



University of Toronto TORONTO ONTARIO M5S 1A1

VICE-PROVOST, PLANNING AND BUDGET

TO: Business Board

SPONSOR: Derek McCammond, Vice-Provost Planning & Budget
CONTACT INFO: 416-978-7116, d.mccammond@utoronto.ca

DATE: March 21, 2003 for meeting on April 7, 2003

AGENDA ITEM: 6(c)

ITEM IDENTIFICATION:

Administrative User Fees and Fines, 2003-2004

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.

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 AND/OR PLANNING IMPLICATIONS:

In 2001-2002, these fees produced \$9,428,680 in income for the University's academic divisions, which closely matched the costs of providing the relevant services.

RECOMMENDATION:

The Business Board recommends for approval:

1. That the Postgraduate Medical Education licensing fee be added to the Administrative User Fee Schedule.

2. That the Scarborough Neuroscience Co-op fee (Year 1 entry and Year 2 entry) be added to the Administrative User Fee Schedule.
3. That the Scarborough Health Informatics Co-op fee (Year 1 entry and Year 2 entry) be added to the Administrative User Fee Schedule.
4. That the Woodsworth College International Summer Program to Herstmonceux Castle, England (placement fee) be added to the Administrative User Fee Schedule.
5. That the Woodsworth College International Summer Program to Oxford (placement fee and course fee) be added to the Administrative User Fee Schedule.
6. That the Woodsworth College International Summer Program to Sydney (placement fee and course fee) be added to the Administrative User Fee Schedule.
7. That overdue fine for software be added to the Administrative User Fee Schedule.
8. That the OISE Application fee be expanded to include all graduate applicants.
9. That the PGME replacement of postgraduate student card fee be removed from the Administrative User Fee Schedule.
10. That the Woodsworth College International Summer Program to Jerusalem be removed from the Administrative Fee Schedule.



University of Toronto TORONTO ONTARIO M5S 1A1

VICE-PROVOST, PLANNING AND BUDGET

TO: Business Board

SPONSOR: Derek McCammond, Vice-Provost Planning & Budget
CONTACT INFO: 416-978-7116, d.mccammond@utoronto.ca

DATE: March 21st 2003 for meeting on April 7th 2003

AGENDA ITEM: 6(c)

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 2003-2004 is attached for the Business Board's information.

Several divisions have requested new fees:

Section 6.2 (Records and Documents)

1) Postgraduate Medical Education (PGME) is requesting licensing fees with the following breakdown:

If registered within the past 5 years	200.00
If registered more than 5 years ago	400.00

As part of the process for practicing physicians to gain appointments in hospitals and health agencies, their prospective employers wish to verify the training and frequently the specific levels of achievement attained by these physicians when they were taking their specialized training. Requests are now received seeking detailed information about past students that require staff to seek out archived materials and make reports from them. These activities are time-consuming and resource intensive.

Section 6.4 (Placement Fees)

2) Scarborough is offering 2 new co-op courses:

Division of Life Sciences	
Neuroscience Year 1 entry	283.00
Neuroscience Year 2 entry	375.00
Division of Social Sciences	
Health Informatics Year 1 entry	283.00
Health Informatics Year 2 entry	375.00

3) Woodsworth is offering 3 new International Programs:

Herstmonceux Program (Woodsworth)	
- Placement fee	200.00
- Full course fee paid to Queen's University	
Oxford Program (Woodsworth)	
- Placement fee	200.00
- Full course fee ¹	763.00
Sydney Program (Woodsworth)	
- Placement fee	200.00
- Full course fee ¹	2,014.00

Section 6.5 (Library Fines)

4) The library is asking for a \$5.00/day fine for overdue software. The fee for overdue software has been in place at the OISE/UT library prior to its joining the U of T libraries.

Section 6.7 (Application Fee)

5) OISE is expanding the application fee of \$70 to include all graduate applicants, and will be charged in addition to the SGS fee of \$90.00.

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) SGS is requesting an increase in the micro-filming of graduate theses:

	<u>2003-04</u>	<u>2002-03</u>	<u>% change</u>
Micro-filming of graduate thesis	37.00	35.00	5.71%

The National Library will increase this fee to \$37 as of September 1, 2003, and the user fee is being adjusted.

Section 6.4 (Placement Fees)

2) Scarborough is requesting an increase in its existing co-op programs:

Co-op placement fee / session*	<u>2003-04</u>	<u>2002-03</u>	<u>% change</u>
Division of Humanities**			
Arts Management, Year 1 entry	283.00	270.00	4.81%
Arts Management, Year 2 entry	375.00	350.00	7.14%
Humanities Co-op, Year 1 entry	283.00	270.00	4.81%
Humanities, Year 2 entry	375.00	350.00	7.14%
Division of Life Sciences			
Cell & Molecular Biology, Year 1 entry	283.00	270.00	4.81%
Cell & Molecular Biology, Year 2 entry	375.00	350.00	7.14%
Psychology & its Applications, Year 1 entry	283.00	270.00	4.81%
Psychology & its Applications, Year 2 entry	375.00	350.00	7.14%
Division of Management			
Economic Policy Management, Year 1 entry	352.00	335.00	5.07%
Economic Policy Management, Year 2 entry	465.00	440.00	5.68%
Management, Year 1 entry	352.00	335.00	5.07%
Management, Year 2 entry	465.00	440.00	5.68%
Division of Physical Sciences			
Computer Science, Year 1 entry	352.00	305.00	15.41%
Computer Science, Year 2 entry	465.00	400.00	16.25%
Physical Sciences, Year 1 entry	352.00	305.00	15.41%
Physical Sciences, Year 2 entry	465.00	400.00	16.25%
Division of Social Sciences			
International Dev. St., Year 1 entry	352.00	335.00	5.07%
International Dev. St., Year 2 entry	465.00	440.00	5.68%
Social Sciences, Year 1 entry	283.00	270.00	4.81%
Social Sciences, Year 2 entry	375.00	350.00	7.14%
Teaching Placement	37.00	35.00	5.71%

In most cases, the increases are approximately 5%. The exceptions are Computer Sciences and Physical Sciences which are now being raised to the level of other three work term programs. In those programs, the number of work terms was increased from two to three and the fees have been increased in larger steps to bring them to the appropriate level.

Division of Physical Sciences			
Computer Science Year 1 entry (2-placement students only)	305.00	305.00	0.00%
Computer Science Year 2 entry (2-placement students only)	400.00	400.00	0.00%
Physical Sciences Year 1 entry (2-placement students only)	305.00	305.00	0.00%
Physical Sciences Year 2 entry (2-placement students only)	400.00	400.00	0.00%

For those few fee-paying student who may still be taking only two work terms, it is proposed that the fee remain the same as in 2002-03.

3) The Professional Experience Year office is requesting an increase in its registration fee:

Professional experience year:	<u>2003-04</u>	<u>2002-03</u>	<u>% change</u>
Registration	75.00	40.00	87.50%

There will be more student services provided during the placement process to help better prepare students for their work term. The PEY office will be introducing general placement information sessions as well as interview preparation sessions. The office will continue to offer one-on-one consultations and resume critiques. The number of job applications each student may submit per round will increase from 15 to 20. The PEY office also plans on introducing a new on-line job placement service for both students and employers that would streamline the current registration and student placement processes.

4) Woodsworth is requesting the following changes in the course fee component of its existing International Summer Programs:

Woodsworth College International Summer Programs	<u>2003-04</u>	<u>2002-03</u>	<u>% change</u>
Siena Summer Program Course Fee	913.00	878.57	3.92%
Hong Kong Summer Program Course Fee	766.00	778.57	-1.61%
Guadalajara Summer Program Course Fee	163.00	148.57	9.71%
Tours Program Course Fee	763.00	578.57	31.88%
Berlin Program Course Fee	1,013.00	978.57	3.52%

The program course fees are calculated by subtracting the 2003-04 Arts and Science academic fee, estimated to be \$837 (an increase of 1.9% over 2002-03) per full course from the application/placement fee plus the course fee for each program. The administrative user fee will vary for each student based on course load and particular courses taken as each course has distinctive field trip costs.

6.5 Library Fines

4) The library is requesting the following increases in overdue fines:

	<u>2003-04</u>	<u>2002-03</u>	<u>% change</u>
Lost books and/or Accompanying Materials	145.00	75.00	93.33%
Lost bound serials	245.00	125.00	96.00%
Damaged books and serials	45.00	25.00	80.00%

The lost book fee is comprised of two components – the processing fee of \$45 and the replacement fee of \$100. The processing fee for reinstating a book or serials in the collection is based on the Library of Congress categories used by the University's insurance adjusters to arrive at the fee schedule for cataloguing and binding costs, which is currently used by the University's Risk Management for evaluation for insurance purposes. The increase from the previous replacement fee of \$50 to a proposed fee of \$100 is based on the University's currency inflation model average increase of 8% per annum over the past 10 years. The library has not increased the lost book fee in more than 10 years. Similarly the replacement fee for a bound serial will increase from \$100 to \$200. Together with the processing fee, the two fees become \$145 and \$245.

In the past year, we have heard from several of our science libraries that users are preferring to keep library books and pay the fee, because this is considerably cheaper than buying the book.

6.6 Other

6) SGS is requesting an increase in its calendar fee due to increased production costs:

	<u>2003-04</u>	<u>2002-03</u>	<u>% change</u>
SGS calendar	6.00	5.00	20.00%

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

Dentistry Laundry:	<u>2003-04</u>	<u>2002-03</u>	<u>% change</u>
Qualifying Year Year 1 & 2	484.00	472.00	2.5%
Year 1	180.00	176.00	2.3%
Year 2	363.00	354.00	2.5%
Year 3	484.00	472.00	2.5%
Year 4	484.00	472.00	2.5%
Anaesthesia	322.00	314.00	2.5%
Endodontics	242.00	236.00	2.5%
Oral Pathology	34.00	33.00	3.0%
Oral Radiology	100.00	98.00	2.0%
Orthodontics	214.00	209.00	2.4%
Paediatric Dentistry	283.00	276.00	2.5%
Periodontics	520.00	507.00	2.6%
Prosthodontics	291.00	284.00	2.5%

6.7 Applications fees

8) The Faculty of Architecture Landscape and Design have requested their application fee be increased to reflect the costs involved in the portfolio assessment process.

	<u>2003-04</u>	<u>2002-03</u>	<u>% change</u>
Architecture Portfolio Assessment	110.00	95.00	15.79%

9) The MMPA program is requesting an increase in their application fee:

	<u>2003-04</u>	<u>2002-03</u>	<u>% change</u>
MMPA	300.00	250.00	20.00%

They are making an increased effort in terms of interviewing all applicants. This is typically done using a 20 minute phone call format, with subsequent scoring on an instrument developed from a similar program for the Faculties of Medicine and Pharmacy at the University. Each call requires an investment to set up as well.

From an overall perspective, each applicant's file is usually one inch thick, so its accumulation and review consumes many hours, and each file requires several communications for clarification and the passing of information. All information acquired is now entered on the ROSI database, and the file's progress through our approvals process is recorded on our own computerized control system. Again many hours are required.

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

6.4. Placement fees

- 1) Woodsworth College has not offered the Jerusalem Program for three years in a row. This program has been removed from the schedule.

6.6 Other

- 2) The Postgraduate Medical Education office (PGME) has requested that the replacement of postgraduate student card be removed from the schedule.

Recommendations

1. That the Postgraduate Medical Education licensing fee be added to the Administrative User Fee Schedule.
2. That the Scarborough Neuroscience Co-op fee (Year 1 entry and Year 2 entry) be added to the Administrative User Fee Schedule.
3. That the Scarborough Health Informatics Co-op fee (Year 1 entry and Year 2 entry) be added to the Administrative User Fee Schedule.
4. That the Woodsworth College International Summer Program to Herstmonceux Castle, England (placement fee) be added to the Administrative User Fee Schedule.
5. That the Woodsworth College International Summer Program to Oxford (placement fee and course fee) be added to the Administrative User Fee Schedule.
6. That the Woodsworth College International Summer Program to Sydney (placement fee and course fee) be added to the Administrative User Fee Schedule.
7. That overdue fine for software be added to the Administrative User Fee Schedule.
8. That the OISE Application fee be expanded to include all graduate applicants.
9. That the PGME replacement of postgraduate student card fee be removed from the Administrative User Fee Schedule.
10. That the Woodsworth College International Summer Program to Jerusalem be removed from the Administrative Fee Schedule.

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 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.