



TO: Business Board

SPONSOR: Professor Scott Mabury, Vice-Provost, Academic Operations

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DATE: March 1 for meeting on March 22, 2010

AGENDA ITEM:

ITEM IDENTIFICATION:

Category 6, Administrative User Fees and Fines, 2010-2011
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 2010-2011 (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 2008-2009, these fees produced \$13,173,447 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 Faculty of Arts & Science

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

6.6 Other user fee or fine	2010-11
Summer Abroad Site Service Fees - Southeastern Europe (Graz) Full Course Fee	\$777

Request 2 Faculty of Medicine

The Faculty of Medicine is proposing an application fee of \$50 per application to recover the administrative cost of application processing for the Physician Assistant Program.

6.7 Application Fee	2010-11
Physician Assistant Program	\$50

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 1 Faculty of Arts & Science

Woodsworth College is no longer offering its Summer Abroad Program in Mexico (Guadalajara)

6.6 Other user fee or fine	2009-10	2010-11
Summer Abroad Site Service Fees – Mexico (Guadalajara) Full Course Fee	\$644	n/a

RECOMMENDATION:

The Business Board recommends for approval

1. That the Woodsworth Summer Abroad Site Service Fee – Southeastern Europe (Graz) be added to the Administrative User Fee Schedule.
2. That the Faculty of Medicine Physician Assistant Program Application Fee be added to the Administrative User Fee Schedule.
3. That the Woodsworth Summer Abroad Site Service Fee – Mexico (Guadalajara) be removed from the Administrative User Fee Schedule.

ATTACHMENT A

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.

Appendix B

Ancillary Fees Category 6 - Administrative User Fees and Fines

2010-11

2009-10 2010-11

6.1 Registration Fees

Dentistry		Post Graduate Dental Student Fees	350	350
General		Course Confirmation	6	6
General		Late Registration - Initial Charge Plus Per Day Charge	44 + 5	44 + 5
General		Letters of Permission	25	25
General		Re-instatement	61	61
General		Re-registration	24	24
Law	JD Programme	Admission Deferral Fee	225	260
Management	MBA	Admission Deferral Fee	225	225
Medicine	Postgraduate Medical Education	Post Graduate Medical Student Fees	350	350
OISE/UT	Continuing Education	Additional Qualification - Late Registration Fee	100	100
OISE/UT	Continuing Education	Additional Qualification - Registration Fee	75	75

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2009-10 2010-11

6.1 Registration Fees

Dentistry		Post Graduate Dental Student Fees	350	350
General		Course Confirmation	6	6
General		Late Registration - Initial Charge Plus Per Day Charge	44 + 5	44 + 5
General		Letters of Permission	25	25
General		Re-instatement	61	61
General		Re-registration	24	24
Law	JD Programme	Admission Deferral Fee	225	260
Management	MBA	Admission Deferral Fee	225	225
Medicine	Postgraduate Medical Education	Post Graduate Medical Student Fees	350	350
OISE/UT	Continuing Education	Additional Qualification - Late Registration Fee	100	100
OISE/UT	Continuing Education	Additional Qualification - Registration Fee	75	75

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6.3 Examinations and Grades

Arts & Science	Centre for Medieval Studies	External Examination	50	50
General		Advanced Standing Examination	58	58
General		Examination Scripts	13	13
General		Petition To Re-read Examination	36	36
General		Special Examination	70	70
OISE/UT	Continuing Education	Additional Qualification - Examination Fee	50	50

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6.4 Placement Fees

Applied Science and Engineering	Engineering Summer Internship Program (eSIP)	Placement	250	250
Applied Science and Engineering	Engineering Summer Internship Program (eSIP)	Registration ¹	n/a	100
Applied Science and Engineering	Professional Experience Year	Placement	850	875
Applied Science and Engineering	Professional Experience Year	Registration	100	100
Architecture, Landscape & Design		Global Architecture Program Placement Fee	300	300
Arts & Science	Center for Industrial Relations and Human Resources	Career Development Fee - full-time	100	100
Arts & Science	Center for Industrial Relations and Human Resources	Career Development Fee - part-time	40	40
Management	MBA	Career Connection Centre Fee - Full-Time	500	500
Management	MBA	Career Connection Centre Fee - Part-Time	333	333
Medicine	Occupational Therapy	Fieldwork Placement International Placement	80	80
Medicine	Occupational Therapy	Fieldwork Placement National Placements	75	75
Medicine	Physical Therapy	Clinical Fee per Placement- International Students, Toronto Placement	100	100
Medicine	Physical Therapy	Clinical Fee per Placement- Other Canadian University Students, Toronto Placement	50	50
Medicine	Physical Therapy	Clinical Fee per Placement- U of T Students, International Placement	n/a	n/a
OISE/UT	ALL	Education - Consecutive - B.Ed., MT, MA - Child Study Field Placement / Professional Support	295	295
OISE/UT	All Partners	Education - Concurrent (CTEP) - Year 1 Field Placement / Professional Support	100	100
OISE/UT	All Partners	Education - Concurrent (CTEP) - Year 2 Field Placement / Professional Support	250	250
OISE/UT	All Partners	Education - Concurrent (CTEP) - Year 3 Field Placement / Professional Support	250	250
OISE/UT	All Partners	Education - Concurrent (CTEP) - Year 4 Field Placement / Professional Support	550	550
OISE/UT	All Partners	Education - Concurrent (CTEP) - Year 5 Field Placement / Professional Support	550	550
OISE/UT	HDAP	School and Child Clinical Psychology Program - Masters - Additional Practical	300	300
OISE/UT	HDAP	School and Child Clinical Psychology Program - PhD - Additional Practical	350	350
OISE/UT	AACP	Counseling Psychology Program - M.Ed 250 Hour Additional Practicum	150	150
OISE/UT	AACP	Counseling Psychology Program - Master - Doctoral Stream 500 Hour Additional Practicum	300	300
OISE/UT	AACP	Counseling Psychology Program - PhD 1000+ Hour Internship	700	700
OISE/UT	AACP	Counseling Psychology Program - PhD 500 Hour Practicum	300	300
OISE/UT	Counseling Psychology Program	Optional Additional Practical Masters (500 Hour Additional Practicum)	300	300
OISE/UT	Counseling Psychology Program	Optional Additional Practical PhD (1,000+ Hour Internship)	700	700
SGS	School of Graduate Studies	Administrative Fee - International Visiting Graduate Student Research Mobility Agreement	400	400
UTSC	Arts	Co-op Program Placement Fee Per Session- Arts Management Year 1 Entry	331	338
UTSC	Arts	Co-op Program Placement Fee Per Session - Arts Management Year 2 Entry	439	448
UTSC	Arts	Co-op Program Placement Fee Per Session - Humanities Year 1 Entry	331	338
UTSC	Arts	Co-op Program Placement Fee Per Session - Humanities Year 2 Entry	439	448

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6.4 Placement Fees

UTSC	Arts	Co-op Program Placement Fee Per Session - International Development Studies Year 1 Entry	412	420
UTSC	Arts	Co-op Program Placement Fee Per Session - International Development Studies Year 2 Entry	544	555
UTSC	Arts	Co-op Program Placement Fee Per Session - Social Sciences Year 1 Entry	331	338
UTSC	Arts	Co-op Program Placement Fee Per Session - Social Sciences Year 2 Entry	439	448
UTSC	Management	Co-op Program Placement Fee Per Session (incl. Economic Policy) Year 1 Entry	412	420
UTSC	Management	Co-op Program Placement Fee Per Session (incl. Economic Policy) Year 2 Entry	544	555
UTSC	Science	Co-op Program Placement Fee Per Session Cell & Molecular Biology Year 1 Entry	331	338
UTSC	Science	Co-op Program Placement Fee Per Session Cell & Molecular Biology Year 2 Entry	439	448
UTSC	Science	Co-op Program Placement Fee Per Session - Computer Science Year 1 Entry	412	420
UTSC	Science	Co-op Program Placement Fee Per Session - Computer Science Year 2 Entry	544	555
UTSC	Science	Co-op Program Placement Fee Per Session Neurosciences Year 1 Entry	331	338
UTSC	Science	Co-op Program Placement Fee Per Session Neurosciences Year 2 Entry	439	448
UTSC	Science	Co-op Program Placement Fee Per Session Physical Sciences, Year 1 Entry	412	420
UTSC	Science	Co-op Program Placement Fee Per Session Physical Sciences, Year 2 Entry	544	555
UTSC	Science	Co-op Program Placement Fee Per Session Psychology & Its Application, Year 1 Entry	331	338
UTSC	Science	Co-op Program Placement Fee Per Session Psychology & Its Application, Year 2 Entry	439	448
UTSC	Teaching	Co-op Program Placement Fee Per Session	43	44

¹ not a new fee but missing from 2009-10 fee schedule

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6.5 Library Fine

Library	Damaged Books And Serials / Processing Charge	45	45
Library	Lost Books And/Or Accompanying Materials	145	145
Library	Lost Bound Serials	245	245
Library	Lost Unbound Serials	75	75
Library	Overdue Fines - Book And Serials - Per Day	0.50	1
Library	Overdue Fines - Reserved / Recall Books And Serials - Per Day	2	2
Library	Overdue Fines - Short-Term Loan Beyond 24 Hours - Per Day	8	8
Library	Overdue Fines - Short-Term Loan Books And Serials - Per Day	0.50	1
Library	Overdue Fines - Software - Per Day	5	5

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6.6 Other User Fees or Fines

Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Australia (Sydney) Full Course Fee	744	2,157
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Central Europe (Brno) course fee	1,144	1,277
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - China (Hong Kong) Full Course Fee	1,194	1,157
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - China (Shanghai & Beijing) Full Course Fee	1,244	1,207
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Ecuador (Amazon & Galapagos) Full Course Fee	1,019	1,142
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - England (Oxford) Full Course Fee	794	682
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - France (Tours) Full Course Fee	894	1,157
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Germany (Berlin) Full Course Fee	1,194	1,307
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Italy (Siena) Full Course Fee	1,044	1,107
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Japan (Tokyo) Full Course Fee	2,044	2,207
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Jordan (Madaba) Full Course Fee (offered every 2nd year)	n/a	487
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Kenya (Nairobi, Mara, Mombasa) Full Course Fee	716	682
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Mexico (Guadalajara) Full Course Fee	644	n/a
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Southeastern Europe (Graz) Full Course Fee	n/a	777
Dentistry		Dentistry Laundry Fee - Anaesthesia	371	377
Dentistry		Dentistry Laundry Fee - Endodontics	279	283
Dentistry		Dentistry Laundry Fee - IDAPP	222	225
Dentistry		Dentistry Laundry Fee - Oral Pathology	40	41
Dentistry		Dentistry Laundry Fee - Oral Radiology	117	119
Dentistry		Dentistry Laundry Fee - Orthodontics	247	251
Dentistry		Dentistry Laundry Fee - Paediatric Dentistry	327	332
Dentistry		Dentistry Laundry Fee - Periodontics	600	609
Dentistry		Dentistry Laundry Fee - Prosthodontics	336	341
Dentistry		Dentistry Laundry Fee - Year 1	209	212
Dentistry		Dentistry Laundry Fee - Year 2	418	424
Dentistry		Dentistry Laundry Fee - Year 3	559	567
Dentistry		Dentistry Laundry Fee - Year 4	559	567
Dentistry		Dental Trainees Visiting DDS Student Course Fee 1-2 weeks	220	220
Dentistry		Dental Trainees Visiting DDS Student Course Fee 3-4 weeks	290	290
Dentistry		Dental Trainees Visiting DDS Student Course Fee 5-6 weeks	360	360
Dentistry		Dental Trainees Visiting DDS Student Course Fee 7-8 weeks	440	440
Dentistry		Dental Trainees Visiting DDS Student Course Fee 9-16 weeks	1,000	1,000
Dentistry		Dental Trainees Visiting DDS Student Course Fee 17-24 weeks	5,000	5,000

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6.6 Other User Fees or Fines				
Dentistry		Dental Trainees Visiting DDS Student Course Fee 25-36 weeks	10,000	10,000
Dentistry		Dental Trainees Visiting DDS Student Course Fee 36-52 weeks	15,000	15,000
Dentistry		Non Degree Undergraduate Student Registration Fee	50	50
Dentistry		Non Degree Graduate Student Registration Fee	350	350
General		Calendars For Persons Not Registered In The Division	4	4
General		Replacement Of Calendars	4	4
General		Student System Acces Fee	35	45
Library		Replacement Of Student / Library Card	12	12
Medicine	UME	Domestic Sponsored Medical Trainees Visiting MD Student Course Fee 1-2 Weeks	220	220
Medicine	UME	Domestic Sponsored Medical Trainees Visiting MD Student Course Fee 3-4 Weeks	290	290
Medicine	UME	Domestic Sponsored Medical Trainees Visiting MD Student Course Fee 5-6 Weeks	360	360
Medicine	UME	Domestic Sponsored Medical Trainees Visiting MD Student Course Fee 7-8 Weeks	440	440
Medicine	UME	International Sponsored Medical Trainees Visiting MD Student Course Fee 3-4 Weeks ¹	290	300
Medicine	UME	International Sponsored Medical Trainees Visiting MD Student Course Fee 7-8 Weeks ¹	440	460
Nursing		Out of Province Clinical Placement Fee for Compliance With Respective Provincial Accreditation Standards	1,000	1,000
SGS	School of Graduate Studies	SGS Calendar	5	5

¹ blended with domestic sponsored medical trainees in 2009-10, separated in 2010-11 due to the increase of the fee

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Ancillary Fees Category 6 - Administrative User Fees and Fines

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6.7 Application Fee

Applied Science and Engineering		Non-Ontario Applicants	60	60
Applied Science and Engineering		Ontario Applicants	35	35
Applied Science and Engineering	Skoll Program	Application Fee ¹	n/a	125
Architecture, Landscape & Design		Architecture Portfolio Assessment	120	120
Arts & Science	Commerce	Non-Ontario Applicants	30	30
Arts & Science	Commerce	Ontario Applicants	30	30
Arts & Science	Woodsworth	Application Fee For All Summer Abroad International Programs	200	200
Arts & Science	Master of Math. Finance	Application Fee	80	100
Dentistry		Application Fee International Dentist Advanced Placement Program	250	250
Dentistry		Application Fee For DDS Program	250	250
Dentistry		Application Fee Specialty Programs	250	250
Dentistry		Application Fee Residency Programs ¹	n/a	250
General		Undergraduate Admissions (OUAC 105 Applicants)	85	90
Information	Information	Application Fee	60	60
Information	Museum Studies	Application Fee	60	60
Law	JD Programme	Application Fee	75	75
Management	EMBA	Application Fee	275	300
Management	GEMBA	Application Fee (US\$ Before 2009-10)	300	300
Management	Master of Finance	Application Fee	175	175
Management	MBA	Application Fee	275	275
Medicine	Physician Assistant Program	Application Fee	n/a	50
Music	Undergraduate Program	Application Fee	60	60
OISE/UT	CTEP	Secondary Application Fee	50	50
OISE/UT	Graduate Programs	OISE-registered Programs Application Fee - Graduate Programs	100	100
OISE/UT	ITE	OISE-Registered Programs Application Fee - ITE	100	100
OISE/UT	TSAP	Application Fee - Technical Studies and Apprenticeship Programs	250	250
Pharmacy	B.Sc. Phm.	Application Fee	260	300
SGS	School of Graduate Studies	Application Fee	110	110
Social Work		Application Fee	40	60

¹ not a new fee but missing from 2009-10 fee schedule