



University of Toronto TORONTO ONTARIO M5S 1A1

VICE-PROVOST, PLANNING AND BUDGET

TO: Business Board

SPONSOR: Safwat Zaky, Vice-Provost, Planning & Budget
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DATE: March 31, 2004 for meeting on April 14, 2004

AGENDA ITEM: 9(a)

ITEM IDENTIFICATION:

Administrative User Fees and Fines, 2004-2005

JURISDICTIONAL INFORMATION:

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. These adjustments are to 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.

A new University Schedule of Administrative User Fees and Fines for 2004-2005 is attached for the Business Board's information.

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 on the following pages.

FINANCIAL AND/OR PLANNING IMPLICATIONS:

In 2002-2003, these fees produced \$10,172,054 in income for the University's academic divisions, which closely matched the costs of providing the relevant services.

Several divisions have requested new fees:

Request 1

6.1 Registration Fees:

Rotman School of Management is requesting an admission deferral fee of \$225.00.

Request 2

6.4 Placement Fees:

Woodsworth College is offering two new International Programs:

Brno, Central Europe Placement Fee	200.00
Brno, Central Europe Course Fee	323.00
Tell El-Masha'la, Egypt Placement Fee	200.00
Tell El-Masha'la, Egypt Course Fee	863.00

Request 3

6.7 Application Fees:

The Faculty of Applied Science and Engineering is requesting a **\$30** application fee for all applicants to complete a web-based portfolio as part of their application process. The \$30 fee is used to offset the cost of network development.

Request 4

6.7 Application Fees:

The Commerce Program is requesting a **\$30** application fee for all applicants, whether they are from high school, or for those applying after study at this or any other university. The fee would be in addition to any currently charged by the University, and would be collected by the St. George Commerce Programs.

Students will complete a new on-line profile. The application fee would cover costs of administration of the profile revenues, as well as verification of profile information submitted by applicants.

Request 5:

6.7 Application Fees:

The Faculty of Management is requesting a **\$250 U.S.** application fee for its newly launched Omnium Global Executive MBA Program. This program is an alliance between the Rotman School, The University of St. Gallen, Switzerland and Business School Sao Paulo, Brazil.

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:

6.1 Registration Fees

1. The Postgraduate Medical Education Office will increase its registration fee from \$300 to \$325 per academic year beginning July 1, 2004. The postgraduate deans of the five Ontario Medical schools have agreed to the fee at this level for the next three years.

	2004-05	2003-04	Percent increase
Post Graduate Medical & Dental Student Fees	325.00	300.00	8.33%

2. The faculty of law is proposing to increase its admission deferral fee by \$25 to cover increase in administrative costs. The fee has not been increased since its introduction on the schedule in 1998-99.

	2004-05	2003-04	Percent increase
Admission Deferral Fee (Law)	225.00	200.00	12.50%

6.2 Records and Documents

1. The University Registrar is proposing to increase transcripts by one dollar. This modest increase is necessary to meet increases in the overhead costs of transcript production, including staff costs, paper, toner and postage.

	2004-05	2003-04	Percent increase
Official transcripts	10.00	9.00	11.1%

6.4 Placement Fees

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

	2004-05	2003-04	Percent increase
Department of Humanities**			
Arts Management, Year 1 entry	297.00	283.00	4.95%
Arts Management, Year 2 entry	394.00	375.00	5.07%
Humanities Co-op, Year 1 entry	297.00	283.00	4.95%
Humanities, Year 2 entry	394.00	375.00	5.07%
Department of Life Sciences			
Cell & Molecular Biology, Year 1 entry	297.00	283.00	4.95%
Cell & Molecular Biology, Year 2 entry	394.00	375.00	5.07%
Psychology & its Applications, Year 1 entry	297.00	283.00	4.95%
Psychology & its Applications, Year 2 entry	394.00	375.00	5.07%
Neuroscience Year 1 entry	297.00	283.00	4.95%
Neuroscience Year 2 entry	394.00	375.00	5.07%
Division of Management			
Economic Policy and Data Analysis, Year 1 entry	370.00	352.00	5.11%
Economic Policy and Data Analysis, Year 2 entry	488.00	465.00	4.95%
Management, Year 1 entry	370.00	352.00	5.11%
Management, Year 2 entry	488.00	465.00	4.95%
Department of Physical and Environmental Sciences			
Computer Science, Year 1 entry	370.00	352.00	5.11%

Computer Science, Year 2 entry	488.00	465.00	4.95%
Physical Sciences, Year 1 entry	370.00	352.00	5.11%
Physical Sciences, Year 2 entry	488.00	465.00	4.95%
Department of Social Sciences			
International Dev. St., Year 1 entry	370.00	352.00	5.11%
International Dev. St., Year 2 entry	488.00	465.00	4.95%
Social Sciences, Year 1 entry	297.00	283.00	4.95%
Social Sciences, Year 2 entry	394.00	375.00	5.07%
Teaching Placement	39.00	37.00	5.41%

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

	2004-05	2003-04	Percent increase
Berlin Program Course Fee	1,063.00	1,013.00	4.94%
Guadalajara Summer Program Course Fee	183.00	163.00	12.27%
Hong Kong Summer Program Course Fee	839.00	766.00	9.53%
Oxford Course Fee	813.00	763.00	6.55%
Sydney Course fee	1,463.00	2,014.00	-27.36%
Tours Program Course Fee	813.00	763.00	6.55%

6.6 Other

1. The Faculty of Dentistry is proposing the following changes to its laundry fees:

	2004-05	2003-04	Percent increase
Qualifying Year Year 1	494.00	484.00	2.1%
Qualifying Year Year 2	494.00	484.00	2.1%
Year 1	184.00	180.00	2.2%
Year 2	370.00	363.00	1.9%
Year 3	494.00	484.00	2.1%
Year 4	494.00	484.00	2.1%
Anaesthesia	328.00	322.00	1.9%
Endodontics	247.00	242.00	2.1%
Oral Pathology	35.00	34.00	2.9%
Oral Radiology	102.00	100.00	2.0%
Orthodontics	218.00	214.00	1.9%
Paediatric Dentistry	289.00	283.00	2.1%
Periodontics	533.00	520.00	2.5%
Prosthodontics	297.00	291.00	2.1%

6.7 Application Fees

1. The Rotman School of Management is requesting a \$25 increase in its EMBA program application fee. The faculty of Pharmacy is requesting a \$40 increase. The faculty of Social work is requesting a \$10 increase. The increase in the application fee of the Faculty of Social Work is related to the costs incurred for the application material, supplies, postage and the labour costs.

	2004-05	2003-04	Percent increase
Executive MBA	275.00	250.00	10.00%
Pharmacy - B.Sc. Phm.	180.00	140.00	28.57%
Social Work	40.00	30.00	33.33%

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

Request 1

6.4 Placement Fees

UTSC has requested that the following co-op programs be removed from the schedule:

Computer Science Year 1 entry (2-placement students only)

Computer Science Year 2 entry (2-placement students only)

Physical Sciences Year 1 entry (2-placement students only)

Physical Sciences Year 2 entry (2-placement students only)

There are no longer any fee-paying students in this category.

Health Informatics Year 1 entry

Health Informatics Year 2 entry

This program has been withdrawn. No students are enrolled in this program.

Request 2:

6.4 Placement Fees

Woodsworth College has requested the Herstmonceux Castle, England placement and course fees be withdrawn. This program is now being offered through the International Student Exchange Office.

RECOMMENDATION:

The Business Board recommends for approval:

1. That the Rotman School of Management Admission Deferral fee be added to the Administrative User Fee Schedule.
2. That the Woodsworth College International Summer Program to Brno, Central Europe (placement fee and course fee) be added to the Administrative User Fee Schedule.
3. That the Woodsworth College International Summer Program to Tell El-Masha'la, Egypt (placement fee and course fee) be added to the Administrative User Fee Schedule.
4. That the Faculty of Applied Science and Engineering application fee be added to the Administrative User Fee Schedule.
5. That the Commerce Program application fee be added to the Administrative User Fee Schedule.
6. That the Rotman School of Management Omnium Global Executive MBA program application fee be added to the Administrative User Fee Schedule.
7. That the UTSC Computer Science Year 1 entry (2-placement students only) and Year 2 entry (2-placement students only) co-op program fee be removed from the Administrative User Fee Schedule.
8. That the UTSC Physical Sciences Year 1 entry (2-placement students only) and Year 2 entry (2-placement students only) co-op program fee be removed from the Administrative User Fee Schedule.
9. That the UTSC Health Informatics Year 1 entry and Year 2 entry co-op program fee be removed from the Administrative User Fee Schedule.
10. That the Woodsworth College International Summer Program to Herstmonceux Castle, England (placement fee and course fee) be removed from the Administrative User Fee Schedule.

University Schedule of Administrative User Fees and Fines

2004-05

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	\$
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	325.00
vii. Admission Deferral Fee ¹ (Law, Management)	225.00
6.2 Records and Documents	\$
i. Copy of record	15.00
ii. Duplicate receipt for tax purposes	5.00
iii. Final marks ²	13.00
iv. Letter of confirmation	7.00
v. Mailing of diploma	10.00
vi. Official transcript	10.00
vii. Replacement diploma or certificate ³	51.00
viii. Transfer credit assessment fee	30.00
ix. Binding of doctoral thesis and abstract	15.00
x. Micro-filming of graduate thesis abstract	37.00
xi. Certified copies of documents (Medieval Studies)	3.45/doc
xii. Licensing fees (Occupational Therapy)	
- Simple confirmation	50.00
- Requiring course documentation	75.00
- Requiring field work documentation	100.00
- Requiring course and field work documentation	125.00

¹ Deferral of admission for one year

² Replacement copy

³ Plus cost of postage

xiii.	Letters of confirmation (PGME) ⁴	
	-by mail	25.00
	-by Priority Courier	37.00
	-by Fax	25.00
	-by DHL	45.00
xiv.	Requests for confirmation (plus additional information e.g. rotations, evaluation) (PGME):	
	- If registered within the past 5 years	200.00
	- If registered more than 5 years ago	400.00
xv.	Commissioner of Oaths (PGME) ⁵	10.00
xvi.	Visa/immigration (PGME)	150.00
xvii.	Completion of forms (PGME)	6.00
xviii.	Photocopies of file material (PGME) ⁶	13.00
xix.	Licensing fees (Physical Therapy)	
	- Single page confirmation	50.00
	- United States	100.00
	- International	150.00

6.3 Examinations and Grades

\$

i.	Advanced standing examination	58.00
ii.	Examination script	13.00
iii.	Petition to re-read examination ⁷	36.00
iv.	Special examination ⁸	70.00
vi.	Qualifying examination (Economics)	50.00
v.	External examination (Medieval Studies)	50.00
vii.	Additional Qualifications program administration fee (OISE)	50.00

⁴ 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.

⁵ PGME Commissioner of Oaths fee is applicable to previously registered trainees only and does not apply to currently registered students.

⁶ E.g. Diploma, medical transcripts; PGME photocopies of file material is applicable to previously registered trainees only and do not apply to those currently registered.

⁷ Refundable if the grade is changed in the student's favour

⁸ Written, oral, practical and clinical. May include, but is not limited to, supplemental or deferral exams.

6.4 Placement Fees	\$
i. Professional Experience Year (Applied Science and Engineering):	
- Registration	75.00
- Placement ⁹	775.00
ii. Career Development Fee (Industrial Relations)	
- Part-time	40.00
- Full-time	100.00
iii. Dossier Service (Medieval Studies):	
- During program – letters of reference only	3.00
- During program – full dossier	5.00
- Post program – letters of reference only	5.00
- Post program – full dossier	8.00
iv. Fieldwork Placement (Occupational Therapy):	
- Local Placements	50.00
- International Placements	80.00
Clinical fee per placement (Physical Therapy)	
- International students, Toronto placement	100.00
- Other Canadian University students, Toronto placement	50.00
- U of T students, International placement	50.00
v. School and Clinical Psychology Program Optional Additional Practica (OISE):	
- Masters	300.00
- .PhD	350.00
vi. MBA Career Connection Centre fee (Rotman School of Management)	
- Part-time	333.00
- Full-time	500.00
vii. Co-op Program Placement fee per session (UTSC)	
Department of Computer & Mathematical Sciences:	
Computer Science, Year 1 Entry	370.00
Computer Science, Year 2 Entry	488.00
Department of Humanities:	
Arts Management, Year 1 Entry	297.00
Arts Management, Year 2 Entry	394.00
Humanities, Year 1 Entry	297.00
Humanities, Year 2 Entry	394.00
Department of Life Sciences:	
Cell & Molecular Biology, Year 1 Entry	297.00
Cell & Molecular Biology, Year 2 Entry	394.00
Neuroscience, Year 1 Entry	297.00
Neuroscience, Year 2 Entry	394.00
Psychology & its Applications, Year 1 Entry	297.00
Psychology & its Applications, Year 2 Entry	394.00

⁹ Charged only if student is placed.

Division of Management:	
Economic Policy Management, Year 1 Entry	370.00
Economic Policy Management, Year 2 Entry	488.00
Management, Year 1 Entry	370.00
Management, Year 2 Entry	488.00
Department of Physical and Environmental Sciences:	
Physical Sciences, Year 1 Entry	370.00
Physical Sciences, Year 2 Entry	488.00
Department of Social Sciences:	
International Development Studies, Year 1 Entry	370.00
International Development Studies, Year 2 Entry	488.00
Social Sciences, Year 1 Entry	297.00
Social Sciences, Year 2 Entry	394.00
viii. International Programs (Woodsworth College):	
Berlin	
Placement fee	200.00
Full course fee	1,063.00
Brno, Central Europe	
Placement fee	200.00
Full course fee	323.00
Guadalajara	
Placement fee	200.00
Full course fee	183.00
Hong Kong	
Placement fee	200.00
Full course fee	839.00
Jordon (Not offered in 2004-05)	
Oxford	
Placement fee	200.00
Full course fee	813.00
Siena	
Placement fee	200.00
Full course fee	913.00
Sussex (not offered 2004-05)	
Sydney	
Placement fee	200.00
Full course fee	1,463.00
Tours	
Placement fee	200.00
Full course fee	813.00
Tell El-Masha'la, Egypt	
Placement fee	200.00
Full course fee	863.00

6.5 Library Fines	\$
i. Lost book and/or accompanying materials	145.00
ii. Lost bound serial	245.00
iii. Lost unbound serial	75.00
iv. Damaged book or serial	45.00
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 ¹⁰	2.00/day
- Software	5.00/day

6.6 Any other administrative user fee or fine shown on the University Schedule of Administrative User Fees and Fines	\$
i. Replacement of calendar	4.00
ii. Replacement of calendar (SGS)	6.00
iii. Calendar for persons not registered in the division	4.00
iv. Replacement of student/library card	12.00
v. Student System Access Fee per session	15.00
vi. Dentistry Laundry Fee	
- Qualifying Program Year 1	494.00
- Qualifying Program Year 2	494.00
- Year 1	184.00
- Year 2	370.00
- Year 3	494.00
- Year 4	494.00
- Anaesthesia	328.00
- Endodontics	247.00
- Oral pathology	35.00
- Oral radiology	102.00
- Paediatric dentistry	289.00
- Periodontics	533.00
- Prosthodontics	297.00

¹⁰ After 7 days of notice

6.7 Application Fees

\$

These fees are for applications received in 2004-05 for the 2005-06 academic year.

i. Undergraduate admissions	60.00
ii. School of Graduate Studies	90.00
iii. Applied Science and Engineering	30.00
iv. Architecture Portfolio Assessment	110.00
v. Commerce	30.00
vi. Dentistry (DDS and MSc Specialty programs)	200.00
vii. Education (OISE/UT)	70.00
viii. Law	50.00
ix. Executive MBA	275.00
x. Management MBA	150.00
xi. Master of Management & Professional Accounting	300.00
xii. Omnium Global Executive MBA	250.U.S.
xiii. Music	60.00
xiv. Pharmacy – BSc Phm.	180.00
xv. Social Work	40.00
xvi. Speech Pathology (MHSc)	60.00

March 2004

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.