



UNIVERSITY OF TORONTO

Office of the Vice-Provost, Planning and Budget

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MEMORANDUM

To: Business Board
From: D. McCammond
Date: March 22, 2002
For: Meeting of April 8, 2002
Agenda Item: 6(b)

Item Identification

Administrative User Fees and Fines, 2002-2003

Sponsor

Derek McCammond, Vice-Provost, Planning and Budget

Jurisdictional Information

The Policy on Ancillary Fees delegates to the administration the authority to make annual adjustments to these fees, 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.

The introduction or removal of a fee from this schedule is subject to Business Board approval.

Previous Action Taken

The schedule comes forward annually.

Highlights

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 the changes to the schedule are given in the attached memo.

Financial Implications

In 2000-2001, these fees produced \$8,233,695 in income for the University's academic divisions, which closely matched the costs of providing the relevant services.

Action Sought

The Business Board recommends for approval:

1. That the Occupational Therapy licensing fee be added to the Administrative User Fee Schedule.
2. That the Physical Therapy licensing fee be added to the Administrative User Fee Schedule.
3. That the Scarborough Humanities Co-op fee (Year 1 entry and Year 2 entry) be added to the Administrative User Fee Schedule.
4. That the Scarborough Cell & Molecular Co-op fee (Year 1 entry and Year 2 entry) be added to the Administrative User Fee Schedule.
5. That the Scarborough Psychology Co-op fee (Year 1 entry and Year 2 entry) be added to the Administrative User Fee Schedule.
6. That the Scarborough Social Sciences Co-op fee (Year 1 entry and Year 2 entry) be added to the Administrative User Fee Schedule. The International Studies and Public Policy co-op programs, added to the 2001-02 Administrative User Fee Schedule, are included in this new Co-op fee.
7. That the Scarborough Teaching Placment fee be added to the Administrative User Fee Schedule. Students who entered the program prior to September 2002 will be exempt from this fee.
8. That the Woodsworth College International Summer Program to Tours (placement fee and course fee) be added to the Administrative User Fee Schedule.
9. That the Woodsworth College International Summer Program to Berlin (placement fee and course fee) be added to the Administrative User Fee Schedule.
10. That the Woodsworth College International Summer Program to Jordan (placement fee and course fee) be added to the Administrative User Fee Schedule.
11. That the Occupational Therapy fieldwork placement fee be added to the Administrative User Fee Schedule.
12. That the Social Work Application fee be added to the Administrative User Fee Schedule.
13. That the PGME Replacement of calendar (in person or by mail) fee be removed from the Administrative User Fee Schedule.
14. That the separate PGME line item for duplicate receipts for tax purposes be removed from the Administrative Fee Schedule.



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MEMORANDUM

To: Business Board

From: D. McCammond

Date: March 22, 2002

Subject: Administrative User Fees and Fines

1. Administrative User Fees and Fines

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

Under the policy, the fees and fines shown on the Schedule may be adjusted annually by administrative authority (Vice-Provost, Planning and Budget), provided that the adjustments relate to the cost of the services provided. The introduction or removal of a fee from the Schedule must be submitted to the Business board for review and approval.

A new University Schedule of Administrative User Fees and Fines for 2002-2003 is attached for the Business Board's information.

Several divisions have requested new fees:

Section 6.2 (Records and Documents)

1) Occupational Therapy is requesting licensing fees with the following breakdown:

Simple Confirmation	50.00
Requiring Course Documentation	75.00
Requiring Field Work Documentation	100.00
Requiring Course Documentation & Field Work	125.00

These fees are based on the increased administrative work required for each category.

2) Physical Therapy is requesting licensing with the following breakdown:

Licensing Form - Single page confirmation	50.00
Licensing Form - United States	100.00
Licensing Form - International	150.00

Physical Therapy graduates must be licensed in order to practice. Many graduates are relocating to the United States and the United Kingdom. The dept of Physical Therapy has been receiving an increasing amount of requests to fill out various types of forms verifying the student's degree. Some of these forms require extensive information e.g. confirming qualifications, a breakdown of clinical component, clinical hours, credentials of clinicians as well as faculty etc. This requires the dept to retrieve the student file from storage and is administratively time consuming. The Dept has called various Universities with Physical Therapy Programs and has been told that other depts. charge up to a maximum of \$150.00 for this function.

Section 6.4 (Placement Fees)

3) Scarborough is offering 4 new co-op courses:

Division of Humanities:	
Humanities ¹ , Year 1 Entry	270.00
Humanities, Year 2 Entry	350.00
Division of Life Sciences:	
Cell & Molecular Biology, Year 1 Entry	270.00
Cell & Molecular Biology, Year 2 Entry	350.00
Psychology & Its Applications, Year 1 Entry	270.00
Psychology & Its Applications, Year 2 Entry	350.00
Division of Social Sciences:	
Social Sciences ² , Year 1 Entry	270.00
Social Sciences, Year 2 Entry	350.00

4) In addition, it's offering a teaching placement:

Teaching Placement	35.00
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This fee will be payable in each of the first six terms in which students are active in the Early Teacher project in Physical Sciences and the Program for the Education of Teachers in French. Services received by these students are similar in kind to those delivered to co-op students, although the placements in schools are for shorter period of time and are unpaid. Students who entered the program prior to September 2002 will be exempt from this fee.

5) Woodsworth is offering 3 new International Programs:

Tours Program (Woodsworth)	
- Placement fee	200.00
- Full course fee ¹	578.57
Berlin Program (Woodsworth)	
- Placement fee	200.00
- Full course fee ¹	978.57
Jordan Program (Woodsworth)	
- Placement fee	200.00
- Full course fee ¹	678.57

6) Occupational Therapy is requesting a fieldwork placement fee with the following breakdown:

Local placements	50.00
International placements	80.00

Currently the dept. is not charging any fee for placements other than the fee a placement agency had charged us for out of catchment placements. This agency is no longer providing that service. The administrative fee would cover administrative costs such as postage, telephone, and secretarial time. The additional \$30 for international placements is to cover the additional administrative costs for the extra work required to facilitate an international placement.

¹ Includes Art History, Art & Culture, Drama, English, French, History, Linguistics, Music & Culture, Philosophy, Psycholinguistics, Studio, Women's Studies.

² The International Studies and Public Policy co-op programs were introduced in 2001-02. In 2002-03 the Social Sciences Co-op program has been extended to also include: Anthropology, City Studies, Health Studies, Sociology.

Section 6.7 (Application Fee)

7) Social work is requesting that its \$30 application fee be included on the schedule.

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:

Section 6.2 (Records and Documents)

1) The University Registrar is proposing that the ATB fee for official transcripts be increased from \$8.00 to \$9.00.

The fee was last increased in 1998 with the creation of the U of T Transcript Centre. The University now has a better estimate of the actual cost of producing and mailing transcripts. The \$9.00 fee would include PST.

2) In addition, the University Registrar is requesting an increase in the fee for duplicate receipts:

	2002-03	2001-02
Duplicate receipts (T4, Reg. Fee, Visa Fee)	5.00	3.00

This fee has remained unchanged for over 10 years, and the costs, including labour have increased since it was first introduced.

3) PGME is requesting the following increases to letters of confirmation:

Letters of Confirmation (fee is applicable to previously registered trainees only and does not apply to those currently registered)	2002-03	2001-02
by mail	25.00	6.00
by Priority Courier	37.00	12.00
by fax	25.00	12.00
by DHL Int'l	45.00	20.00

The letters of confirmation verify a graduate's training and credentials. It is a very lengthy and time consuming process and the new proposed fee is more in line with administration costs. Graduates require verification of training for employment, to obtain hospital privileges, etc. Requests for letters of confirmation come not only Canada but from the U.S. and Internationally. Forms vary in length from 2 pages to 20 pages. PGME receives an average of 20-30 requests per week, and as many as 50-100/week at peak times such as July and October.

When the fee was first introduced two years ago, there was no comparable fee on the schedule. PGME hugely underestimated the costs of this service. They would like to bring this fee more in line with actual costs.

Section 6.4 (Placement Fees)

4) Scarborough is requesting an increase in five of its existing co-op fees:

	2002-03
Division of Management	
Economic Policy and Data Analysis, Year 1 entry	335.00
Economic Policy and Data Analysis, Year 2 entry	440.00
Management, Year 1 entry	335.00
Management, Year 2 entry	440.00
Division of Physical Sciences	
Computer Science, Year 1 entry	305.00
Computer Science, Year 2 entry	400.00
Physical Sciences ³ , Year 1 entry	305.00
Physical Sciences, Year 2 entry	400.00
Division of Social Sciences	
International Dev. St., Year 1 entry	335.00
International Dev. St., Year 2 entry	440.00

The proposed increase of 4.7% in the Year 1 entry fee for programs with three placements (Economic Policy and Data Analysis, Management, International Development) while leaving fees for programs with two placements (such as Arts Management) moves Scarborough closer to the 4:3 ratio that it believes would appropriately reflect the difference in service provided.

The proposed increase of 7% in the Year 1 entry fee for programs offered by the Division of Physical Sciences (Computer Sciences, Physical Sciences) is a result of an increase in the number of work terms associated with the programs, from two to three. The fee is being moved from the lower to the higher level in stages over three years. By 2003-04 the fees for these programs will be the same as for Management and International Dev.

5) Industrial Relations is requesting an increase in the Career Development Fee:

	2002-03	2001-02
Part-time	40.00	30.00
Full-time	100.00	75.00

The proposed fee increase is to help offset the annual deficit the centre has faced to provide career development services. Rather than reduce these services, or eliminate programs, the students opted to increase their fees. The fee increase will cover approximately half of the deficit, and the Centre will provide funding for the remainder.

6) Woodsworth is requesting an increase in the Course fee of four of their existing international programs. The placement fee for each program remains at \$200.

	2002-03	2001-02
Siena Summer Program Course Fee	878.57	719.31
Hong Kong Summer Program Course Fee	778.57	469.31
Guadalajara Summer Program Course Fee	148.57	144.31
Sussex Program Course Fee	778.57	444.31

The Siena program budget costs have increased (coordinator fee has increased, various other fees have increased).

³ Environmental Sciences Co-op program has been rolled up into Physical Sciences Co-op beginning 2002-03. The 2001-02 fee shown is the Environmental Co-op fee. The Physical Sciences Co-op also includes Astrophysics & Physics, Biochemistry, Biological Chemistry, Chemistry, Environmental Science, Mathematical Sciences, Mathematics, Mathematics & its Applications, Physical Mathematical Sciences, Physical Sciences, Physics and Its Applications.

The Hong Kong program now includes a compulsory trip to China. The cost of this trip is included in the Program fee.

Last year the Sussex program was subsidized by Woodsworth because it was a new program. The fee increase reflects the true cost of the program.

The Program course fee is calculated by subtracting the 2002-03 Arts & Science academic fee, estimated to be \$821.43 per full course, from the application/placement fee plus the course fee for each program.

Section 6.6 (Other)

7) Dentistry is requesting an increase in its laundry fees:

	2002-03	2001-02
Qualifying Year Year 1 & 2	472.00	458.00
Year 1	176.00	171.00
Year 2	354.00	344.00
Year 3	472.00	458.00
Year 4	472.00	458.00
Anaesthesia	314.00	305.00
Endodontics	236.00	229.00
Oral Pathology	33.00	32.00
Oral Radiology	98.00	95.00
Orthodontics	209.00	203.00
Paediatric Dentistry	276.00	268.00
Periodontics	507.00	492.00
Prosthodontics	284.00	276.00

Section 6.7 (Application Fees)

8) The following divisions are requesting increases in their application fees:

	2002-03	2001-02
Architecture Portfolio Assessment	95.00	70.00
Dentistry	200.00	175.00
Dentistry - M.Sc. Specialty Programs	200.00	190.00
Management M.B.A.	150.00	125.00
MBA in Accounting	250.00	150.00

a) The Faculty of Architecture Landscape and Design is requesting this increase because they do not feel that the current fee of \$70 adequately reflects the costs involved in the portfolio assessment process. This process is laborious and costly: one room is dedicated to this program, and the faculty must employ temporary workers for a period of several months.

b) The Faculty of Dentistry has introduced an interview component in its selection process for the first time this year and they require the fee increase to cover the costs of the interviews and the cost of training the interviewers. The increase in the application fee would apply to all application fees at the Faculty of Dentistry including the DDS program, the Qualifying Program, the MSc Specialty programs and the residencies. It would be effective for all applicants to programs starting in calendar 2003.

c) The Rotman School of Management would like to increase the MBA Program application fee to cover the cost of increasing the staff FTE in the MBA Program recruiting and admissions office to be more responsive to the increased volume of applications that are being received due to increasing the number of sections and to cover the cost of implementing a new on-line application system for which the School is being charged a per applicant fees.

d) UTM would like to increase the MMPA application. They have instituted a new tracking system which requires that from the time they first receive an application, all paper work that is related to that application (e.g. 3 references, transcripts etc) is recorded. This takes a significant amount of administrative time and resources. Also, the program is receiving a larger number of international applicants, which entails higher costs as staff need to compare international standings with Canadian standings. Staff are also finding that they are having to offer more advisory services to both International and Domestic applicants than previously.

9) In addition to these changes in fees, under section 6.5 (Library Fines), the Library has requested that 'Lost Books' be changed to 'Lost Books and Accompanying Materials'. This change is based on the recognition of the increasing number of 'mixed media' materials being added to all collections. The intent is to clarify that if the accompanying CD, tape, or other media is lost, the entire work must be replaced. This change in definition does not affect the fee.

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

1) PGME requests that its replacement of calendar (by mail or by person) be removed from the schedule. The calendar is now available on the web.

2) PGME requests that the separate line item for Duplicate receipts for tax purposes (PGME) be removed from the schedule. This avoids duplication in the schedule, as there is already an institution-wide 'duplicate receipt for tax purposes' fee.

Recommendations

1. That the Occupational Therapy licensing fee be added to the Administrative User Fee Schedule.
2. That the Physical Therapy licensing fee be added to the Administrative User Fee Schedule.
3. That the Scarborough Humanities Co-op fee (Year 1 entry and Year 2 entry) be added to the Administrative User Fee Schedule.
4. That the Scarborough Cell & Molecular Co-op fee (Year 1 entry and Year 2 entry) be added to the Administrative User Fee Schedule.
5. That the Scarborough Psychology Co-op fee (Year 1 entry and Year 2 entry) be added to the Administrative User Fee Schedule.
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7. That the Scarborough Teaching Placment fee be added to the Administrative User Fee Schedule. Students who entered the program prior to September 2002 will be exempt from this fee.
8. That the Woodsworth College International Summer Program to Tours (placement fee and course fee) be added to the Administrative User Fee Schedule.
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11. That the Occupational Therapy fieldwork placement fee be added to the Administrative User Fee Schedule.
12. That the Social Work Application fee be added to the Administrative User Fee Schedule.
13. That the PGME Replacement of calendar (in person or by mail) fee be removed from the Administrative User Fee Schedule.
14. That the separate PGME line item for duplicate receipts for tax purposes be removed from the Administrative Fee Schedule.

University Schedule of Administrative User Fees and Fines

2002-03

Administrative user fees must relate to the costs of the services provided, and may not exceed them, or reasonable estimates of them. The only administrative user fees and fines that may be charged are those shown on the University Schedule of Administrative User Fees and Fines. The fees and fines shown on the Schedule may be adjusted annually by administrative authority (the Vice-Provost, Planning and Budget), provided that the adjustments relate to the cost of the services provided. All the charges shall be reported annually to the Business Board for information. The introduction or removal of a fee must be submitted to the Business Board for review and approval.

6.1 Registration fees

	<u>\$</u>
i. Late registration	44.00 plus \$5/day
ii. Re-registration	24.00
iii. Course confirmation	6.00
iv. Re-instatement	61.00
v. Letters of permission	25.00
vi. Post-graduate Medical and Dental Student Fee	300.00
vii. Admission Deferral Fee ¹ (Law)	200.00

¹ Deferral of Admission for one year

6.2 Records and documents
(Excluding diplomas and certificates, for which no fee may be charged, except for replacements)

	<u>\$</u>
i. Official transcript	9.00
ii. Transfer credit assessment fee	30.00
iii. Copy of record	15.00
iv. Final marks ¹	13.00
v. Replacement diploma or certificate ²	51.00
vi. Mailing of diploma	10.00
vii. Duplicate receipt for tax purposes	5.00
viii. Letter of confirmation	7.00
ix. Micro-filming of graduate thesis abstract	35.00
x. Binding of doctoral thesis and abstract	15.00
xi. Certified copies of documents (Medieval Studies)	3.45/doc
xii. Letters of Confirmation (PGME) ³	
- by Mail	25.00
- by Priority Courier	37.00
- by Fax	25.00
- by DHL	45.00
xiii. Commissioner of Oaths (PGME) ⁴	10.00
xiv. Visa/Immigration fee (PGME)	150.00

¹ Replacement copy

² Plus cost of postage

³ Faculty of Medicine Postgraduate Medical Education (PGME); Letters of Confirmation fees are applicable to previously registered trainees only and do not apply to those currently registered.

⁴ PGME Commissioner of Oaths Fee is applicable to previously registered trainees only and does not apply to currently registered students.

xv.	Completion of forms (PGME)	6.00
xvi.	Photocopies of file material ^{1, 2} (PGME)	13.00
xvii.	Licensing fees (Occupational Therapy):	
	Simple Confirmation	50.00
	Requiring Course Documentation	75.00
	Requiring Field Work Documentation	100.00
	Requiring Course Documentation & Field Work	125.00
xviii.	Licensing Fees (Physical Therapy):	
	Licensing Form - Single page confirmation	50.00
	Licensing Form - United States	100.00
	Licensing Form - International	150.00

6.3 Examination and grades
(Excluding initial grade reports, for which no fee may be charged)

		<u>\$</u>
i.	Examination script	13.00
ii.	Petition to re-read examination ³	36.00
iii.	Advanced standing examination	58.00
iv.	Special examination ⁴	70.00
v.	External examination (Medieval Studies)	50.00
vi.	Qualifying examination (Economics)	50.00
vii.	Additional Qualifications Program administration fee (OISE)	50.00

¹ Diploma, medical transcripts

² PGME Photocopies of file material fee is applicable to previously registered trainees only and do not apply to those currently registered.

³ Refundable if the grade is changed in the student's favour

⁴ Written, oral, practical and clinical. May include, but is not limited to, supplemental or deferral exams.

6.4 Placement Fees

	\$
i Co-op Program placement fee per session (Scarborough) ¹ :	
Division of Humanities:	
Arts Management, Year 1 Entry	270.00
Arts Management, Year 2 Entry	350.00
Humanities, Year 1 Entry	270.00
Humanities, Year 2 Entry	350.00
Division of Life Sciences:	
Cell & Molecular Biology, Year 1 Entry	270.00
Cell & Molecular Biology, Year 2 Entry	350.00
Psychology & Its Applications, Year 1 Entry	270.00
Psychology & Its Applications, Year 2 Entry	350.00
Division of Management:	
Economic Policy & Data Analysis, Year 1 Entry	335.00
Economic Policy & Data Analysis, Year 2 Entry	440.00
Management, Year 1 Entry	335.00
Management, Year 2 Entry	440.00
Division of Physical Sciences:	
Computer Science, Year 1 Entry	305.00
Computer Sciences, Year 2 Entry	400.00
Physical Sciences, Year 1 Entry	305.00
Physical Sciences, Year 2 Entry	400.00
Division of Social Sciences:	
International Dev. St., Year 1 Entry	335.00
International Dev. St., Year 2 Entry	440.00
Social Sciences, Year 1 Entry	270.00
Social Sciences, Year 2 Entry	350.00
Teaching Placement ²	35.00
ii. Professional Experience Year:	
- Registration	40.00
- Placement ³	775.00
iii. Dossier Service (Medieval Studies):	
- During program - full dossier	5.00
- During program - letters of reference only	3.00
- Post program - full dossier	8.00
- Post program - letters of reference only	5.00

¹ Students entering a co-op program in year 1 pay the fee eight times, those entering in year 2 pay the fee six times

² Students who entered the Early Teacher Project in Physical Sciences and the Program for the Education of Teachers in French prior to September 2002 are exempt from this fee.

³ Charged only if student is placed

iv.	Career Development Fee (Industrial Relations)	
	- Part-time	40.00
	- Full-time	100.00
v.	Siena Summer Program (Woodsworth)	
	- Placement fee	200.00
	- Full course fee ¹	878.57
vi.	Hong Kong Program (Woodsworth)	
	- Placement fee	200.00
	- Full course fee ²	778.57
vii.	Jerusalem Program (Woodsworth)	Not offered in 2002-03
viii.	Guadalajara Program (Woodsworth)	
	- Placement fee	200.00
	- Full course fee ²	148.57
ix.	Sussex Program (Woodsworth)	
	- Placement fee	200.00
	- Full course fee ¹	778.57
x.	Tours Program (Woodsworth)	
	- Placement fee	200.00
	- Full course fee ¹	578.57
xi.	Berlin Program (Woodsworth)	
	- Placement fee	200.00
	- Full course fee ¹	978.57
xii.	Jordan Program (Woodsworth)	
	- Placement fee	200.00
	- Full course fee ¹	678.57
xiii.	Fieldwork Placement (Occupational Therapy):	
	Local placements	50.00
	International placements	80.00

¹ Plus field trip costs

² Plus field trip costs

xiv.	Clinical fee per placement (Physical Therapy):	
	- International students, Toronto placement	100.00
	- Other Canadian U students, Toronto placement	50.00
	- U of T students, International placement	50.00
xv.	School and Child Clinical Psychology Program	
	Optional Additional Practica (OISE):	
	- Masters	300.00
	- PhD	350.00

6.5 Library fines

		\$
i.	Lost book and/or Accompanying Materials	75.00
ii.	Lost bound serial	125.00
iii.	Lost unbound serial	75.00
iv.	Damaged book or serial	25.00
v.	Overdue fines per item:	
	- Books and serials	.50/day
	- Short-term loan books and serials	.50/hour
	- Short-term loans beyond 24 hours	7.50/day
	- Reserved/Recall books and serials ¹	2.00/day

¹ After 7 days of notice

6.6 Any other administrative user fee or fine shown on the University Schedule of Administrative User Fees and Fines

		\$
xix.	Replacement of student/library card	12.00
xx.	Replacement of calendar	4.00
xxi.	Calendar for persons not registered in the issuing division	4.00
xxii.	School of Graduate Studies Calendar	5.00
xxiii.	Student System Access Fee per session	15.00
xxiv.	Replacement Postgraduate student card (PGME)	2.00
xxv.	Dentistry Laundry Fee:	
	-Qualifying Program Year 1	472.00
	- Qualifying Program Year 2	472.00
	- Year 1	176.00
	- Year 2	354.00
	- Year 3	472.00
	- Year 4	472.00
	- Anaesthesia	314.00
	- Endodontics	236.00
	- Oral pathology	33.00
	- Oral radiology	98.00
	- Orthodontics	209.00
	- Paediatric dentistry	276.00
	- Periodontics	507.00
	- Prosthodontics	284.00

6.7 Application Fees

These fees are for applications received in 2001-2002 for the 2002-2003 academic year.

	\$
i. Undergraduate admissions	60.00
ii. School of Graduate Studies	90.00
iii. S.G.S., MHSc in Speech Pathology	60.00
iv. Architecture Portfolio Assessment	95.00
v. Dentistry	200.00
vi. Dentistry - M. Sc. Specialty Programs	200.00
vii. Education ¹	70.00
viii. Law	50.00
ix. Management M.B.A.	150.00
x. Executive M.B.A.	250.00
xi. Master of Management & Professional Accounting	250.00
xii. Music	60.00
xiii. Pharmacy – B.Sc. Phm.	140.00
xiv. Social Work	30.00

March 2002

¹ Pre-service Program and ICS Clinical Assessment

ATTACHMENT A (i)

Policy on Ancillary Fees

In Addition to the Tuition Fee Schedule, there shall be a Schedule of Ancillary Fees. The schedule will be organised as follows:

1.0 Student Services provided by the University¹

- 1.1 Student Services
- 1.2 Health Services
- 1.3 Athletics
- 1.4 Hart House
- 1.5 Constituent College fees (excludes college library fees which are prohibited)

¹All fees in this category are compulsory.

The Ministry of Education and Training's Compulsory Ancillary Fee Policy requires that protocols be established in order to increase or add new fees to this category.

2.0 Student organisations and services provided by such organisations²

- 2.1 Student society fees including any portion thereof in support of student initiated health plans and communications.
- 2.2 Social and cultural services (excluding Hart House)
- 2.3 Other fees levied by student organisations to cover the costs of operating the organisations or services provided by them. The University may act as a collection agent for the student organisation, but the fees will be passed directly to the respective student organisations.

²In accordance with the Ministry of Education and Training's Compulsory Ancillary Fee Policy fees established by student governments, including those resulting from referenda sponsored by them are excluded from the protocol requirement.

3.0 Student levies for specific, limited projects³

Student organisations may establish levies for specific, limited projects within the University which are designated by them.

The University may act as a collection agent for the student organisation, but the fees will either be passed directly to the respective student organisation or to a restricted account for the purpose(s) designated by the organisation.

³Such fees must be approved by student referenda as required by the Ministry of Education and Training's Compulsory Ancillary Fee Policy. These fees are exempt from the protocol requirement of the Ministry's policy.

All fees in Categories 1.0, 2.0 and 3.0 that are compulsory will be governed by the University's Policy on Compulsory Non-academic Incidental Fees. The application of the Policy will not preclude the assignment of Category 3.0 Student levies for specific, limited projects to academic purposes.

4.0 Academic surcharges for extraordinary cost

4.1 Studio Fees

4.2 Cinema Screening Fees

4.3 Laundry

4.4 Computing Fees

Compulsory ancillary fees normally may not be levied for these services. The only exception may be for extra services beyond those normally provided and required by a degree program or course, as for example when additional computing time is made available to students at their option.

5.0 Cost Recoveries⁴

5.1 Publications, case studies, laboratory manuals

5.2 Field trips

5.3 Clothing

5.4 Equipment purchases that become the property of students

5.5 Equipment rentals that, for the period of rental, come into the individual possession of students

5.6 Other goods and services provided individually to students for their exclusive use. Charges for various forms of non-credit remedial instruction, if provided, may be included here.

5.7 Materials, services, or licenses where the University acts as a broker with a vendor for the student.⁵

Fees charged to recover costs must relate to those costs, and may not exceed them, or a reasonable estimate of them. The only cost recoveries that may be charged are those shown on the University Schedule of Cost Recovery Fees, which initially shall be the list of cost recoveries shown in the University's submission to the Ministry of Training & Education, February 16, 1987. The fees shown on the Schedule may be adjusted annually by administrative authority (the Vice-Provost, Planning & Budget) provided that the adjustments relate to changes in cost, and are for goods and services that comply with the Policy on Ancillary Fees. All changes shall be reported annually to the Business Board for information.

⁴Such fees, whether or not they are compulsory, are exempt from the Ministry of Education and Training's Compulsory Ancillary Fee Policy protocol requirement.

⁵This is a new category introduced by the Ministry of Education and Training Policy. For the University of Toronto, this category replicates Category 5.4.

6. Administrative user fees and fines⁶

6.1 Registration fees

6.2 Records and documents (excluding diplomas and certificates, for which no fee may be charged except for replacements)

6.3 Examination and grades (excluding initial grade reports, for which no fee may be charged)

6.4 Co-op program placement fees

6.5 Library fines

6.6 Other administrative user fees or fines shown on the University Schedule of Administrative User Fees and Fines.

Administrative user fees must relate to the costs of the services provided, and may not exceed them, or reasonable estimates of them. The only administrative user fees and fines that may be charged are those shown on the University Schedule of Administrative User Fees and Fines. The fees and fines shown on the Schedule may be adjusted annually by administrative authority (the Vice-Provost, Planning & Budget), provided that the adjustments relate to the costs of the services provided. All changes shall be reported annually to the Business Board for information. The introduction or removal of

a fee from the Schedule must be submitted to the Business Board for review and approval.

⁶All fees in this category are exempt from the Ministry of Education and Training's Compulsory Fee Policy protocol requirement.

7.0 General program support

Other than tuition fees, no fees may be levied for general program support, except as provided for in Category 3.0, student levies for specific, limited projects.

8.0 System Wide Fees⁷

8.1 University Health Insurance Plan (UHIP)

Such fees are established through a formal agreement under which students at all Ontario universities pay a comparable fee for a comparable service. Such fees are exempt from the Ministry of Education and Training's Compulsory Ancillary Fee Policy protocol requirement.

⁷This is a new category introduced by the Ministry of Education and Training policy. The UHIP fee is actually a Council of Ontario Universities fee which is reported here for information.

Attachment A (ii)

Policy on Ancillary Fees - Administrative Interpretation Category Five

Categories one through four of the schedule will be maintained by the Office of the Vice Provost, Students.

Categories five through eight will be maintained by the Office of the Vice-Provost, Planning & Budget.

5.0 Cost Recoveries¹

Introduction

Divisions, under this section of the Policy on Ancillary Fees, may charge students for the reasonable cost of the provision of certain learning materials and services. As a matter of principle, the University through its operating budget will be responsible for the delivery of an academic program, while the student will be expected to purchase the requisite materials prescribed for the program.

Eligible Cost Recoveries

The following groups of cost recovery fees will be permissible under the provisions of the Policy:

5.1 Publications, case studies, laboratory manuals*

In determining the appropriate cost recovery for fees in this category, divisions may include the direct cost of supplies, a reasonable estimate of labour charges, and a provision for photocopy equipment utilisation, either rental charges or capital depreciation.

5.2 Field Trips**

Eligible cost recoveries for compulsory or non-compulsory field trips shall include only the reasonable, direct costs of transportation, accommodation, meals, equipment rentals, and admission charges as appropriate.

Such fees shall not include the costs (full or partial) of salaries, benefits, travel, accommodation, meals, equipment rentals, and admission charges of faculty or any other instructional activity.

¹ Such fees, whether or not they are compulsory, are exempt from the Ministry of Education & Training's Compulsory Ancillary Fee Policy protocol requirement.

Compulsory ancillary fees cannot be charged for any component of an out-of-province compulsory field trip in compulsory courses. Compulsory courses are defined as courses which a student is required to take in order to fulfil the requirements of his or her program or degree.

5.3 Clothing

Only the direct cost of clothing which is retained by the student may be recovered.

5.4 Equipment purchases***

Purchased equipment must become the property of students. This includes materials used in the production of items which become the property of students.

The direct cost of equipment, including brokerage, freight, and taxes, and a reasonable estimate of handling charges will be eligible for recovery. Associated items required for the operation of such equipment, such as computer software, may be included in such cost recoveries.

5.5 Equipment rentals***

Equipment rentals, for the period of rental, must come into the individual possession of students.

Divisions may, as a convenience to students, provide equipment on a rental basis in instances where the student would normally be expected to acquire the equipment. Such charges should not normally be compulsory for all students registered in a course of program.

Divisions may also levy a cost recovery fee in respect of students' personal use of University equipment, that is, use for purposes beyond the satisfaction of the academic requirements of a course or program. Cost recovery fees should be set with reference to the ongoing costs of operation and maintenance, as well as capital depreciation.

5.6 Other goods or services provided individually to students for their exclusive use.

Charges for various forms of non-credit remedial instruction, if provided, may be included here.

Divisions may elect to provide non-credit remedial instruction for specific groups of students who have specific skill deficiencies, for example, writing or mathematics workshops, or English proficiency instruction. In such instances

cost recovery fees should be levied only against those students enrolled in the remedial program, not as a compulsory fee against all students in a program.

Cost recovery fees should be set with reference to the direct cost of instruction, including salaries, supplies, equipment, and a reasonable estimate of administrative overhead.

5.7 Materials, services or licenses where the University acts as a broker with a vendor for the student

An example of such a fee would be Dental Instruments.

The CANCOPY fee, while it is a system-wide fee, is charged differentially across universities. For this reason it is categorized as a license.

- * Eligible for OSAP, as part of allowance for books.
- ** Eligible for OSAP, provided trip is compulsory.
- *** Eligible for OSAP, up to a maximum established by Ministry of Education and Training.

Approval

The only cost recoveries that may be charged are those shown on the University Schedule of Cost Recovery Fees, which shall be adjusted annually by administrative authority (the Vice-Provost, Planning & Budget) and reported for information to the Business Board.

1. Changes to Existing Fees

Initially the University Schedule of Cost Recovery Fees will be those cost recovery fees reported to the Ministry of Training & Education, on February 16, 1987. Divisions will be required to submit any changes to this schedule by January 31st each year to the Office of the Vice-Provost, Planning & Budget for review and implementation in subsequent academic sessions. Changes to existing fees must be accompanied by a description of the service provided and a detailed cost estimate of the service.

2. Implementation of New Fees

Divisions will be required to submit proposals for the introduction of new fees by January 31st each year to the Office of the Vice-Provost, Planning & Budget for review and implementation in subsequent academic sessions. Proposals for new fees should be accompanied by a description of the service provided and a detailed cost estimate of the service.

Refunds

Such fees will not normally be refundable.

Publication of Fees

Each division must publish a listing of such fees each year in its calendar, calendar supplement, or comparable publication. Students must in this manner be provided with notice of such fees prior to registration in a course, program or college.

Attachment A (ii)

Policy on Ancillary Fees - Administrative Interpretation Category Six

Categories one through four of the schedule will be maintained by the Office of the Vice Provost, Students.

Categories five through eight will be maintained by the Office of the Vice-Provost, Planning & Budget.

6.0 Administrative User Fees and Fines

Introduction

The University Policy on Ancillary Fees established a formal schedule of user fees and fines which may be charged by divisions for the provision of certain services to students. With the single exception of placement fees, these charges are not compulsory -- they are paid only by those students who make use of a particular service, at the time they make use of that service.

The University Schedule of Administrative User Fees and Fines establishes a uniform rate to be charged for like services across all divisions of the University. Divisions may, at their discretion, elect to waive such charges in the case of any or all individuals making use of a service. Divisions may not, however, charge a fee or fine different from the amount shown on the University schedule.

The fees and fines are established with reference to the cost of providing a particular service, or a reasonable estimate thereof.

Workplace Placement Fees

Such fees can be compulsory. They are exempt from the protocol requirements required in the Ministry of Education & Training's Compulsory Ancillary Fee Policy.

Eligible placement service costs include: Salaries and benefits of that portion of each position directly relate to the provision of placement services and work-term activity, including such positions as placement directors, officers, assistants and administrative and support staff; and

Non-salary expenditures attributable to the provision of placement services and work-term activities including travel, telephone, mailing/postage, printing, photocopying, publicity, computing, equipment and furnishing, supplies and expenses and external meetings, etc.; and

Maintenance costs of space used for placement service, including costs of utilities, custodial service and security of this space. Eligible space should include: the space used for administrative and professional placement staff and interviewing or meeting rooms used in the placement function. The costs of space used for part of the time for other purposes should be adjusted according to the proportion of usage for placement service.

Approval

The fees and fines shown on the Schedule may be adjusted annually by administrative authority (the Vice-Provost, Planning & Budget) provided that the adjustments relate to the cost of the service provided. Divisions may request, by January 31st of each year, that the fees be reviewed for their relationship to cost. Since these fees are levied on a uniform basis across the University, a divisional request to review the fee will normally lead to consultation across a number of affected divisions. Any proposal for introduction of a new type of user fee or fine must be accompanied by a description of the service provided and a detailed cost estimate.

All changes shall be reported annually to the Business Board for information. The introduction or removal of a fee from the Schedule must be submitted to the Business Board for review and approval.

Refunds

Such fees and fines will not normally be refundable, except as specifically provided for in the Schedule.

Publication of Fees

The University Schedule of Administrative User Fees and Fines will be published each year as part of the University Schedule of Fees.