



University of Toronto TORONTO ONTARIO M5S 1A1

VICE-PROVOST, PLANNING AND BUDGET

TO: Business Board

SPONSOR: Safwat Zaky, Vice-Provost, Planning & Budget
CONTACT INFO: 416-978-7116, safwat.zaky@utoronto.ca

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

AGENDA ITEM: 6(a)

ITEM IDENTIFICATION:

Category 5, Cost Recovery Ancillary Fees, 2006-07 (Items for Information)
Category 6, Administrative User Fees and Fines, 2006-07 (Items for Information)

JURISDICTIONAL INFORMATION:

The University's Policy on Ancillary Fees makes provision for a Category 5: University Schedule of Cost Recovery Fees and a Category 6: University Schedule of User Fees and Fines. A copy of the policy is attached (Attachment A).

Under the policy for Category 5, 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.

Under the policy, for Category 6, administrative user fees and fines shown on the Schedule may be adjusted annually by administrative authority of the Vice-Provost, Planning and Budget, provided that the adjustments relate to the cost of the services provided. These adjustments are to be reported annually to the business board for information.

PREVIOUS ACTION TAKEN:

The schedule comes forward annually.

HIGHLIGHTS:

CATEGORY 5

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 2006-07 schedule of Category 5: Cost Recovery Fees is attached. (See Attachment B).

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.

CATEGORY 6

These 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 changes to the existing fees are given on the following pages. Additions to the schedule are under a separate cover for approval.

The 2006-07 schedule of Category 6: Administrative User Fees and Fines is attached. (See Attachment C).

FINANCIAL AND/OR PLANNING IMPLICATIONS:

CATEGORY 5

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

CATEGORY 6

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.

RECOMMENDATION:

For information only.

FOR INFORMATION

The University's policy permits administrative user fees to increase annually to reflect the cost of services provided. The following divisions are proposing increases to existing fees:

Request 1

6.2 Records and Documents

SGS is requesting the microfilming of doctoral thesis be increased to \$39.00. As of April 1, 2006, Theses Canada will be increasing the publishing fee by \$2.00

	2006-07	2005-06	Percent change
Micro-filming of graduate thesis	39.00	37.00	5.4%

Request 2

6.4 Placement Fees

UTSC is proposing the following increases in its co-op programs:

	2006-07	2005-06	Percent change
Department of Humanities**			
Arts Management, Year 1 entry	318.00	312.00	1.9%
Arts Management, Year 2 entry	422.00	413.00	2.2%
Humanities Co-op, Year 1 entry	318.00	312.00	1.9%
Humanities, Year 2 entry	422.00	413.00	2.2%
Department of Life Sciences**			
Cell & Molecular Biology, Year 1 entry	318.00	312.00	1.9%
Cell & Molecular Biology, Year 2 entry	422.00	413.00	2.2%
Psychology & its Applications, Year 1 entry	318.00	312.00	1.9%
Psychology & its Applications, Year 2 entry	422.00	413.00	2.2%
Neuroscience Year 1 entry	318.00	312.00	1.9%
Neuroscience Year 2 entry	422.00	413.00	2.2%
Division of Management**			
Economic Policy and Data Analysis, Year 1 entry	396.00	388.00	2.1%
Economic Policy and Data Analysis, Year 2 entry	523.00	513.00	1.9%
Management, Year 1 entry	396.00	388.00	2.1%
Management, Year 2 entry	523.00	513.00	1.9%
Department of Physical and Environmental Sciences**			
Computer Science, Year 1 entry	396.00	388.00	2.1%
Computer Science, Year 2 entry	523.00	513.00	1.9%
Physical Sciences, Year 1 entry	396.00	388.00	2.1%
Physical Sciences, Year 2 entry	523.00	513.00	1.9%
Department of Social Sciences**			
International Dev. St., Year 1 entry	396.00	388.00	2.1%
International Dev. St., Year 2 entry	523.00	513.00	1.9%
Social Sciences, Year 1 entry	318.00	312.00	1.9%
Social Sciences, Year 2 entry	422.00	413.00	2.2%
Teaching Placement	42.00	41.00	2.4%

**Students entering the programs in year 1 pay the fee eight times, those entering in year 2 pay the fee six times.

Request 3

6.4 Placement Fees

Woodsworth College is proposing the following changes to its International Summer Programs:

	2006-07	2005-06	Percent change
Berlin Program Course Fee	1,163.00	1,063.00	9.4%
Brno, Central Europe Course Fee	1,673.00	1,603.00	4.4%
Sydney Course fee *	1,063.00	1,463.00	-27.3%*

*Note: Field trip component dropped in 2006-07

Request 4

6.4 Placement Fees

The School of Graduate Studies is proposing to increase its calendar fee to \$7.00 to cover the cost of calendar production.

	2006-07	2005-06	Percent change
SGS calendar	7.00	6.00	16.7%

Request 5

6.6 Other

The University Registrar is requesting a \$10 increase to the Student System Access Fee to cover the cost of improvements and added features to the web-based system. Student Information Services is working to implement waiting lists for course enrolment, and the introduction of student portals via the web.

	2006-07	2005-06	Percent change
Student System Access Fee	30.00	20.00	50.0%

Request 6

6.6 Other

The Faculty of Dentistry proposes changes to its laundry fees.

Dentistry Laundry:	2006-07	2005-06	Percent change
Qualifying Year Year 1	519.00	506.00	2.6%
Qualifying Year Year 2	519.00	506.00	2.6%
Year 1	194.00	189.00	2.6%
Year 2	388.00	379.00	2.4%
Year 3	519.00	506.00	2.6%
Year 4	519.00	506.00	2.6%
Anaesthesia	344.00	336.00	2.4%
Endodontics	259.00	253.00	2.4%

Oral Pathology	37.00	36.00	2.8%
Oral Radiology	108.00	105.00	2.9%
Orthodontics	229.00	223.00	2.7%
Paediatric Dentistry	303.00	296.00	2.4%
Periodontics	557.00	543.00	2.6%
Prosthodontics	312.00	304.00	2.6%

Request 7

6.7 Application Fees

The University Registrar is requesting a \$20 increase in their application fee for the OUAC 105 applicants (applicants who are not full-time high school students). The fee applies to applicants who are outside the Ontario secondary school system, where academic documents must be collected and assessed. This increase can be justified by the increased staff costs of processing and assessing 105 applicants. It has been the same amount since at least 1994.

Request 8

6.7 Application Fees

Rotman School of Management is requesting a \$125 increase in their application fee. This reflects the increased cost of recruiting and admissions. For years, this fee has been kept artificially low relative to cost, but with the increase in number of applicants and geographic diversity of applicants, the increased fee aligns closer to their actual costs.