 FAX: (780) 497-7003 www.ausu.org ausu@ausu.org

COUNCIL

Toni Fox, President (Outgoing VP External)
Bethany Tynes, VP External (OutgoingPresident)
Jason Nixon, VP Finance
Kim Newsome
Evan Schmidt
James Ramsbottom
Wendy Barnard
Craig French
Ashley Charlton

STAFF

Tamra Ross - Executive Director/Voice Editor-in-Chief Karyna McDonald - Office Coordinator Christina Frey - Voice Managing Editor

AUSU serves more than 41,000 Athabasca University undergraduates annually.

AUSU members are defined as all students of Athabasca University who are currently enrolled in an AU undergraduate course (if extensions are purchased, the extended end date is used to calculate membership).

For more information about AUSU and its programs, please see www.ausu.org, or call our office.

This booklet prepared for AUSU by Tamra Ross.

Errors and omissions excluded.

Graphics and design by Tamra Ross © AUSU, 2013

WE WELCOME ALL QUESTIONS AND COMMENTS FROM OUR MEMBERS. CONTACT US FOR MORE INFORMATION: 1.855.497.7003

AUSU serves more than 41,000 undergraduate students annually across Canada and around the world. We offer advocacy, support, and services needed by students. The AUSU web site contains information on all of our services, including our financial aid options, student clubs and course reviews.

