

**EDUCATIONAL SERVICE CONTRACT
POLICY**

University Policy No.: AC1110
Classification: Academic and Students
Approving Authority: Board of Governors
Effective Date: March/08
Supersedes: May/2000
Last Editorial Change: December 2020
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PURPOSE

- 1.00 The purpose of this policy is to outline the process by which the University of Victoria may provide educational services to organizations other than the university community.

DEFINITIONS

- 2.00 **EDUCATIONAL SERVICE CONTRACT** means a contract (or grant) under which the University agrees to provide an Educational Service to a third party organization (including branches of government) or persons who are not its registered students.

- 3.00 **EDUCATIONAL SERVICE COURSES**

- Dissemination of information through any format including publication of materials, development of web sites or maintenance or development of data bases;
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Certification

12.00

Schedule of Direct Costs and Overhead Charges

For Policy AC1110: Educational Service Contract Policy

1.0 Overhead charge to be Included in Contract Price

1.1 When an Overhead Charge is to be Included

An overhead charge shall be included in the price that is payable to the University by an external contractor under an Educational Service Contract.

public service organization with limited funds. A higher rate should be charged if none of these factors is present. The actual cost to the University of

Dean of Faculty	45%
Vice-President Academic and Provost	10%
University's central administration	45%

(to defray the cost of the University's operating expenses including the Library, administrative service departments and the costs of utilities)

Note that the amount received by the Faculty may be affected by Section 9.00 of the Policy.

Division of Continuing Studies:

Where services are provided to an external contractor by the Division of Continuing Studies under an Educational Service Contract, overhead charge recoveries will be shared between the University's central administration and the Division of Continuing Studies in the same proportions (calculated on the financial information of preceding fiscal year) as the University's contribution of operating funds to the Division of Continuing Studies' budget is relative to the total revenue of the Division of Continuing Studies.