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VICE-PROVOST, PLANNING AND BUDGET

TO: Business Board

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DATE: February 11, 2005 for meeting on February 28, 2005

AGENDA ITEM: 9(b)

ITEM IDENTIFICATION:

Category 5, **Cost Recovery Ancillary Fees, 2005-2006**

JURISDICTIONAL INFORMATION:

The University's Policy on Ancillary Fees makes provision for a University Schedule of Cost Recovery Fees.

Under the policy, the cost recovery fees shown on the schedule may be adjusted annually by administrative authority (Vice-Provost, Planning & Budget), provided that the adjustments relate to changes in the cost of the materials or services provided. These changes are to be reported annually to the Business Board for information.

PREVIOUS ACTION TAKEN:

The schedule comes forward annually.

HIGHLIGHTS:

The University's Policy on Ancillary Fees, under Category Five, permits divisions to charge students for the reasonable cost of the provision of certain learning materials and services. The University, through its operating budget, is responsible for the delivery of an academic program, but the student may be expected to purchase the requisite materials prescribed for the program.

These cost recovery fees include fees for: publications, case studies, or laboratory manuals; field trips; clothing; equipment that becomes the property of the student; equipment rentals; other goods or services provided individually to students for their exclusive use; and any non-credit remedial instruction provided. All of the fees reported fall within one of these categories.

The Ministry of Training, Colleges and Universities' policy on ancillary fees now makes a special allowance for "system-wide" fees. The fee for the CANCOPY license and University Health Insurance Policy (UHIP) are now separated in the schedule on that basis.

As directed under the policy, the only cost recoveries that may be charged are those shown on the University Schedule of Cost Recovery Fees. This schedule has been updated and is attached for the Business Board's information. In most cases the fees have remained the same, a few have been increased or decreased. As a result of the re-negotiation of the license with CANCOPY, many divisions are no longer distributing and charging for publications directly. Instead, the publications are made available through the bookstore, through the University of Toronto Press, through a third party printing house (e.g. Kinko's), or on the web.

FINANCIAL AND/OR PLANNING IMPLICATIONS:

The fees are set at a level to cover the cost of the service.

RECOMMENDATION:

For information only.