



University of Toronto TORONTO ONTARIO M5S 1A1

VICE-PRESIDENT AND PROVOST

TO: The Business Board

SPONSOR: Vivek Goel, Vice-President and Provost
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DATE: June 4, 2004 for meeting on June 17, 2004

AGENDA ITEM: 8(c)

ITEM IDENTIFICATION:

Administrative and User Fees, 2004-05: Revisions to the Schedule

JURISDICTIONAL INFORMATION:

The University's Policy on Ancillary Fees makes provision for a University Schedule of User Fees and Fines. 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.

HIGHLIGHTS:

The schedule for 2004-05 administrative and user fees was approved in the April 14 meeting of the Business Board. One item in the list of fees was dropped accidentally. A fee of \$60 is recommended for administration of the profile form used by out-of-Province applicants to the Engineering and Commerce programs. A fee of \$30 has already been approved for in-Province students. The proposed fee for out-of-Province students is higher because of the complexities of dealing with different jurisdictions.

A revised schedule is attached.

RECOMMENDATION:

That the proposed application fees for non-Ontario applicants (a) to the Faculty of Applied Science and Engineering and (b) to the Commerce program be added to 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

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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
	Ontario Applicants	30.00
	Non-Ontario Applicants	60.00
iv.	Architecture Portfolio Assessment	110.00
v.	Commerce	30.00
	Ontario Applicants	30.00
	Non-Ontario Applicants	60.00
vi.	Dentistry (DDS, Qualify Program, 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

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