



# University of Toronto TORONTO ONTARIO M5S 1A1

---

VICE-PROVOST, PLANNING AND BUDGET

TO: Business Board

SPONSOR: Safwat Zaky, Vice-Provost, Planning & Budget  
CONTACT INFO: 416-978-7116, safwat.zaky@utoronto.ca

DATE: March 14, 2007 for meeting on April 11, 2007

AGENDA ITEM:

**ITEM IDENTIFICATION:**

Category 6, Administrative User Fees and Fines, 2007-2008  
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 2007-2008 (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:**

In 2005-2006, these fees produced \$10,966,983 in income for the University's academic divisions, which closely matched 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:**

**There are seven requests for new fees to be added to the schedule:**

### ***Request 1***

#### **6.4 Placement Fees:**

OISE/UT is requesting an additional practica fee for its counseling psychology program. In addition to the Optional Additional Practica (500 hour practicum for PhD students and 250 hour additional practicum for Master's students) already approved, OISE/UT is proposing to offer a 1000+ hour internship for PhD students and a 500 hour additional practicum for Master's students. New fees are proposed to recognize the incremental costs of providing additional practice and internship experiences to students upon request.

<b>Counseling Psychology Program optional Additional Practica</b>	<b>2007-08</b>
Master's (500 hour additional practicum)	\$300.00
PhD (1,000+ hour internship)	\$700.00

### ***Request 2***

#### **6.4 Placement Fees**

OISE/UT is proposing a fee of Field Placement and Professional Support for the consecutive Teacher Education program. As part of its Initial Teacher Education Program, OISE/UT provides an infrastructure for maintaining relationships with School Boards and individual schools to arrange practicum field placements for teacher candidates. OISE/UT also provides other resources to assist students in their preparation for entry into the teaching workforce, such as workshops, seminars, and publications. The proposed fee will cover the costs of all these activities.

<b>Field Placement/Professional Support</b>	<b>2007-08</b>
Education - Consecutive - B.Ed., MT, MA – Child Study	\$295.00

### ***Request 3***

#### **6.4 Placement Fees**

OISE/UT is proposing a Field Placement and Professional Support Fee for the Concurrent Teacher Education Program (CTEP). This fee will cover the costs of field experiences, including field placements, Mentored Inquiry & Teaching (MIT) course placements, practicum placements and internships. In addition, the fee will cover the costs of developing and managing a program-spanning Portfolio for use following graduation. The fee also covers the costs associated with other forms of career and professional support provided by OISE/UT, such as seminars, workshops and published materials. CTEP's professional support includes a Kick Start Program, CTEP Portfolio and a greater amount of field experiences. In CTEP, students will have an additional 60 hours of field experiences as well as 40 additional days of supervised school placements. In Years 4 and 5 two new courses will have features that involve school-university conferences, workshops and support. The proposed fees will cover the costs of the infrastructure for field placements, the longer stay at schools, site-based administration and supervision, as well as access and management fees for resources related to these experiences.

<b>Field Placement/Professional Support</b>	<b>2007-08</b>
Education - Concurrent (CTEP) - Year 1	\$150.00
Education - Concurrent (CTEP) - Year 2 - Direct Entry	\$300.00
Education - Concurrent (CTEP) - Year 2 - Continuing	\$150.00
Education - Concurrent (CTEP) - Year 3	\$150.00
Education - Concurrent (CTEP) - Year 4	\$450.00
Education - Concurrent (CTEP) - Year 5	\$450.00

#### ***Request 4***

##### **6.4 Placement Fees**

Woodsworth College is offering one new location, Moscow, for its International Summer Program.

<b>Description</b>	<b>2007-08</b>
Moscow Placement Fee	\$200.00
Moscow Course Fee	\$1,075.40

#### ***Request 5***

##### **6.6 Other**

The Faculty of Dentistry is proposing a Laundry fee for its International Dentist Advanced Placement Program (IDAPP).

<b>Description</b>	<b>2007-08</b>
Dentistry Laundry Fee - IDAPP	\$212.00

#### ***Request 6***

##### **6.7 Application Fees**

The Faculty of Information Studies is requesting an application fee for its program of Museum Studies. The Museum Studies Program moved to the Faculty of Information Studies in 2006-07 and applicants for this program are required to use the on-line FIS application in which applicants submit personal statements and resumes/CV's electronically. As a result, the unit has incurred additional expenses developing/maintaining the system and in printing these documents for the Admissions Committee's review.

<b>Description</b>	<b>2007-08</b>
Application Fee – Museum Studies	\$60.00

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

**There is one request for fees to be removed from the schedule:**

## ***Request 7***

### **6.6     *Other***

The Faculty of Dentistry has discontinued its Qualifying Program and proposes the laundry fee to be removed from the schedule.

#### **RECOMMENDATION:**

The Business Board recommends for approval:

1. That the OISE Counseling Psychology Program Optional Additional Practica fee be added to the Administrative User Fee Schedule.
2. That the OISE consecutive Teacher Education Program Field Placement and Professional Support fee be added to the Administrative User Fee Schedule.
3. That the OISE Concurrent Teacher Education (CTEP) field placement and professional support fee be added to the Administrative User fee Schedule.
4. That the Woodsworth College International Summer Program to Moscow placement fee and course fee be added to the Administrative User Fee Schedule.
5. That the Faculty of Dentistry International Dentist Advanced Placement Program (IDAPP) laundry fee be added to the Administrative User Fee Schedule.
6. That the Faculty of Information Studies Museum Studies Program application fee be added to the Administrative User Fee Schedule.
7. That the Faculty of Dentistry Qualifying Program laundry fee be removed from the User 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 University<sup>1</sup>**

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)

<sup>1</sup>All 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 organisations<sup>2</sup>**

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.

<sup>2</sup>In 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 projects<sup>3</sup>**

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.

<sup>3</sup>Such 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 Recoveries<sup>4</sup>**

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.<sup>5</sup>

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.

<sup>4</sup>Such fees, whether or not they are compulsory, are exempt from the Ministry of Education and Training's Compulsory Ancillary Fee Policy protocol requirement.

<sup>5</sup>This 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 fines<sup>6</sup>**

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.

<sup>6</sup>All 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 Fees<sup>7</sup>**

### **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.

<sup>7</sup>This 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 31<sup>st</sup> 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.

## **University Schedule of Administrative User Fees and Fines**

**2007-08**

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 (plus \$5.00 per day)	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 & Dental Student Fees	350.00
vii Admission Deferral Fee <sup>1</sup> (Law, Management)	225.00
viii OISE AQ Program Registration	75.00
ix OISE AQ Program late registration	100.00

### **6.2 Records and Documents**

i Copies of records	15.00
ii Duplicate receipts for tax purposes	5.00
iii Final remarks <sup>2</sup>	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 transcripts	10.00
viii Replacement diplomas or certificates <sup>3</sup>	51.00
ix Transfer credit assessment fee	30.00
x Binding of doctoral thesis and abstract	20.00
xi Micro-filming of graduate thesis and abstract	42.89
xii Certified copies of documents (Medieval Studies)	3.45/doc

<sup>1</sup> Deferral of admission for one year

<sup>2</sup> Replacement copy

<sup>3</sup> 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 fieldwork documentation	125.00
xiv	Letters of confirmation (PGME) <sup>4</sup>	
	-- 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 for Oaths (PGME) <sup>5</sup>	10.00
xvii	Visa/Immigration Fee (PGME)	150.00
xviii	Completion of Forms (PGME)	6.00
xix	Photocopies of file material (PGME) <sup>6</sup>	13.00
xx	Duplicate receipts	5.00
xxi	Licensing fees (Physical Therapy):	
	-- Single page confirmation	50.00
	-- United States	100.00
	-- International	150.00

### 6.3 Examination and Grades

i	Advanced standing examination	58.00
ii	Examination scripts	13.00
iii	Petition to re-read examination <sup>7</sup>	36.00
iv	Special examination <sup>8</sup>	70.00
v	Qualifying Examination (Economics)	50.00
vi	External Examination (Medieval Studies)	50.00
vii	Additional Qualifications Program Examination (OISE/UT)	50.00

<sup>4</sup> 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.

<sup>5</sup> PGME Commissioner of Oaths fee is applicable to all current and previously registered trainees.

<sup>6</sup> 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.

<sup>7</sup> Refundable if the grade is changed in the student's favour

<sup>8</sup> 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 <sup>9</sup>	775.00
ii	Engineering Summer Internship Program (eSIP)	250.00
iii	Global Architecture Program Placement fee	300.00
iv	Career Development Fee (Industrial Relations)	
	- Part-time	40.00
	- Full-time	100.00
v	Fieldwork Placement (Occupational Therapy)	
	-- Local Placements	50.00
	-- International placement	80.00
vi	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
	Counselling Psychology Program Optional Additional Practica	
vii	(OISE/UT):	
	-- Masters	150.00
	-- PhD	300.00
	School & Child Clinical Psychology Program Optional	
viii	Additional Practica (OISE/UT):	
	-- Masters	300.00
	-- PhD	350.00
ix	Counselling Psychology Program Optional Additional Practica	
	-- Masters (500 hour additional practicum)	300.00
	-- PhD (1,000+ hour internship)	700.00
x	Field Placement/Professional Support: Consecutive Teacher Education Program	295.00
	Field Placement/Professional Support: Concurrent Teacher Education Program (CTEP):	
xi	-- Year 1	150.00
	-- Year 2 - Direct Entry	300.00
	-- Year 2 - Continuing	150.00
	-- Year 3	150.00
	-- Year 4	450.00
	-- Year 5	450.00
xii	MBA Career Connection Centre fee ( Rotman School of Management)	
	-- Full-time	500.00
	-- Part-time	333.00
xiii	Co-op Program Placement fee per session (UTSC):	
	Arts Co-op:	
	Arts Management Year 1 entry	318.00
	Arts Management Year 2 entry	422.00
	Humanities Year 1 entry	318.00
	Humanities Year 2 entry	422.00

<sup>9</sup> Charged only if student is placed.

	International Development Studies Year 1 entry	396.00
	International Development Studies Year 1 entry	523.00
	Social Sciences Year 1 entry	318.00
	Social Sciences Year 2 entry	422.00
	-- Science Co-op	
	Computer Science Year 1 entry	396.00
	Computer Science Year 2 entry	523.00
	Cell & Molecular Biology Year 1 entry	318.00
	Cell & Molecular Biology Year 2 entry	422.00
	Physical Sciences, Year 1 entry	396.00
	Physical Sciences, Year 2 entry	523.00
	Psychology & Its Application, Year 1 entry	318.00
	Psychology & Its Application, Year 2 entry	422.00
	Neurosciences Year 1 entry	318.00
	Neurosciences Year 2 entry	422.00
	-- Management Co-op:	
	Management (incl. Economic Policy) Year 1 entry	396.00
	Management (incl. Economic Policy) Year 1 entry	523.00
	-- Teaching Placement	42.00
ix	International Programs (Woodsworth College):	
	-- Amazon & Galapagos Islands	
	Placement fee	200.00
	Full course fee	925.40
	-- Berlin	
	Placement fee	200.00
	Full course fee	1125.40
	-- Brno, Central Europe	
	Placement fee	200.00
	Full course fee including field trips and residence	1825.40
	-- Guadalajara	
	Placement fee	200.00
	Full course fee	145.40
	-- Hong Kong	
	Placement fee	200.00
	Full course fee	865.40
	-- Jordan	
	Placement fee	200.00
	Full course fee	725.40
	-- Moscow	
	Placement fee	200.00
	Full course fee	1075.40
	-- Oxford	
	Placement fee	200.00
	Full course fee	745.00
	-- Siena	
	Placement fee	200.00
	Full course fee	1025.40
	-- Sydney	

Placement fee	200.00
Full course fee	1075.40
-- Tokyo	
Placement fee	200.00
Full course fee	1925.50
-- Tours	
Placement fee	200.00
Full course fee	825.40

## 6.5 Library Fines

i	Lost books and/or Accompanying Materials	145.00
ii	Lost bound serials	245.00
iii	Lost unbound serials	75.00
iv	Damaged books and serials/processing charge	45.00
v	Overdue fines:	
--	Book and serials	0.50/day
--	Short-term loan books and serials	0.50/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 calendars	4.00
ii	SGS calendar	8.00
iii	Calendars for persons not registered in the division	4.00
iv	Replacement of student/library card	12.00
v	Student System Access Fee	35.00
vi	Dentistry Laundry Fee	
--	Year 1	199.00
--	Year 2	398.00
--	Year 3	532.00
--	Year 4	532.00
--	Anaesthesia	353.00
--	Endodontics	265.00
--	Oral Pathology	38.00
--	Oral Radiology	111.00
--	Orthodontics	235.00
--	Paediatric Dentistry	311.00
--	Periodontics	571.00
--	Prosthodontics	320.00
--	IDAPP	212.00

## 6.7 Application Fees

These fees are for applications received in 2007-08 for the 2008-09 academic year.

i	Undergraduate Admissions (OUAC 105 applicants)	80.00
ii	School of Graduate Studies	100.00
iii	Applied Science and Engineering	
	-- Ontario Applicants	30.00
	-- Non-Ontario Applicants	60.00
iv	Architecture Portfolio Assessment	120.00
v	Commerce	
	-- Ontario Applicants	30.00
	-- Non-Ontario Applicants	60.00
vi	Dentistry	
	-- DDS	230.00
	-- M.Sc. Specialty Programs	200.00
vii	OISE/UT	
	-- All students	70.00
	-- CTEP (Concurrent Teacher Education Program)	35.00
viii	Information Studies	60.00
ix	Museum Studies (FIS)	60.00
x	Law	75.00
xi	Executive MBA	275.00
xii	Management M.B.A.	150.00
xii	Master of Management & Professional Accounting (MMPA)	300.00
xiv	Omnium Global Executive MBA	250.00US
xv	Mathematical Finance Program	60.00
xvi	Music	60.00
xvii	Pharmacy - B.Sc. Phm.	300.00
xviii	Social Work	40.00

**March 2007**