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VICE-PROVOST, PLANNING AND BUDGET

TO: Business Board

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DATE: February 20, 2008 for meeting on March 05, 2008

AGENDA ITEM: 5(a)

ITEM IDENTIFICATION:

Category 6, Administrative User Fees and Fines, 2008-2009
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 2008-2009 (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 2006-2007, these fees produced \$13,107,860 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 two requests for new fees to be added to the schedule:

Request 1 School of Graduate Studies

The School of Graduate Studies is proposing an administration fee of \$400.00 per application to be charged to international visiting graduate research students. A new protocol has been developed to facilitate visits by international graduate students who do not fall under an approved exchange program to participate in short-term research activities and be recognized as legitimate visitors to the University. Since these students are not eligible for government grant support, the administrative fee will help offset administrative expenses that will be incurred by the University.

6.4 Placement Fees	2008-09
International Visiting Graduate Student Research Mobility Agreement Administrative Fee	\$400.00

Request 2 Faculty of Arts & Science

Woodsworth College within the Faculty of Arts & Science is offering a new location for its Summer Abroad Program to Kenya. The fee will cover additional administrative costs for running the program.

6.6 Other user fee or fine	2008-09
Woodsworth Summer Abroad Site Service Fees - Kenya	\$236.00

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

There are no requests for fees to be removed from the schedule.

RECOMMENDATION:

The Business Board recommends for approval

1. That the SGS International Visiting Graduate Student Research Mobility Agreement Administrative Fee be added to the Administrative User Fee Schedule.
2. That the Woodsworth Summer Abroad Site Service Fee - Kenya Administrative Fee be added to the Administrative User Fee Schedule.