


<b>Health and Dental Plan Fee Administration Procedure</b>		
<b>Parent Policy:</b>	Operations and Finance Committee Terms of Reference	
<b>Related Documents:</b>	SU Constitution Union Bylaw	
<b>Approval Authority:</b>	Operations and Finance Committee	
<b>Passed:</b>	December 13, 2022	
<b>Amended:</b>	--	

## 1 Purpose

- (1) The purpose of this procedure is to provide clarity and consistency in the administration of inflationary increases to the student Health and Dental Plan fees.

## 2 Scope

- (1) This procedure applies to the administration of the fee rates charged to students for the Health Plan fee and the Dental Plan fee.

## 3 Fee Administration

- (1) Per the SU Constitution, fees for the health and dental plans may be increased with the Alberta Consumer Price Index, up to an annual limit of 4 per cent, without a referendum question being put to members, to ensure financial sustainability of the plans.
- (2) For the purposes of calculating the increases to the Health and Dental Plan fees, the SU shall use the Alberta Consumer Price Index data for the month of January.
- (3) If the Consumer Price Index data for the month of January is not available by February 20, the SU may use the most recent available data.
- (4) The General Manager or designate may request relevant data from the health and dental plan provider, to inform the calculation of the fee increase amounts.
- (5) The General Manager or designate shall determine the rate by which the Health Plan Fee and the Dental Plan Fee shall increase, subject to the following:
  - (a) the increases to each fee for each year must not exceed the Alberta Consumer Price Index amount for that year, or 4 per cent per year, whichever is lower; and
  - (b) the increases may be of a rate lower than the Alberta Consumer Price Index, if the financial sustainability of the Health and Dental Plans will not be negatively impacted.

- (6) For the purposes of this procedure, Consumer Price Index increases are not cumulative, meaning any unused increases to the Health Plan or Dental Plan Fees per 3(4)(b) are not able to be rolled into subsequent years' increases.
- (7) The General Manager or designate must inform the University of Calgary Office of the Registrar of the new fee rates for the upcoming academic year prior to the end of March of each year, for implementation effective from May of each year.
- (8) The General Manager or designate must ensure that Health and Dental Plan fee rates are updated accurately on the SU website and must, when necessary, prompt the Office of the Registrar to ensure the University calendar reflects the accurate updated rate.

#### **4 Fee Surplus**

- (1) If there is a surplus of revenue from the Health and Dental Plan fees beyond the cost to the SU of providing the plans, that surplus shall be allocated to a Health and Dental Plan contingency fund.

#### **5 Review**

- (1) The General Manager or designate is responsible for reviewing this procedure at least once every three years.

#### **History:**

- December 13, 2022 (Operations and Finance Committee): Approved and enacted.