



University of Toronto TORONTO ONTARIO M5S 1A1

VICE-PROVOST, PLANNING AND BUDGET

TO: Business Board

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DATE: March 13, 2006 for meeting on March 27, 2006

AGENDA ITEM: 5(a)

ITEM IDENTIFICATION:

Category 6, Administrative User Fees and Fines, 2006-2007 (Items for Approval)

JURISDICTIONAL INFORMATION:

The University's Policy on Ancillary Fees makes provision in category 6 for a University Schedule of User Fees and Fines. A copy of the policy is attached (Attachment A).

Under the policy, the introduction or removal of a fee from the Schedule must be submitted to the Business board for review and approval.

A Category 6: Schedule of Administrative User Fees and Fines for 2006-2007 is attached. (See Attachment B).

PREVIOUS ACTION TAKEN:

The Schedule comes forward annually.

HIGHLIGHTS:

Category 6 fees include fees for special registration arrangements, optional copies of records, special arrangements relating to examinations, placement fees, library fines, application fees and other services. None of these fees is subject to the MTCU policy on ancillary fee protocols.

Details of the new fees and the fees to be removed are given on the following pages.

FINANCIAL AND/OR PLANNING IMPLICATIONS:

The revenues generated from these fees will closely match the costs of providing the relevant services.

In 2004-05, these fees produced \$10.9M in income for the University's academic divisions, which closely matched the costs of providing the relevant services.

FOR APPROVAL:

The University's policy requires that requests for the addition of fees to the schedule be submitted to the Business Board for review and approval:

There are six requests for new fees to be added to the schedule:

Request 1

6.4 Placement Fees:

The Faculty of Applied Science and Engineering is proposing to charge a \$250 placement fee to students finding summer employment through their new Engineering Summer Internship Program (eSIP). The eSIP program is open to Undergraduate students from all nine programs offered by the Faculty. Currently 60% of APSE undergraduate students participate in the PEY program. A significant portion choose not to participate as they do not want to extend the duration of their studies by a year. Offering a structured summer internship will represent an attractive alternative for these students.

Engineering Summer Internship Program (eSIP)	\$250.00
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Request 2

6.4 Placement Fees:

OISE is requesting an additional practica fee for their counseling psychology program. Counselling students require field training as a component of their program. Some students have indicated that they would like to be involved in an additional practicum and are prepared to pay to do so. OISE is proposing to offer an additional practica fee, similar to the School and Child Clinical Psychology Program Optional Additional Practica already approved. Students who wish to have additional practicum time will pay a fee equal to the amount of the honorarium regularly paid to the field supervisor.

Counselling Psychology Program Optional Additional Practica Masters	\$150.00
PhD	\$300.00

Request 3

6.4 Placement Fees

Woodsworth College is offering two new locations, Amazon & Galapagos Islands and Tokyo, for its International Summer Programs.

Amazon & Galapagos Islands Placement Fee	\$200.00
Amazon & Galapagos Islands Course Fee	\$963.00
Tokyo Placement Fee	\$200.00
Tokyo Course Fee	\$1,963.00

Request 4

6.7 Application Fees

The Faculty of Information Studies is requesting an application fee. The Faculty developed an on-line FIS application in which applicants submit personal statements and resumes/CV's electronically. As a result, the unit has incurred additional expenses developing/maintaining the system as well as preparing the documents for the Admissions Committee's review.

Information Studies	\$60.00
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Request 5

6.7 Application Fees

The cost of administering the applications for the Master of Mathematical Finance Program (MMF) has increased substantially due to increased volume. In the current year, the Program has 360 applications for which letters of reference, transcripts and associated documentation must be assembled and tracked. Applicant inquiries also have to be responded to. The large volume of work has required that an assistant be hired with the sole responsibility of handling applications. The proposed fee will help support the administrative costs associated with processing the applications and approximates the actual costs of document collection, sorting and data management.

Mathematical Finance Program	\$60.00
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Request 6

6.7 Application Fees

The Concurrent Teacher Education Program (CTEP) is proposing an Applicant Profile Evaluation Fee that will be divided between each partner unit and OISE/UT to cover the costs related to the admission process. The CTEP application fee is based on cost recovery for the new procedures that will be in place to process and evaluate a CTEP application. The CTEP applicant profile will be submitted on-line to a central database. Revenue from these fees be directed to each partner unit to cover costs related to: application sorting, communications, evaluation of the profile by faculty and field practitioners in a profile reading session, as well as student services provided to support applicants including workshops on "how to" complete the profile. The CTEP Central Office will receive a small percentage of the revenue to cover costs for supporting the process.

CTEP (Concurrent Teacher Education Program)	\$32.00
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The University's policy requires that requests for removal of fees be submitted to the Business Board for review and approval:

There are two requests for fees to be removed from the schedule:

Request 7

6.4 Placement Fees

The Centre for Medieval Studies has discontinued its dossier service, and would like these fees to be removed from the schedule.

Request 8

6.7 Application Fees

The application fee for the MSc in Speech Pathology is no longer being collected by the University of Toronto. Applicants to this program, as well as MScOT and MScPT do not apply to the University of Toronto but apply directly to the Ontario Rehabilitation Sciences Program Application Service (ORPAS). ORPAS is a centralized application service for Physiotherapy/Physical Therapy (PT), Occupational Therapy (OT), Audiology (AUD) and Speech-Language Pathology (SLP) programs at McMaster University, Queen's University, University of Toronto, and the University of Western Ontario.

RECOMMENDATION:

The Business Board recommends for approval:

1. That the Faculty of Applied Science and Engineering Engineering Summer Internship Program (eSIP) fee be added to the Administrative User Fee Schedule.
2. That the OISE Counselling Psychology Program Optional Additional Practica fee be added to the Administrative User Fee Schedule.
3. That the Woodsworth College International Summer Program to Amazon & Galapagos Islands (placement fee and course fee) and Tokyo (placement fee and course fee) be added to the Administrative User Fee Schedule.
4. That the Faculty of Information Studies Application fee be added to the Administrative User fee Schedule.
5. That the Mathematical Finance Program Application fee be added to the Administrative User Fee Schedule.
6. That the Concurrent Teacher Education Program Application fee be added to the Administrative User Fee Schedule.
7. That the Centre for Medieval Studies Dossier Service fees be removed from the Administrative User Fee Schedule.
8. That the MSc in Speech Pathology Application fee be removed from the User Fee Schedule.