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VICE-PROVOST, PLANNING AND BUDGET

TO: Business Board

SPONSOR: Safwat Zaky, Vice-Provost, Planning & Budget
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DATE: February 11, 2005 for meeting on February 28, 2005

AGENDA ITEM: 8

ITEM IDENTIFICATION:

**Category 6, Administrative User Fees and Fines, 2005-2006
Items for approval**

JURISDICTIONAL INFORMATION:

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

Under the policy, 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 2005-2006 (Attachment B) is attached for the Business Board's information.

PREVIOUS ACTION TAKEN:

The Schedule comes forward annually.

HIGHLIGHTS:

Category 6 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 new fees and the fees to be removed are given on the following pages.

FINANCIAL AND/OR PLANNING IMPLICATIONS:

The revenues generated from these fees will closely match the costs of providing the relevant services.

FOR APPROVAL:

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

Two divisions have requested new fees:

Request 1

6.2 Records and Documents:

The Office of Convocation has requested a certification of degree. The Office of Convocation currently produces, on request, a 'certification of degree' that confirms a graduate's degree conferred and conferral date. They propose a fee for this certification that would be in line with the current fee listed under section 6.2 'Letter of confirmation'. The proposed fee would be \$7 per degree confirmed and \$3 for each additional copy of the same degree.

Certification of degree	7.00
Each additional copy of the same degree	3.00

Request 2

6.4 Placement Fees:

The Faculty of Architecture Landscape and Design offers a Global Architecture Program in the summer session. This option offers students in the MARCH MLA and MUD programs the opportunity to study abroad for six weeks during the summer. FALD offers two courses taught by FALD faculty as well as by local architects and faculty from the local area of study. Students are not required to pay any additional tuition fees in order to be enrolled in the program. However, FALD charges a \$200 placement fee per student to cover the administrative costs.

Global Architecture Program Placement Fee	200.00
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The University's policy requires that requests for removal of fees be submitted to the Business Board for review and approval:

Request 3

6.4 Placement Fees

Woodsworth College has requested the Sussex, England program be removed from the schedule. This programs is no longer being offered.

Request 4

Woodsworth College has requested the Tell El-Masha'la, Egypt programs be removed from the schedule. This programs is no longer being offered.

RECOMMENDATION:

The Business Board recommends for approval:

1. That the Office of Convocation certification of degree fee be added to the Administrative User Fee Schedule.
2. That the Faculty of Architecture Landscape and Design Global Architecture Program Placement fee be added to the Administrative User Fee Schedule.
3. That the Woodsworth College International Summer Program to Sussex, England (placement fee and course fee) be removed from the Administrative User Fee Schedule.
4. That the Woodsworth College International Summer Program to Tell El-Masha'la (placement fee and course fee) be removed from the Administrative User Fee Schedule.