

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.

Attachment B

University Schedule of Administrative User Fees and Fines

2005-06

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. Certification of degree	7.00
Each additional copy of the same degree	3.00
vi. Mailing of diploma	
Within Canada	20.00
To USA	40.00
To international destinations	60.00
vii. Official transcript	10.00
viii. Replacement diploma or certificate ³	51.00
ix. Transfer credit assessment fee	30.00
x. Binding of doctoral thesis and abstract	20.00
xi. Micro-filming of graduate thesis abstract	37.00
xii. Certified copies of documents (Medieval Studies)	3.45/doc

¹ Deferral of admission for one year

² Replacement copy

³ Plus cost of postage

xiii.	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
xiv.	Letters of confirmation (PGME) ⁴	
	-by mail	25.00
	-by Priority Courier	37.00
	-by Fax	25.00
	-by DHL	45.00
xv.	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
xvi.	Commissioner of Oaths (PGME) ⁵	10.00
xvii.	Visa/immigration (PGME)	150.00
xviii.	Completion of forms (PGME)	6.00
xix.	Photocopies of file material (PGME) ⁶	13.00
xx.	Duplicate receipts	5.00
xx.	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 all current and previously registered trainees.

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.	Global Architecture Program Placement fee	200.00
iii.	Career Development Fee (Industrial Relations)	
	- Part-time	40.00
	- Full-time	100.00
iv.	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
v.	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
vi.	School and Clinical Psychology Program Optional Additional Practica (OISE):	
	- Masters	300.00
	- .PhD	350.00
vii.	MBA Career Connection Centre fee (Rotman School of Management)	
	- Part-time	333.00
	- Full-time	500.00
viii.	Co-op Program Placement fee per session (UTSC)	
	Department of Computer & Mathematical Sciences:	
	Computer Science, Year 1 Entry	388.00
	Computer Science, Year 2 Entry	513.00
	Department of Humanities:	
	Arts Management, Year 1 Entry	312.00
	Arts Management, Year 2 Entry	413.00
	Humanities, Year 1 Entry	312.00
	Humanities, Year 2 Entry	413.00
	Department of Life Sciences:	
	Cell & Molecular Biology, Year 1 Entry	312.00
	Cell & Molecular Biology, Year 2 Entry	413.00
	Neuroscience, Year 1 Entry	312.00
	Neuroscience, Year 2 Entry	413.00
	Psychology & its Applications, Year 1 Entry	312.00
	Psychology & its Applications, Year 2 Entry	413.00

⁹ Charged only if student is placed.

Division of Management:	
Management (incl. Economic Policy), Year 1 Entry	388.00
Management (incl. Economic Policy), Year 2 Entry	513.00
Department of Physical and Environmental Sciences:	
Physical Sciences, Year 1 Entry	388.00
Physical Sciences, Year 2 Entry	513.00
Department of Social Sciences:	
International Development Studies, Year 1 Entry	388.00
International Development Studies, Year 2 Entry	513.00
Social Sciences, Year 1 Entry	312.00
Social Sciences, Year 2 Entry	413.00
Teaching placement	40.00
ix. 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 including field trips and residence	1603.00
Guadalajara	
Placement fee	200.00
Full course fee	183.00
Hong Kong	
Placement fee	200.00
Full course fee	863.00
Jordon (Not offered in 2005-06)	
Oxford	
Placement fee	200.00
Full course fee	783.00
Siena	
Placement fee	200.00
Full course fee	1063.00
Sydney	
Placement fee	200.00
Full course fee	1,463.00
Tours	
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/processing charge	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	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 (Fall/winter and summer)	20.00
vi. Dentistry Laundry Fee	
- Qualifying Program Year 1	506.00
- Qualifying Program Year 2	506.00
- Year 1	189.00
- Year 2	379.00
- Year 3	494.00
- Year 4	506.00
- Anaesthesia	336.00
- Endodontics	253.00
- Oral pathology	36.00
- Oral radiology	105.00
- Orthodontics	223.00
- Paediatric dentistry	296.00
- Periodontics	543.00
- Prosthodontics	304.00

6.7 Application Fees

\$

These fees are for applications received in 2005-06 for the 2006-07 academic year.

i.	Undergraduate admissions	60.00
ii.	School of Graduate Studies	90.00
iii.	Applied Science and Engineering	
	Ontario Applicants	30.00
	Non-Ontario Applicants	60.00
iv.	Architecture Portfolio Assessment	115.00
v.	Commerce	
	Ontario Applicants	30.00
	Non-Ontario Applicants	60.00
vi.	Dentistry	
	DDS and Qualifying program	230.00
	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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