



UNIVERSITY OF  
**TORONTO**

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**ADMINISTRATIVE REVIEW OF**

**CATEGORY 5 AND 6**

**ANCILLARY FEES**

**FEBRUARY 5, 2013**

# ***ADMINISTRATIVE REVIEW OF CATEGORY 5 AND 6 ANCILLARY FEES***

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## ***EXECUTIVE SUMMARY***

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Over the past year there has been considerable focus on ancillary fees by the Ministry of Training, Colleges and Universities (MTCU), the Council of Ontario Universities (COU), student groups such as the Ontario Undergraduate Student Alliance (OUSA) and University of Toronto students. As a result of questions raised by students in 2012, the University administration initiated a full review of “Category 5 and 6” ancillary fees.

Ancillary fees are fees charged to pay for services, materials and activities not supported by operating grants, capital grants or tuition fees. Provincial Guidelines state that compulsory ancillary fees are to be non-tuition related and should not be charged for items and services that support the general costs of program delivery, with certain exceptions permitted by the Guidelines. Provincial Guidelines do not encompass non-compulsory ancillary fees.

The administrative review was launched in late June 2012 and written feedback was solicited from academic divisions and student governments. Discussions were conducted in various student fora, such as the Provost's Undergraduate Student Advisory Committee and the Vice Provost Students lunches with student governments and student societies. In addition, in-depth assessment and analysis of the submissions has been completed and follow-up discussions have been held between the central administration, divisions and students. The results of the review can be summarized as follows:

1. The objective of the review was not only to ensure compliance with MTCU Guidelines, as interpreted through University policy, and fairness to students, but to provide a forum for education and discussion on ancillary fees - from Deans’ offices to department chairs to course instructors.
2. The vast majority of compulsory non tuition-related ancillary fees charged at the University of Toronto are in compliance with University policy.
3. A few instances of fees that may be interpreted as non-compliant were uncovered during the review; these fees will be discontinued effective 2013-14. Fees for access to buildings, labs or studios for the Winter 2013 term will be converted from a compulsory fee to a refundable-deposit fee.
4. Students have emphasized the need for improved clarity with respect to ancillary fees, expressing concern about vague fee descriptions, lack of timely notification of fees, poor understanding of what costs or services are being charged for or whether a fee is compulsory or optional. The administration is in agreement that there is a need for clearer information and has begun to put procedures in place to improve transparency and to ensure students have better information. The 2013-14 fee schedules will be redesigned as the first step in improving communication with students. The next step will unfold over the coming year as Planning and Budget works with divisions to adjust departmental websites to improve communication on ancillary fees. A process will also be established to provide students with a forum for seeking clarity and resolution on ancillary fee questions.
5. There is a need for better education of divisions regarding ancillary fees University policy. While all fees, with only a few exceptions, are clearly compliant with University policy, the University must ensure that we remain compliant, particularly in the arena of rapidly changing online and classroom technologies and

experiential learning. While it is evident that MTCU Guidelines are sorely outdated in this regard, nonetheless we must adhere to the Guidelines as interpreted by University policy. A website will be created to provide divisions with “best practices” and FAQs to ensure compliance and consistency across units.

6. The University is pleased to have been prompted to undertake this review, which will result in a much more transparent ancillary fee structure.

## ***SECTION 1: INTRODUCTION***

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Ancillary fees are fees charged to pay for services, materials and activities not supported by operating grants, capital grants or tuition fees. MTCU Guidelines state that compulsory ancillary fees are to be non-tuition related and should not be charged for items and services that support the general costs of program delivery, with certain exceptions permitted by the Guidelines. MTCU Guidelines do not encompass non-compulsory ancillary fees. The University of Toronto introduced its own policy in 1995 which translates the provincial Guidelines into the University of Toronto context. The University of Toronto is committed to ensuring that compulsory ancillary fees are compliant with MTCU Guidelines and University of Toronto policy.

Over the past year there has been considerable focus on ancillary fees by the Ministry of Training, Colleges and Universities (MTCU), the Council of Ontario Universities (COU), provincial student groups such as the Ontario Undergraduate Student Alliance (OUSA) and by University of Toronto students. MTCU is currently reviewing ancillary fees as part of their Working Group on Tuition Billing and Associated Fees. All stakeholders are concerned about transparency, engagement and adherence to policy as related to ancillary fee rates and processes.

In the spring of 2012, University of Toronto students in the Graduate Students Union raised concerns regarding a number of specific ancillary fees. The University administration investigated their concerns, working with faculty, staff, students and MTCU, and discontinued a limited number of fees where there was insufficient communication with students in the 2011-12 academic year, or, in one case, where the fee fell outside University policy. The University administration committed to students and to Governing Council that a full review of “Category 5 and 6” ancillary fees would be conducted. Category 5 fees are defined as Cost Recovery Ancillary Fees; Category 6 fees are defined as Administrative User Fees and Fines. A full list of fees for the 2011-12 academic year is included in **Appendix A**.

The Planning and Budget Office and the Office of the Vice-Provost, Students, in cooperation with the Office of Government, Institutional and Community Relations, has conducted an administrative review of fees charged to students at the University of Toronto pursuant to Categories 5 and 6 of the *Policy on Ancillary Fees*. The purpose of the review was to examine fees to ensure compliance with the relevant policies and guidelines. The review also examined the administrative process employed for the consideration and approval of new fees and increases or decreases to existing fees in these categories.

### **1. Background**

In 1987, the Ministry introduced its Compulsory Ancillary Fee Policy Guidelines (the “Guidelines”) which outlined how non-tuition related fees may be introduced or increased. The Guidelines were updated in 1994. The Guidelines require students to be involved in decision making respecting compulsory non-tuition ancillary fees,

unless specifically exempted from this requirement pursuant to the Ministry Guidelines<sup>1</sup>. In 1996, after several years of negotiation, a Protocol was signed by the University of Toronto and student governments. The Students' Administrative Council (SAC; currently operating as the University of Toronto Students' Union, UTSU), the Association of Part-time Undergraduate Students (APUS), and Graduate Students' Union (GSU), which together at the time represented all undergraduate and graduate students at the University, signed the agreement on behalf of students. All fees charged for student affairs and services, student life programs, athletics and recreation, health services and Hart House (i.e., category 1 of the *Policy on Ancillary Fees*) are charged pursuant to the Protocol and the *Policy for Compulsory Non-Academic Incidental Fees*.

As per the signed Protocol agreement, Category 5 and 6 ancillary fees are not subject to the processes of the Protocol. At the time the Protocol was implemented, an approved list of Category 5 and 6 fee categories was grandparented from the Protocol for UofT. Changes and additions to Category 5 fees, and changes to Category 6 fees, are approved by the Vice President University Operations (previously the Vice Provost Planning and Budget), provided that the adjustments relate to changes in cost, and are for goods and services that comply with the *Policy on Ancillary Fees*. Administrative authority is delegated by the Business Board to the Vice President. Category 5 fees are reported annually to Business Board for information. Introduction or removal of Category 6 fees requires approval by Business Board.

In response to the MTCU's general concern about adherence to the Government's Guidelines on ancillary fees across the University system, the Provost's office issued two university-wide memos (PDAD&C #5, 2011-12 and PDAD&C #12, 2012-13) to underscore the importance of adhering to Ministry Guidelines and University policy.

The following relevant policies and guidelines are included in appendices to this report:

1. Compulsory Ancillary Fee Guidelines (*Ontario Operating Funds Distribution Manual*, section 5.2), Ontario Ministry of Training, Colleges and Universities (MTCU) (**Appendix B**)
2. *Policy on Ancillary Fees*, University of Toronto (**Appendix C**)
3. *Memorandum of Agreement between The University of Toronto, The Students' Administrative Council, The Graduate Students' Union and The Association of Part-time Undergraduate Students for a Long-Term Protocol on the Increase or Introduction of Compulsory Non-tuition Related Fees*, University of Toronto (the "Protocol") (**Appendix D**)

## 2. Synopsis of MTCU Guidelines and Key Definitions

The MTCU Guidelines prohibit tuition-related compulsory ancillary fees, except for those grandparented when the Guidelines came into place in 1987 (updated 1994<sup>2</sup>). A tuition-related compulsory ancillary fee is a fee which is levied to cover the costs of items normally paid for out of operating or capital revenue (operating and capital grants and tuition fees).

A compulsory ancillary fee is defined as a fee imposed or administered by a given institution, or one of its constituent parts or its federated or affiliated institutions, in addition to regular tuition fees, which a student is

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<sup>1</sup> There was ultimate agreement on these exemptions as per the 1996 Protocol agreement with the students.

<sup>2</sup> At the University of Toronto grandparented compulsory ancillary fees are referred to as Category 5 Cost Recovery Ancillary Fees. At the University of Toronto Category 6 includes non-compulsory Administrative User Fees and Fines and Co-op Placement Fees.

required to pay in order to enroll in, or successfully complete, any credit course. Compulsory courses are defined by the Ministry as those courses which a student is required to take in order to fulfill the requirements of his or her program or degree.

### 3. Interpretation of MTCU Guidelines

The Ministry Guidelines were implemented in 1994. In 1996 the University implemented its own *Policy on Ancillary Fees*. The policy provides the University with a more explicit and detailed framework in which the MTCU Guidelines are interpreted. While the policy is consistent with the Guidelines, it is not identical. Table 1 maps the MTCU Guidelines to the University policy and provides the framework for interpretation of MTCU Guidelines for purposes of the review.

**Table 1: Policy Mapping**

MTCU Guidelines	University Policy
Field trip fees	Cost recovery – Category 5.2 <i>Field Trips</i>
Fees for learning material used in the production of items which become the property of the student	Cost recovery - Category 5.1 <i>Publications, case studies, lab manuals</i> Cost recovery - 5.3 <i>Clothing</i> Cost recovery – 5.4 <i>Equipment purchases that become the property of students</i> Cost recovery – 5.5 <i>Equipment rentals that, for the period of rental, come into the individual possession of students</i> Cost recovery – 5.6 <i>Other goods and services provided individually to students for their exclusive use (includes non-credit remedial instruction)</i>
Fees for material or services where the institution acts as a broker with a vendor for the student	Cost recovery – 5.7 <i>Materials, services, or licenses where the University acts as a broker with a vendor for the student</i>
Work term placements	Administrative user fee - Category 6.4 <i>Co-op program placement fees</i>
Fees for optional materials, activities or services	Administrative user fees are optional fees, charged only when a student opts into a service - Category 6.1 to 6.6 <i>Registration fees, copies of records and documents (excluding diplomas and certificates), re-reads of examinations, re-assessments of grades, library fines, other administrative user fees and fines</i>

- MTCU Guidelines apply to compulsory ancillary fees. A compulsory fee is defined as a fee that a student must pay in order to enroll in, or successfully complete, any credit course. Compulsory courses are defined by the Ministry as those courses which a student is required to take in order to fulfill the requirements of his or her program or degree. This includes compulsory fees in elective courses required as a pre-requisite to a compulsory course.
- Non-compulsory ancillary fees are, by default, ancillary fees charged for optional materials, activities or services; these are permitted outside the grandparented categories of compulsory permitted by MTCU at the time the Protocol was signed in 1996. Regardless of whether a fee is compulsory or optional the University requires that all fees be adequately communicated to students.
- MTCU Guidelines apply to BIU-eligible students<sup>3</sup> at the University. Ancillary fees charged to applicants (who are not yet students), international students or non-credit (continuing education) students are not subject to the Guidelines.
- Work term placements include paid work term placements (co-op and professional experience programs), paid and unpaid internships, service learning activities and practicum placements.

#### 4. Terms of Reference for the Review of Category 5 and 6 Ancillary Fees

The terms of reference of the review were as follows:

1. The review would encompass fees listed in the Category 5 and 6 schedules of fees presented to the Business Board for 2011-12, plus any new fees introduced in 2012-13.
2. The review would examine fees charged to students under Categories 5 and 6 of the *Policy on Ancillary Fees* in order to confirm that, where appropriate, the fees:
  - a. Are exempt pursuant to the Protocol;
  - b. Are consistent with the MTCU Guidelines;
  - c. Comply with the requirements of the *Policy on Ancillary Fees*;
  - d. Are set at a level to recover costs and not exceed costs or a reasonable estimate thereof;
  - e. Are properly categorized, described and labeled.
3. The review would examine the procedures for the establishment of, and increases to, fees under categories 5 and 6 of the *Policy on Ancillary Fees* in order to confirm that the procedures:
  - a. Are consistent with the MTCU Guidelines;
  - b. Comply with the requirements of the *Policy on Ancillary Fees*;
  - c. Include adequate provisions for notifying students of new fees and fee increases;
4. The review would recommend changes in amount for specific fees (including cancelation of fees) where appropriate.
5. If appropriate, the review would recommend revisions to communication processes and administrative procedures.

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<sup>3</sup> As defined by the Ontario Operating Funds Distribution Manual (2009-10)

6. If appropriate, the review would recommend revisions to the University *Policy on Ancillary Fees*.

## ***SECTION 2: REVIEW PROCESS***

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In late June 2012, student governments and academic divisions of the University of Toronto were invited to make submissions in writing, no later than September 30, 2012.

The review was conducted by staff in the Office of the Vice-Provost, Students and the Planning and Budget Office. Final consultation meetings with students were held in January 2013. A report was presented to the Vice-President, University Operations and the Provost and to the Provost's Advisory Group, and will be delivered to Business Board for information on January 28, 2013.

The Administrative Review Committee includes the following members:

- Jim Delaney                      Office of the Vice Provost Students
- Sally Garner                      Planning and Budget Office
- Shannon Howes                      Office of the Vice Provost Students
- Marny Scully                      Government, Institutional and Community Relations Office

Further assistance was received from staff across many other areas of the University.

### **1. Consultation with Divisions**

Each academic division received a customized package which included a detailed list of Category 5 and 6 fees charged by the division in 2011-12. Divisions were asked to add any new 2012-13 fees to the scope of their review. Multi-department divisions were asked to coordinate with departments through the Dean's Office and submit a single comprehensive response to Planning and Budget. For each fee listed, divisions were asked to respond to the following questions:

- Is the fee compulsory?
- Does the fee fall within the categories permitted by the *Policy on Ancillary Fees*?
- Is the fee set at a level to recover costs and no higher?
- Is adequate communication provided to students?

The chief administrative officer of each division was required to sign the submission, attesting to a complete and accurate submission.

University-wide ancillary fees were reviewed in a similar manner by staff in the appropriate administrative division.

Student governments were also invited to participate in the review process. They were asked to provide a written submission outlining specific concerns regarding the full list of 2011-12 fees. The Graduate Student Union, The Scarborough Campus Students' Union and the University of Toronto Students' Union submitted responses.

Following the September 30 deadline, the following assessments were conducted to ensure information from divisions was complete and accurate. Follow-up with divisions was conducted where necessary, including:

- Review of submissions to ensure responses were provided for each fee;
- Review of categories of fees to ensure proper alignment within the policy;
- Review of fee description to ensure sufficient detail provided;
- In cases where divisions indicated uncertainty regarding the interpretation of policy for a particular fee, detailed follow-up was conducted to assess nature of fee; if investigation indicated problems, this report contains the particulars; and
- Comparison of similar fees across divisions to ensure fees levels are reasonably aligned; where outliers were noted, detailed follow-up was conducted.

## **2. Consultation with Students**

Over the course of the last few months the Provost has discussed ancillary fees with students in two regular meetings with the Provost's Undergraduate Student Advisory Group. In addition, the Vice Provost Students has had several opportunities to communicate with students on the topic of ancillary fees as part of the ongoing dialogue with students. Students also participated in discussions on ancillary fees at several governance meetings over the past year. Student governments were invited to contribute written submissions to the review. Their submissions were reviewed and follow-up meetings were held between the Offices of the Vice Provost Students, the Vice President University Operations, Planning and Budget, UTSC administration, and student governments. The meetings were informative and collegial. Feedback from these meetings has been incorporated into the review report. Divisions and departments were also brought into the discussion with students as required. Many points highlighted by students in their submissions were addressed through discussion and education on the policies. In most cases, fees queried by students are in fact compliant. A comprehensive list of views articulated by students is included in Section 3.2 of this report.

## ***SECTION 3: FINDINGS OF THE REVIEW***

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The University charges almost one thousand unique Category 5 and 6 cost recovery ancillary fees and administrative user fees and fines. This practice is consistent with most Ontario universities. The majority of fees are charged by academic divisions; the remainder includes fees charged by central service units such as the Library, Enrolment Services and the School of Graduate Studies.

Responses to the review received from academic and administrative divisions indicate that there are a very limited number of cases where ancillary fees may not have been in compliance with Ministry Guidelines.

Detailed reviews completed by the academic divisions and submissions received from three student groups identify several common issues requiring further discussion and attention, as detailed below.

### **1. Submissions from Divisions**

After submissions were received from divisions, extensive consultation was held with divisions on a number of administrative and policy matters related to ancillary fees. While fees were found to be compliant, there are a



number of instances where administrative clean-up or improved communication is required. In all such cases, the administration is working with divisions to ensure these issues are addressed before the 2013-14 ancillary fee schedules are finalized.

These “clean-up” issues include:

- fees included on schedules where a course is no longer offered;
- lack of standardized terminology across departments and divisions for similar fees;
- fees included on schedules which are not ancillary fees charged to current students in degree programs (as opposed to applicants wishing to gain admission or students in continuing education programs);
- fees listed on the schedules that are “bundled.” [An example of this is one fee covering a combination of charges including lab coats (5.3 clothing), dissection kits (5.4 equipment that becomes the property of students) and lab manuals (5.1 publications)];
- fees misclassified in incorrect sub-categories;
- fees listed with unclear or vague descriptions; and
- fees listed without indication as to whether the material, activity or service is optional or compulsory.

## **2. Submissions from Student Governments**

The committee received submissions from the University of Toronto Student Union (UTSU), the Graduate Student Union (GSU) and the Scarborough Campus Student Union (SCSU). In follow-up to the written submissions, the administration met with the three student groups for further discussion. The meetings were informative and constructive in nature.

### **a) General ancillary fee themes**

The three student governments expressed common concerns regarding the need for more transparency, conversation, input and accountability of ancillary fees. They noted that some fee descriptions were not clear and detailed enough to provide students with a full understanding of what they are paying for. As noted above, the 2013-14 ancillary fee schedules will be revised to address these concerns. Planning and Budget is working with divisions to ensure that students have full, accurate and timely information about ancillary fees. The primary vehicle for communication will be divisional and departmental websites. The annual ancillary fee schedules, as well as information on ROSI, will also serve as communication tools for students.

### **b) Specific ancillary fee points**

The following table includes a list of detailed ancillary fee points raised by one or more of the three student governments in their submissions. The table also indicates the administrative response for each point.

<b>FEE DESCRIPTION</b>	<b>SUBMISSION MADE BY STUDENT GOVERNMENTS</b>	<b>RESPONSE</b>
Application fees	Fees are inappropriate for inclusion in Category 6.	<p>Student governments' perception of Guidelines is that Category 6 is meant to include only co-op fees. This is not the case; Category 6 is defined as administrative user fees and fines.</p> <p>Application fees are not charged to students; they are charged to applicants and therefore fall outside the Guidelines.</p>
Thesis submission fee (SGS)	Fees are inappropriate for inclusion in Category 6.	<p>Fee is included in incorrect category.</p> <p>Fee is charged to enable students to have access to ProQuest to process Canadian theses and dissertations. The University is acting as a broker on behalf of students, and therefore the fee is eligible under category 5.7. Fee will be re-categorized from Category 6 to Category 5.7.</p>
Laboratory supply or equipment fee	Fees are tuition-related fees and not covered under any exemption from Ministry Guidelines. Ministry Guidelines permit fees for equipment rentals that, for the period of rental, come into the individual possession of students (5.5) or are provided to students for exclusive use (5.6). Students submit that because equipment and supplies are not consumable or retainable nor become the property of the student these fees are not compliant.	<p>Equipment and lab supplies are directly consumed by students and are for their exclusive use. Due to physical safety requirements, environmental regulations or the practical implications of working with many types of equipment and supplies (e.g. chemicals), these items are not allowed to be retained by students; they are nonetheless directly consumed by students and did not remain in existence for use by others. Where fees for lab supplies are bundled with other types of fees, divisions will be required to list the individual components separately, and to align them with the appropriate sub-categories.</p>
Building, room, lab access fee	Fees are tuition-related fees and not covered under any exemption from Ministry	In instances where fees are charged for access to space as a compulsory part of a program, the fee will be

FEE DESCRIPTION	SUBMISSION MADE BY STUDENT GOVERNMENTS	RESPONSE
	Guidelines.	removed from the fee schedule effective May 1, 2013, unless a fee is converted to fully refundable deposit. Building/room/lab access fees for the Winter 2013 term will be converted from a compulsory fee to a refundable-deposit fee.
Placements other than co-op work terms	<p>Placement fees may only be charged for placements for which students are being paid.</p> <p>Costs outside the placement function should be prohibited, including payments to the group training/employing the students and networking opportunities. Fees should not cover career services.</p>	<p>Graduate and undergraduate programs across the university charge for various types of student placement, including paid and unpaid co-op placements, paid and unpaid internships, practica, and professional experience opportunities</p> <p>Ministry Guidelines permit institutions to charge compulsory ancillary fees for the total costs of placing students in jobs for work terms.</p> <p>The terminology used in the Ministry Guidelines dates back to 1984, a time when paid co-op placements were virtually the only types of experiential learning available to students. Over the last 25 years experiential learning has evolved to include the many other types of opportunities listed above. In fact, the Ministry's 2012 discussion paper, <i>Strengthening Ontario's Centres of Creativity, Innovation and Knowledge</i> explicitly encourages experiential learning for students. In almost all cases the University's experiential learning opportunities, for which ancillary fees are charged, came into existence after the tuition fee levels were set by the Ministry, and therefore these experiences cannot be considered "tuition-related." In order to provide these highly valued opportunities to students, fees are</p>

FEE DESCRIPTION	SUBMISSION MADE BY STUDENT GOVERNMENTS	RESPONSE
		<p>charged over and above standard tuition rates.</p> <p>The Guidelines permit charging for salaries and benefits of that portion of each position directly related to the provision of placement services and work-term activity. Payment to staff involved in the training or placement are permitted under this portion of the Guidelines.</p>
Access Copyright	<p><b><u>GSU</u></b></p> <p>The University is not acting as a broker between students and a vendor. In order to act as a broker, only students should be able to use the licenses provided through the agreement. However, non-students including faculty are using the license. Additionally, licenses are omitted from the ministry wording of the exemption that the University is slotting this fee under. Nor is this the same as the Cancopy fee as that fee was a system-wide fee and this one is not.</p> <p><b><u>UTSU</u></b></p> <p>Access Copyright ...is not a service that directly benefits students, but an illegal fee that serves to benefit the university, if it benefits anyone at all...there was little consultation with students or faculty prior to signing this agreement with Access Copyright. While the university argues that the fee</p>	<p>This fee is outside the scope of this review. These issues were formally addressed by the University at the Governing Council meeting on October 30, 2012: The President noted that initially a majority of universities had participated in the Association of Universities and Colleges of Canada (AUCC) challenge to the Access Copyright tariff application. The University of Toronto had been a first mover in exiting the litigation and securing a license with Access Copyright. The desire had been to secure the protections of a license at a reasonable price and to build in protection in case the larger AUCC group eventually obtained a license at a lower price, which occurred. In addition, the University had wanted its license to have a short duration, permitting a potential early exit because of pending legal developments on two fronts: the Copyright Bill that had been before Parliament and the then- pending Supreme Court of Canada decisions. He noted that it was Access Copyright's view that the recent Supreme Court decisions had not</p>

<b>FEE DESCRIPTION</b>	<b>SUBMISSION MADE BY STUDENT GOVERNMENTS</b>	<b>RESPONSE</b>
	provides students with protection from copyright infringement, it fails to acknowledge the copyright legislation limitation of fair dealing in education and pedagogy, which by its own virtue protects students from copyright infringement.	dramatically changed the playing field, but that view was not shared by many. He also noted that, as planned, the University had moved forward consistent with these changes in recently publishing new Fair Dealing Guidelines. He concluded that it was still possible for there to be legal actions against the institutions who had opted out of the interim tariff and had not entered into licenses, and that the matter was complex and would continue to evolve. His view was that the University needed to take a progressive and principled approach on fair dealing, and that in the long run the University would like to be in the position to have the widest possible interpretation of its user rights with the least cost.
Student system access fee	The fee appears to pay for student registration to courses through the ROSI system. As this is traditionally a tuition-related expense, it should not be paid through ancillary fees. It does not fall under any of the exemptions. It is being applied as an "other user fees or fines" and is compulsory to enrol in courses, as all students are charged the fee through ROSI.	The fee was established in 1991-92, prior to the introduction of the MTCU Guidelines in 1994 and is therefore grandparented.
International Foundation Year Program	Fee appears to be mandatory to receive a degree and is tuition-related.	The fee is charged for services outside the scope of tuition-related activities. It covers the costs of remedial English and other transitional student services provided to students planning to enrol in a degree program in the future. Non-credit remedial instruction is permitted under category 5.6.

<b>FEE DESCRIPTION</b>	<b>SUBMISSION MADE BY STUDENT GOVERNMENTS</b>	<b>RESPONSE</b>
OSCE Prep and Exam Fee/ Nursing	Fees which are related to exams and exam preparation are tuition-related and are not permissible.	<p>The OSCE preparation is remedial assistance provided to students in advance of taking the OSCE exam. It is non-credit preparation.</p> <p>The OSCE Exam is not part of the academic program; the exam is required for the licensure/registration for Nurse Practitioner designation with the respective College.</p>
Nurse Practitioner Site Visit (out of province)/ Nursing	Appears to be a mandatory examination fee.	This fee is not an examination fee. It is a fee for an optional service that covers the cost of assessing a placement site if a student chooses a site that is not included in the normal pool of placement sites for the program.
Printing/ Medicine (Speech Language Pathology)	Does not fall within the category 5.1 exemption.	Fee is for an optional service and charged only when students choose to print.
Computer Lab Fee / Medicine (OT, PT and/or SLP)	Fees are tuition-related fees and not covered under any exemption from Ministry Guidelines.	<p>Fees are compulsory and charged for use of projector equipment for class-work and for cost of leased computers and software used for class work. Fees are charged whether or not students choose to use equipment.</p> <p>The fees will be removed from the fee schedule effective May 1, 2013 or converted to a fee for optional use of equipment. Fees for the Winter 2013 term will be converted from a compulsory fee to a fee charged only if students have chosen to use the equipment.</p>
All category 5.1 fees/ Medicine (Physical Therapy)	Fees listed as supplies under Category 5.1; wrong category.	Fees will be properly categorized and clarified in the 2013-14 fee schedules.
Student network service	Fees are tuition-related fees and	Fee is for an optional service.

<b>FEE DESCRIPTION</b>	<b>SUBMISSION MADE BY STUDENT GOVERNMENTS</b>	<b>RESPONSE</b>
fees/ Engineering (IBBME)	not covered under any exemption from Ministry Guidelines.	All issues related to IBBME were cleared with MTCU last year and have been resolved.
Accreditation document fee/ Engineering (IBBME)	Fees are tuition-related fees and not covered under any exemption from Ministry Guidelines.	Fee is for an optional service. All issues related to IBBME were cleared with MTCU last year and have been resolved.
Course material fee/ Engineering (IBBME)	Not clear what material is covered by this fee.	Description and communication to students will be clarified in 2013-14 fee schedules and on IBBME website.
Internship placement/ Engineering (IBBME)	Students' interpretation is that placement fees may only be charged for placements for which students are being paid.	See above re: placements other than co-op work terms.
Access to shop machines	Fees are tuition-related fees and not covered under any exemption from Ministry Guidelines.	In instances where fees are charged for access to space as a compulsory part of a program, the fee will be removed from the fee schedule effective May 1, 2013, unless a fee is converted to fully refundable deposit. Building/room/lab access fees for the Winter 2013 term will be converted from a compulsory fee to a refundable-deposit fee.
Mandatory travel except on public transit	Field trip fees may only be charged for transportation on public transit.	Guidelines do not require field trips to limit travel to public transit.
Books, software, manuals	Fees are tuition-related fees and not covered under any exemption from Ministry Guidelines.	Allowable under categories 5.1, 5.4, 5.6.
Photocopy services	Fees are tuition-related fees and not covered under any exemption from Ministry Guidelines.	Fee is for an optional service.

<b>FEE DESCRIPTION</b>	<b>SUBMISSION MADE BY STUDENT GOVERNMENTS</b>	<b>RESPONSE</b>
iClicker	Fees are tuition-related fees and not covered under any exemption from Ministry Guidelines.	See PDAD&C memo #12 2012-13 which states:  It is not permitted to require students to make any of the following purchases in order to complete an assignment, fulfill a participation requirement or take a test: 1. physical items such as "clickers" 2. access to online resources 3. online software applications  Such purchases will no longer be required.
Exam re-reading	Fees are tuition-related fees and not covered under any exemption from Ministry Guidelines.	Fee is for an optional service
Letter of confirmation: request for confirmation of registration.	Fees are tuition-related fees and not covered under any exemption from Ministry Guidelines.	Fee is for an optional service
Course description: confirmation of course content/syllabus provided to alumni upon request for purposes of application to graduate or post-baccalaureate programs	Fees are tuition-related fees and not covered under any exemption from Ministry Guidelines.	Fee is for an optional service
ReFresh Course / Engineering	Fees are tuition-related fees and not covered under any exemption from Ministry Guidelines.	Fee is charged to students no longer enrolled in a degree program. Fee is optional and covers remedial instructions.
Business Cards and Nameplates/ Rotman	Fees are tuition-related fees and not covered under any exemption from Ministry Guidelines.	Fee was charged for an optional service but has now been discontinued.



<b>FEE DESCRIPTION</b>	<b>SUBMISSION MADE BY STUDENT GOVERNMENTS</b>	<b>RESPONSE</b>
Course calendar	Fees are tuition-related fees and not covered under any exemption from Ministry Guidelines.	Fee is charged for optional service; covers cost of printed calendar; all calendars are available online at no charge.
Lockers	Fees are tuition-related fees and not covered under any exemption from Ministry Guidelines.	Fee is for an optional service.
Exam re-read	Fees are tuition-related fees and not covered under any exemption from Ministry Guidelines.	Fee is for an optional service
Course description	Fees are tuition-related fees and not covered under any exemption from Ministry Guidelines.	Fee is for an optional service
Replacement crests/ Nursing	Fees are tuition-related fees and not covered under any exemption from Ministry Guidelines.	Fee is charged for optional material; applies if crest is lost.
Visiting DDS Trainees/ Dentistry	Fees are tuition-related fees and not covered under any exemption from Ministry Guidelines.	Students are not enrolled in degree or BIU-eligible programs; courses are continuing education courses.
Bundled fees	Fees are unclear.	Fees will be unbundled in 2013-14 fee schedules.
Co-op fees/ UTSC	SCSU students expressed concern over the co-op fees "that are quite a bit higher than other universities"	Outside the scope of the review other than to confirm that fees are set at a level to recover costs and no more, and fees include only appropriate costs as defined by MTCU Guidelines.
Fees with more than a 10% increase	Fees have increased at rates above 10%; unclear what the rationale is; no proof that increases are justified by	All fee increases are reviewed by Planning and Budget and supporting information is provided by divisions when increases are proposed. Fee

FEE DESCRIPTION	SUBMISSION MADE BY STUDENT GOVERNMENTS	RESPONSE
	increased costs.	increases sometimes appear high due the fact that they have not seen gradual, annual increases; rather, fees are increased only every few years. Planning and Budget is encouraging divisions to increase fees annually commensurate with increasing costs.

#### ***SECTION 4: NEXT STEPS***

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The following steps are planned over the course of the next year:

- The University will work with divisions to improve the process of communication regarding Category 5 and 6 Ancillary Fees; divisions will be encouraged to include clear information on websites so that students know early on in the decision process when considering a program or a course.
- A primary objective in all communications will be clarity on the purpose of a fee, and whether or not it is for a compulsory service, material or activity.
- A “Best Practices” document, accompanied by an FAQ document, will be developed to provide guidelines and clarification to divisions and students.
- A process will be established to provide students with a forum for seeking clarity and resolving ancillary fee questions.

## ATTACHMENT B

**Ancillary Fees Category 5 - Cost recovery Fees**  
**2011-12**

**5.1 Publications, case studies, laboratory manuals**

			2010-11	2011-12
Applied Science and Engineering	Aerospace	AER 201 supplies	115	115
Applied Science and Engineering	Aerospace	AER 201 course notes	-	60
Applied Science and Engineering	Aerospace	AER 503 course notes	-	20
Applied Science and Engineering	Civil Engineering	CME 358 field book	10	10
Applied Science and Engineering	Electrical Engineering	course notes per page	0.05	0.05
Applied Science and Engineering	IBBME	MHSC and PhD course materials and publications	-	178
Architecture, Landscape & Design		ARC3052YF	80	80
Architecture, Landscape & Design		LAN1041HF	30	40
Architecture, Landscape & Design		LAN1043HS	30	40
Architecture, Landscape & Design		LAN3051HS	40	40
Arts & Science	Cell and Systems Biology	BIO 241H1 lab manual	19	-
Arts & Science	Cell and Systems Biology	CSB 332H1 lab manual	30	30
Arts & Science	Cell and Systems Biology	CSB 349H1 lab manual	35	35
Arts & Science	Physics	Upscale computer paper per page	0.1	0.1
Arts & Science	Sociology	SOC 6707H	-	-
Information	Information & Museum Studies	Photocopy usage fee B/W per page	0.1	0.1
Information	Information & Museum Studies	Photocopy usage fee color per page	-	0.5
Information	Information & Museum Studies	Publications - one time only charge for incoming students	30	30
Information		FIS 1320 Publications	85	85
Management	MBA	MBA Course Packages -Year 1 (2YR pgm)	1,047	1,047
Management	MBA	MBA Course Packages -Year 1 (3 YR PGM)	772	772
Management	MBA	MBA Course Packages -Year 1 (3 YR PGM)	772	772
Management	MBA	MBA Course Packages -Year 2 (3 YR PGM)	276	276
Management	MBA	MBA Course Packages -Year 2 (3 YR PGM)	276	276
Management	MBA	MBA Case Packages -Year 2 (2 YR & 3 YR PGMS) (est.)	16 - 158	16 - 158
Management	Master of Finance	MFIN Course Packages -Year 1	1,349	1,349
Management	Master of Finance	MFIN Course Packages -Year 2	662	662
Medicine	Biochemistry	BCH 471Y	20	20
Medicine	Immunology	IMM 435	10	10

**Ancillary Fees Category 5 - Cost recovery Fees****2011-12****5.1 Publications, case studies, laboratory manuals**

			2010-11	2011-12
Medicine	Molecular genetics	MGY 312 H1Y	10	10
Medicine	Molecular genetics	MGY 432 H1F	7	7
Medicine	Occupational Sci and OT	Year 1	100	75
Medicine	Occupational Sci and OT	Year 2	50	25
Medicine	Physical Therapy	Year 1 (MScPT) supplies	12	12
Medicine	Physical Therapy	Year 2 (MScPT) supplies	20	20
Medicine	Speech Language Pathology	MHSc FT (years 1 and 2)	40	40
Medicine	Speech Language Pathology	MHSc non-degree (each year)	13	13
Medicine	Speech Language Pathology	MHSc PT (each year)	13	13
Medicine	Speech Language Pathology	MSc FT (Years 1 and 2)	40	40
Medicine	Speech Language Pathology	MSc PT (each year)	13	13
Medicine	Speech Language Pathology	PhD FT (each year)	40	40
Medicine	Surgery	ANA 300Y	10	10
Medicine	Doctor of Medicine (UME)	Education Resources Fee	355	355
Medicine	Doctor of Medicine (UME)	Education Resources Fee	345	345
Medicine	Doctor of Medicine (UME)	Education Resources Fee	148	148
Medicine	Doctor of Medicine (UME)	Education Resources Fee	148	148
Nursing	Bachelor of Nursing	Year 1 lab/publications fee	75	75
OISE/UT	CTL	Each graduate course	50-100	50-100
OISE/UT	CTL	Masters of Teaching (M.T.)	-	100
OISE/UT	TPS	Each graduate course	-	12-180
OISE/UT	ICS	HDP 2200H	50	50
OISE/UT	ICS	HDP 2202H	10	10
OISE/UT	ICS	HDP 2210H	40	40
OISE/UT	ICS	HDP 2211H	45	45
OISE/UT	ICS	HDP 2212H	20	40
OISE/UT	ICS	HDP 2230H	20	-
OISE/UT	Undergrad ITE	Elementary program	-	50-100
OISE/UT	Undergrad ITE	Secondary program	-	35-70
OISE/UT	All Partners	Education - Concurrent (CTEP)	-	50-100

**Ancillary Fees Category 5 - Cost recovery Fees****2011-12****5.1 Publications, case studies, laboratory manuals**

			2010-11	2011-12
OISE/UT	All Partners	Education - Concurrent (CTEP)	-	35-70
OISE/UT	Undergrad ITE	B. Ed and Dip. Tech. Ed. Program	50	75
Pharmacy	Bachelors	1st year notes	50	50
Pharmacy	Bachelors	2nd year notes	50	50
Pharmacy	Bachelors	3rd year notes	50	50
Pharmacy	Bachelors	4th year notes	50	50
Physical Education and Health	B. P.H.E.	PHE320H NCCP - coaching certification manuals	85	95
Physical Education and Health	B. P.H.E.	PHE325H lab manual & supplies - gloves, mouthpieces	16	20
Physical Education and Health	B. P.H.E.	PHE225H lab manual & supplies - gloves, mouthpieces	-	20
Physical Education and Health	B. P.H.E.	PHE104H Fitness Kits	-	40
UTM	Biology	BIO 152H5 lab material fee	10	10
UTM	Management	MGT 461H5 copyright/photocopying	70	70
UTM	Management	MGM 300H copyright/photocopying	5	5
UTM	Management	MGT 353H copyright/photocopying	10	10
UTM	Management	MGT 422Hcopyright/photocopying	5	5
UTM	Management	MGT 491H copyright/photocopying	5	5
UTM	MMI	Program fee copyright/photocopying	350	350
UTM	Psychology	PSY 100Y lab manual/software	40	43
UTSC	Computer & Math. Sci.	CSCB36	17	17
UTSC	Humanities	VPAD13H3F manual	36	40
UTSC	Centennial - Joint Program	COPA20Y3 New Media Centennial fee	30	30
UTSC	Centennial - Joint Program	COPA21Y3 Journalism Centennial fee	20	20
UTSC	Centennial - Joint Program	COPA28Y3 Paramedicine (sessions1,2 and 4) Centennial fee	60	95
UTSC	Centennial - Joint Program	COPA22Y3 Paramedicine (session 3) Centennial fee	95	60
UTSC	Centennial - Joint Program	COPA23Y3 Applied Microbiology (formerly industrial Microbiology) Centennial fee	60	60
UTSC	Centennial - Joint Program	COPA24Y3 Env Sci & Tech Centennial fee	60	60
UTSC	Psychology	NROB60	24	24

**Ancillary Fees Category 5 - Cost recovery Fees****2011-12**

<b>5.2 Field trips</b>			<b>2010-11</b>	<b>2011-12</b>
APSC	Civil Engineering	CME 358 survey camp Gull Lake	700	675
APSC	Civil Engineering	CIV 201 Survey Camp	60	85
APSC	Civil Engineering	MIN 225 field trip	-	805
APSC	IBBME	MHSC and PhD BME 1405/1439/1436 field trips to hospitals	-	651
Arts & Science	Anthropology	ANT 311Y Portugal	-	-
Arts & Science	Anthropology	ANT 3330Y Hungary	2,000	-
Arts & Science	Anthropology	ANT 490Y Indonesia	3,200	-
Arts & Science	Centre for Environment	ENV 336H Joker's Hill	-	-
Arts & Science	Ecology & Evolutionary Biology	EEB 321H1 day trips	15	15
Arts & Science	Ecology & Evolutionary Biology	EEB 328H Toronto Zoo	18	18
Arts & Science	Ecology & Evolutionary Biology	EEB 331H Algonquin Park (weekend)	66	50
Arts & Science	Ecology & Evolutionary Biology	EEB 401H New Brunswick	-	-
Arts & Science	Ecology & Evolutionary Biology	EEB 403H Peru	-	1,300
Arts & Science	Ecology & Evolutionary Biology	EEB 404H field course - Koffler Science Reserve	-	-
Arts & Science	Ecology & Evolutionary Biology	EEB 405H Joker's Hill	-	600
Arts & Science	Ecology & Evolutionary Biology	EEB 409H field Course - Algonquin Park (May)	-	1,040
Arts & Science	Ecology & Evolutionary Biology	EEB 410H Algonquin Park	-	700
Arts & Science	Ecology & Evolutionary Biology	ENV 234H1Koffler Sci. Reserve (day trip)	15	20
Arts & Science	Forestry	FOR 200F S. Ont.	20	20
Arts & Science	Forestry	FOR 300S Ontario	50	500
Arts & Science	Forestry	FOR 306S Dominica	2,700	2,700
Arts & Science	Forestry	FOR 418F S. Ont	800	700
Arts & Science	Geography	GGR 100 S. Ont.	20	20
Arts & Science	Geography	GGR 201H S. Ont.	20	20
Arts & Science	Geography	GGR 205H S. Ont.	20	20
Arts & Science	Geography	GGR 301H S. Ont.	20	20
Arts & Science	Geography	GGR 332H S. Ont.	20	-
Arts & Science	Geography	GGR 373H S. Ont.	21	21
Arts & Science	Geography	GGR 381H Envir Experiential Learning	-	1,000
Arts & Science	Geography	GGR 382H New York	1,000	-

**Ancillary Fees Category 5 - Cost recovery Fees****2011-12****5.2 Field trips**

			2010-11	2011-12
Arts & Science	Geography	GGR 390H Quebec	700	700
Arts & Science	Geography	PLA 1101H Germany	2,000	2,000
Arts & Science	Geography	PLA 1150H Indonesia	2,600	2,600
Arts & Science	Geography	Planning students yearly N.A. destination	400	600
Arts & Science	Geology	GLG 206H S. Ontario	65	65
Arts & Science	Geology	GLG 216H S. Ontario	65	65
Arts & Science	Geology	GLG 340H Whitefish Falls	400	400
Arts & Science	Geology	GLG 445H Benny Belt	400	400
Arts & Science	Geology	GLG 448H Chalk River	400	400
Arts & Science	Woodsworth	Summer Abroad Site Service Fee - Australia (course field trips)	140	140
Arts & Science	Woodsworth	Summer Abroad Site Service Fee - Central Europe Brno (course field trips & readings)	900	900-1,100
Arts & Science	Woodsworth	Summer Abroad Site Service Fee - China, Hong Kong (course field trips)	110-665	115-560
Arts & Science	Woodsworth	Summer Abroad Site Service Fee - China, Shanghai (course field trips)	500	340
Arts & Science	Woodsworth	Summer Abroad Site Service Fee - Ecuador (course field trips incl. transportation, room & board)	4,270	3,950
Arts & Science	Woodsworth	Summer Abroad Site Service Fee - England Oxford (course field trips)	130-455	110-320
Arts & Science	Woodsworth	Summer Abroad Site Service Fee - France Tours (course field trips)	275	250
Arts & Science	Woodsworth	Summer Abroad Site Service Fee - Germany Berlin (course field trips & transit pass)	410-500	260-665
Arts & Science	Woodsworth	Summer Abroad Site Service Fee - India Mumbai (course field trips)	-	170
Arts & Science	Woodsworth	Summer Abroad Site Service Fee - Italy Siena (course field trips)	200-685	310-775
Arts & Science	Woodsworth	Summer Abroad Site Service Fee - Jordan, Madaba (course field trips incl. transportation, room & board)	2,700	2,700
Arts & Science	Woodsworth	Summer Abroad Site Service Fee - Kenya (course field trips incl. transportation, room & board)	3,890	3,968
Arts & Science	Woodsworth	Summer Abroad Site Service Fee - Southeastern Europe Graz (course field trips)	900	1,100
Forestry		FOR 1585 Ontario/Quebec	700	700
Forestry		FOR 3001F Ontario	500	550
Forestry		FOR 3002F Ontario	30.00	30
Forestry		FOR 3010H Ontario	50.00	75
Forestry		FOR 3011H Brazil	2,300	2,500
Management	MBA	China Study Tour	3,500	3,500
Management	MBA	India Study Tour	3,500	3,500
Management	MBA	European Study Tour	2,500	2,500

**Ancillary Fees Category 5 - Cost recovery Fees****2011-12****5.2 Field trips**

			2010-11	2011-12
Management	MBA	Africa Study Tour	3,500	3,500
Management	MBA	Middle East Study Tour	4,500	4,500
Management	MBA	West Coast Study Tour	2,000	2,000
Medicine	Physical Therapy	Year 1 patient simulation session - FIELD TRIP	18	18
OISE/UT	Undergrad ITE	Elementary and Secondary programs	-	20-125
OISE/UT	All Partners	Education - Concurrent (CTEP)	-	20-125
Pharmacy	Bachelors	PHM224Y1 pharmaceutical companies	19	19
PEH	B. P.H.E.	Option to Year III - Whitewater	225	277
PEH	B. P.H.E.	Option to year III camp - winter camp	225	271
PEH	B. P.H.E.	Year I camp	330	373
PEH	B. P.H.E.	Year II camp	330	373
PEH	B. P.H.E.	Year III camp	275	333
UTM	Anthropology	ANT 306H5F lab costs for field school	35	35
UTM	Anthropology	ANT 318H5F lab costs for field school	100	100
UTM	Biology	BIO 333H field trip	75	75
UTM	Biology	BIO 335H field trip and Lab materials fee	25	75
UTM	CCIT	CCT 390H5 Admin. Time for student Japan exchange	100	100
UTM	Chemical & Physical Sciences	ERS 201H Bancroft/Algonquin	75	75
UTM	Chemical & Physical Sciences	ERS 325H Whitefish Falls	400	400
UTM	Environment	ENV 331 field trip	1,500	1,700
UTM	Geography	GGR 379 field trip	600	600
UTM	Geography	GGR 389 field trip	600	600
UTSC	Humanities	VPDB04H3F live theatre performance tickets for 5 plays	132	140
UTSC	Humanities	VPDB10H3F live theatre performance tickets (1 play)	-	35
UTSC	Physical & Env. Sciences	EESA06S Field Trip	30	30
UTSC	Physical & Env. Sciences	EESB05F Field Trip	10	15
UTSC	Physical & Env. Sciences	EESB15F Field Trip	30	40
UTSC	Physical & Env. Sciences	ENV1108S Field camp Course	450	450
UTSC	Physical & Env. Sciences	EESC13F Field Trip	10	15
UTSC	Physical & Env. Sciences	EESC16 / EED07 Field Camp Course	120	120



**Ancillary Fees Category 5 - Cost recovery Fees****2011-12****5.2 Field trips**

			<b>2010-11</b>	<b>2011-12</b>
UTSC	Physical & Env. Sciences	EESC31F Field Trip	40	50

**Ancillary Fees Category 5 - Cost recovery Fees****2011-12****5.3 Clothing****2010-11 2011-12**

			2010-11	2011-12
Applied Science and Engineering	Chemical Engineering	CHE 113 lab coat	18	18
Applied Science and Engineering	Chemical Engineering	CHE 204 lab coat	18	18
Applied Science and Engineering	Chemical Engineering	CHE 311 lab coat	18	18
Applied Science and Engineering	Chemical Engineering	CHE 326 lab coat	18	18
Applied Science and Engineering	Chemical Engineering	CHE 324 lab coat	18	18
Applied Science and Engineering	Chemical Engineering	CHE 391 lab coat	18	18
Applied Science and Engineering	Chemical Engineering	CHE 393 lab coat	18	18
Applied Science and Engineering	Chemical Engineering	CHE 466 lab coat	18	18
Applied Science and Engineering	Chemical Engineering	CHE 113 project materials	4	4
Arts & Science	Forestry	FOR 301F Ontario	600	600
Dentistry	Anaesthesia	Anaesthesia - Clinical wear	33	33
Dentistry	Endodontics	Endodontics - Clinical wear	15	15
Dentistry	Oral Pathology	Oral Pathology - Clinical wear	8	8
Dentistry	Oral Radiology	Oral Radiology - Clinical wear	8	8
Dentistry	Orthodontics	Orthodontics - Clinical wear	12	12
Dentistry	Paediatric Dentistry	Paediatric Dent. - Clinical wear	12	12
Dentistry	Periodontics	Periodontics - Clinical wear	48	49
Dentistry	Prosthodontics	Prosthodontics - Clinical wear	12	12
Physical Education and Health	B. P.H.E.	ANA126Y lab coat, gloves & dissecting kit	11	15
Physical Education and Health	Concurrent Teacher Education Program (CTEP)	CTEP Uniform - Clothing (estimated)	85	85

**Ancillary Fees Category 5 - Cost recovery Fees****2011-12****5.4 Equipment purchases that become the property of students**

			2010-11	2011-12
Applied Science and Engineering	Chemical Engineering	CHE 113 safety glasses	10	10
Applied Science and Engineering	Chemical Engineering	CHE 204 safety glasses	10	10
Applied Science and Engineering	Chemical Engineering	CHE 311 hard hat replacement	7	7
Applied Science and Engineering	Chemical Engineering	CHE 311 safety glasses	10	10
Applied Science and Engineering	Chemical Engineering	CHE 326 safety glasses	10	10
Applied Science and Engineering	Chemical Engineering	CHE 324 hard hat replacement	7	7
Applied Science and Engineering	Chemical Engineering	CHE 324 project materials	5	5
Applied Science and Engineering	Chemical Engineering	CHE 324 safety glasses	10	10
Applied Science and Engineering	Chemical Engineering	CHE 393 hard hat replacement	15	7
Applied Science and Engineering	Chemical Engineering	CHE 393 safety glasses	10	10
Applied Science and Engineering	Chemical Engineering	CHE 204 notebook	15	15
Applied Science and Engineering	Chemical Engineering	CHE 204 nitrile gloves	16	16
Applied Science and Engineering	Chemical Engineering	CHE 311 notebook	15	15
Applied Science and Engineering	Chemical Engineering	CHE 326 notebook	15	15
Applied Science and Engineering	Chemical Engineering	CHE 324 notebook	15	15
Applied Science and Engineering	Chemical Engineering	CHE 391 notebook	15	15
Applied Science and Engineering	Chemical Engineering	CHE 430 notebook	15	15
Applied Science and Engineering	Chemical Engineering	EDC 430 notebook	15	-
Arts & Science	Cell and Systems Biology	BIO 130H1S Lab coat and safety glasses if needed	25	25
Arts & Science	Cell and Systems Biology	BIO 230H1S Lab coat and safety glasses if needed	25	25
Arts & Science	Cell and Systems Biology	BIO 240H1 lab coat and safety glasses if needed	25	-
Arts & Science	Cell and Systems Biology	BIO 241H1 lab coat and safety glasses if needed	25	-
Arts & Science	Cell and Systems Biology	CSB 350H1 lab coat and safety glasses if needed	25	25
Arts & Science	Cell and Systems Biology	CSB 474H1F lab coat if needed	16	16
Management		Business Cards	50	50
Management		Brass Name Plates	28	28
Management		Replacement Name Tent Cards	5	5
Medicine	Occupational Sci and OT	Year 1 mask fitting test	40	40
Medicine	Physical Therapy	Year 1 mask fitting test	40	60
Medicine	Speech Language Pathology	MHSc FT and PT (year 1) mask fitting/photo ID	50	50

**Ancillary Fees Category 5 - Cost recovery Fees****2011-12****5.4 Equipment purchases that become the property of students**

			2010-11	2011-12
Medicine	Speech Language Pathology	MHSc FT (year 1)	20	20
Medicine	Speech Language Pathology	MHSc non-degree (each year)	17	17
Medicine	Speech Language Pathology	MHSc PT (year 1)	17	17
Medicine	Speech Language Pathology	MSc FT (Years 1)	25	25
Medicine	Speech Language Pathology	MSc PT (Years 1)	17	17
Medicine	Speech Language Pathology	PhD FT (each year)	25	25
Nursing	Bachelor of Nursing	Year 1 access fob	15	15
Nursing	Bachelor of Nursing	Year 1 iClicker wireless module	20	20
Nursing	Bachelor of Nursing	Year 2 lab/publications fee	75	75
Nursing	Master of Nursing (All Fields)	Year 1 access fob	15	15
Nursing	Master of Nursing (NP Field)	Year 1 OSCE Preparation and Exam Fee	-	120
Nursing	Doctor of Philosophy in Nursing	Year 1 access fob	15	15
Pharmacy	Bachelors	2nd year Equipment pipette bulb- if needed	8	8
Pharmacy	Bachelors	2nd year Equipment safety glasses - if needed	4	4
Pharmacy	Bachelors	2nd year Equipment spatulas - if needed	3	3
UTM	Forensic Science	FSC 306H single-use materials such as tyvek suits, gloves,etc.	35	35
UTSC	Humanities	VPSA71H3S sculpture materials (plywood sheets)	-	50
UTSC	Humanities	VPSB63H3F sculpture materials (plywood sheets)	-	50
UTSC	Humanities	VPSB86H3S sculpture materials (stock aluminum)	25	25

**Ancillary Fees Category 5 - Cost recovery Fees****2011-12****5.5 Equipment rentals that, for the period of the rental, come into the individual possession of students**

			2010-11	2011-12
Architecture, Landscape & Design	AH MARC 1	Facilities 24/7 access	-	150
Architecture, Landscape & Design	AH MARC 1	Workshop/Computer/A/V	-	150
Architecture, Landscape & Design	AH MARC 2	Facilities 24/7 access	-	150
Architecture, Landscape & Design	AH MARC 2	Workshop/Computer/A/V	-	150
Architecture, Landscape & Design	AH MARC 3	Facilities 24/7 access	-	150
Architecture, Landscape & Design	AH MARC 3	Workshop/Computer/A/V	-	150
Architecture, Landscape & Design	AH MARC 4	Facilities 24/7 access	-	75
Architecture, Landscape & Design	AH MARC 4	Workshop/Computer/A/V	-	75
Architecture, Landscape & Design	AH MLA 1	Facilities 24/7 access	-	150
Architecture, Landscape & Design	AH MLA 1	Workshop/Computer/A/V	-	150
Architecture, Landscape & Design	AH MLA 2	Facilities 24/7 access	-	150
Architecture, Landscape & Design	AH MLA 2	Workshop/Computer/A/V	-	150
Architecture, Landscape & Design	AH MLA 3	Facilities 24/7 access	-	150
Architecture, Landscape & Design	AH MLA 3	Workshop/Computer/A/V	-	150
Architecture, Landscape & Design	AH MUD 1	Facilities 24/7 access	-	150
Architecture, Landscape & Design	AH MUD 1	Workshop/Computer/A/V	-	150
Architecture, Landscape & Design	AH MUD 2	Facilities 24/7 access	-	150
Architecture, Landscape & Design	AH MUD 2	Workshop/Computer/A/V	-	150
Architecture, Landscape & Design		Facilities 24/7 access w computer access	300	-
Architecture, Landscape & Design	AH MARC 1	FOB Access fee (new students)	25	25
Architecture, Landscape & Design	AH MLA 1	FOB Access fee (new students)	25	25
Architecture, Landscape & Design	AH MUD 1	FOB Access fee (new students)	25	25
Architecture, Landscape & Design		FOB Access fee advanced & post-professional	25	25
Architecture, Landscape & Design		Lockers Large	25	-
Architecture, Landscape & Design		Lockers Small	25	-
Architecture, Landscape & Design		Lockers	-	25
Dentistry	DDS Year 1	DDS Year 1 - Rental of Phantom Heads	178	181
Dentistry	DDS Year 1	DDS Year 1 - Models	14	14
Dentistry	DDS Year 2	DDS Year 2 - Models	206	209
Dentistry	DDS Year 2	DDS Year 2 - Rental of Phantom Heads	178	181

**Ancillary Fees Category 5 - Cost recovery Fees****2011-12**

<b>5.5 Equipment rentals that, for the period of the rental, come into the individual possession of students</b>			<b>2010-11</b>	<b>2011-12</b>
Dentistry	DDS Year 3	DDS Year 3 - Models	182	185
Dentistry	DDS Year 3	DDS Year 3 - Rental of Phantom Heads	178	181
Dentistry	DDS Year 4	DDS Year 4 - Models	13	13
Dentistry	IDAPP	IDAPP - Rental of Phantom Heads	72	73
Dentistry	IDAPP	IDAPP - Models	74	75
Management		Lockers - small	5	5
Management		Lockers - large	11	11
Medicine	Physical Therapy	Year 1 Equipment Rental	10	35
Medicine	Physical Therapy	Year 2 Equipment Rental	10	35
Medicine	Speech Language Pathology	MSc FT (each year) printing computer, software license	-	25
Medicine	Speech Language Pathology	PhD FT (each year) printing computer, software license	-	25
Medicine	Speech Language Pathology	MHSc FT (each year) printing computer, software license	30	55
Medicine	Speech Language Pathology	MHSc PT (each year) printing computer, software license	15	28
Music		Building Access FOB	25	25
Music		Locker / lock rental	30	30
Music		Music/Instrumental Fee - Grad Professional	250	250
Music		Music/Instrumental Fee - Undergraduates	250	250
Music		Practice/Key Issue Fee	20	20
Music		Recital Recording Fee recital courses	45	45
UTSC	Computer & Math. Sci.	Key deposits refund when key is returned)	20	20
UTSC	Humanities	VPSA72H3S photography equipment rental	75	75
UTSC	Humanities	VPSA73H3S video equipment rental	-	50
UTSC	Humanities	VPSB75H3F photography equipment rental	-	50
UTSC	Humanities	VPSB76H3F video editing lab costs	-	75
UTSC	Humanities	VPSC58H3S photography lab costs	75	75

**Ancillary Fees Category 5 - Cost recovery Fees****2011-12****5.6 Other goods and services provided individually to students for their exclusive use****2010-11 2011-12**

			2010-11	2011-12
Applied Science and Engineering	Civil Engineering	all office and desk key deposits	-	20
Applied Science and Engineering	Civil Engineering	all building key deposits	-	40
Applied Science and Engineering	Civil Engineering	all FOB deposits - graduate students	-	30
Applied Science and Engineering	Civil Engineering	all FOB deposits - undergraduate students	-	25
Applied Science and Engineering	Mechanical & Industrial Engineering	all courses advanced machining	250	250
Applied Science and Engineering	Mechanical & Industrial Engineering	all courses GB basic machining	250	250
Applied Science and Engineering	Mechanical & Industrial Engineering	all courses lab, office key	10	30
Applied Science and Engineering	IBBME	MHSC and PhD student network services	-	337
Architecture		Summer workshop non credit	300	300
Arts & Science	Anthropology	ARH 306Y Field supplies	-	30
Arts & Science	Cell and Systems Biology	BIO 130H1 lab materials fee	25	25
Arts & Science	Cell and Systems Biology	BIO 230H1 lab materials fee	25	25
Arts & Science	Cell and Systems Biology	BIO 240H1 lab materials fee	25	-
Arts & Science	Cell and Systems Biology	BIO 241H1 lab materials fee	25	-
Arts & Science	Cell and Systems Biology	BIO 255Y1 lab materials fee	50	50
Arts & Science	Cell and Systems Biology	BIO 270H1 lab materials fee	25	25
Arts & Science	Cell and Systems Biology	BIO 271H lab materials fee	25	25
Arts & Science	Cell and Systems Biology	CSB 328H1 lab materials fee	25	25
Arts & Science	Cell and Systems Biology	CSB 330H1 lab materials fee	25	25
Arts & Science	Cell and Systems Biology	CSB 350H1 lab materials fee	25	25
Arts & Science	Cell and Systems Biology	CSB 431H1 lab materials fee	25	25
Arts & Science	Cell and Systems Biology	CSB 474H1 lab materials fee	25	25
Arts & Science	Cell and Systems Biology	CSB 497H1 lab materials fee	25	25
Arts & Science	Cell and Systems Biology	CSB 498Y lab materials fee	50	50
Arts & Science	Cell and Systems Biology	CSB 499Y lab materials fee	50	50
Arts & Science	Chemistry	CHM 138H1 lab materials fee	25	25
Arts & Science	Chemistry	CHM 139H1 lab materials fee	25	25
Arts & Science	Chemistry	CHM 151Y1 lab materials fee	50	50
Arts & Science	Chemistry	CHM 217H1 lab materials fee	25	25
Arts & Science	Chemistry	CHM 238Y1 lab materials fee	50	50

**Ancillary Fees Category 5 - Cost recovery Fees****2011-12****5.6 Other goods and services provided individually to students for their exclusive use****2010-11 2011-12**

			2010-11	2011-12
Arts & Science	Chemistry	CHM 247H1 lab materials fee	25	25
Arts & Science	Chemistry	CHM 249H1 lab materials fee	25	25
Arts & Science	Chemistry	CHM 317H1 lab materials fee	25	25
Arts & Science	Chemistry	CHM 327H1 lab materials fee	25	25
Arts & Science	Chemistry	CHM 338H1 lab materials fee	25	25
Arts & Science	Chemistry	CHM 343H1 lab materials fee	25	25
Arts & Science	Chemistry	CHM 348H1 lab materials fee	25	25
Arts & Science	Chemistry	CHM 379H1 lab materials fee	25	25
Arts & Science	Chemistry	CHM 410H1 lab materials fee	25	25
Arts & Science	Chemistry	CHM 417H1 lab materials fee	25	25
Arts & Science	Chemistry	CHM 438H1 lab materials fee	25	25
Arts & Science	Chemistry	CHM 441H1 lab materials fee	25	25
Arts & Science	Ecology & Evolutionary Biology	BIO 120H1 lab materials fee	25	25
Arts & Science	Ecology & Evolutionary Biology	BIO 150Y1 lab materials fee	50	-
Arts & Science	Ecology & Evolutionary Biology	BIO 220H1 lab materials fee	25	25
Arts & Science	Ecology & Evolutionary Biology	BIO 251H1 lab materials fee	-	25
Arts & Science	Ecology & Evolutionary Biology	BIO 251Y1 lab materials fee	50	-
Arts & Science	Ecology & Evolutionary Biology	EEB 263Y1 lab materials fee	50	50
Arts & Science	Ecology & Evolutionary Biology	EEB 266H1 lab materials fee	25	25
Arts & Science	Ecology & Evolutionary Biology	EEB 267H1 lab materials fee	-	-
Arts & Science	Ecology & Evolutionary Biology	EEB 268H1 lab materials fee	-	25
Arts & Science	Ecology & Evolutionary Biology	EEB 319H1 lab materials fee	25	26
Arts & Science	Ecology & Evolutionary Biology	EEB 321H1 lab materials fee	-	-
Arts & Science	Ecology & Evolutionary Biology	EEB 322H1 lab materials fee	25	25
Arts & Science	Ecology & Evolutionary Biology	EEB 330H1 lab materials fee	25	25
Arts & Science	Ecology & Evolutionary Biology	EEB 331H1 lab materials fee	25	25
Arts & Science	Ecology & Evolutionary Biology	EEB 337H1 lab materials fee	25	25
Arts & Science	Ecology & Evolutionary Biology	EEB 340H1 lab materials fee	25	25
Arts & Science	Ecology & Evolutionary Biology	EEB 356H1 lab materials fee	25	25
Arts & Science	Ecology & Evolutionary Biology	EEB 360H1 lab materials fee	25	25



**Ancillary Fees Category 5 - Cost recovery Fees****2011-12**

<b>5.6 Other goods and services provided individually to students for their exclusive use</b>			<b>2010-11</b>	<b>2011-12</b>
Arts & Science	Ecology & Evolutionary Biology	EEB 466H1 lab materials fee	-	25
Arts & Science	Ecology & Evolutionary Biology	ENV 234Y1 lab materials fee	50	-
Arts & Science	Ecology & Evolutionary Biology	ENV334H lab materials fee	-	25
Arts & Science	Ecology & Evolutionary Biology	ENV 234H1 lab materials fee	-	25
Arts & Science	English	ENG 434H1 materials fee	-	100
Arts & Science	Geology	ENV 315H1 lab materials fee	25	25
Arts & Science	New College	International Foundations Prog Domestic Ancillary fee	19,465	20,286
Arts & Science	New College	International Foundations Prog International Ancillary fee	-	25,081
Arts & Science	Art	VIS 130H1 Art supplies	50	50
Arts & Science	Art	VIS 201H1 Art supplies	50	50
Arts & Science	Art	VIS 202H1 Art supplies	100	100
Arts & Science	Art	VIS 203H1 Art supplies	100	100
Arts & Science	Art	VIS 204H1 Art supplies	60	60
Arts & Science	Art	VIS 205H1 Art supplies	25	25
Arts & Science	Art	VIS 206H1 Art supplies	150	150
Arts & Science	Art	VIS 207H1 Art supplies	150	150
Arts & Science	Art	VIS 211H1 Art supplies	25	25
Arts & Science	Art	VIS 212H1 Art supplies	50	50
Arts & Science	Art	VIS 213H1 Art supplies	50	50
Arts & Science	Art	VIS 217H1 Art supplies	100	100
Arts & Science	Art	VIS 218H1 Art supplies	100	100
Arts & Science	Art	VIS 220H1 Art supplies	50	50
Arts & Science	Art	VIS 301H1 Art supplies	15	15
Arts & Science	Art	VIS 302H1 Art supplies	75	75
Arts & Science	Art	VIS 303H1 Art supplies	100	100
Arts & Science	Art	VIS 304H1 Art supplies	50	50
Arts & Science	Art	VIS 306H1 Art supplies	50	50
Arts & Science	Art	VIS 308H1 Art supplies	60	60
Arts & Science	Art	VIS 309H1 Art supplies	150	150
Arts & Science	Art	VIS 312H1 Art supplies	50	50

**Ancillary Fees Category 5 - Cost recovery Fees****2011-12****5.6 Other goods and services provided individually to students for their exclusive use****2010-11 2011-12**

			2010-11	2011-12
Arts & Science	Art	VIS 313H1 Art supplies	50	50
Arts & Science	Art	VIS 318H1 Art supplies	100	100
Arts & Science	Art	VIS 323H1 Art supplies	50	-
Arts & Science	University College	Playhouse pass	25	25
Information	Information & Museum Studies	Laser usage fee B/W per page	0.1	0.1
Information	Information & Museum Studies	Laser usage fee color per page	0.5	0.5
Information	Information & Museum Studies	Laser usage fee poster printing per linear foot	10	10
Information	Information & Museum Studies	One time only locker rental per term	5	5
Information	Information & Museum Studies	One time only locker rental per year	10	10
Management	MBA	MBA Student Electronic Collaborative	210	210
Management	MBA	MBA Student Electronic Collaborative	210	210
Management	MBA	PACE Professional Skills Training - 2YR MBA - Year 1	100	100
Management	MBA	PACE Professional Skills Training - 2YR MBA - Year 2	46	46
Management	MBA	PACE Professional Skills Training - 3YR MBA - Year 1	90	90
Management	MBA	PACE Professional Skills Training - 3YR MBA - Year 2	28	28
Management	MBA	PACE Professional Skills Training - 3YR MBA - Year 3	28	28
Management	MBA	PACE Professional Skills Training - 3YR MBA - Year 1	90	90
Management	MBA	PACE Professional Skills Training - 3YR MBA - Year 2	28	28
Management	MBA	PACE Professional Skills Training - 3YR MBA - Year 3	28	28
Management	MBA	3YR Morning MBA Catering - Year 1	876	876
Management	MBA	3YR Morning MBA Catering - Year 2	370	370
Management	MBA	3YR Morning MBA Catering - Year 3	510	510
Management	MBA	Academic Workshops & Professional Training programs - MS Excel Basic	40	40
Management	MBA	Academic Workshops & Professional Training programs - MS Excel Intermediate	40	40
Management	MBA	Academic Workshops & Professional Training programs - Financial Modeling/Academic Skills	105	105
Management	Master of Finance	MFIN Student Electronic Collaborative	210	210
Management	Master of Finance	Academic Workshops & Professional Training - MFin Academic Fundamentals: Economics	300	300
Management	Master of Finance	Academic Workshops & Professional Training - MFin Academic Fundamentals: Finance	300	300
Management	Master of Finance	Academic Workshops & Professional Training - MFin Academic Fundamentals: Accounting	300	300
Management	Master of Finance	Academic Workshops & Professional Training - MFin Academic Fundamentals: Quantitative	300	300

**Ancillary Fees Category 5 - Cost recovery Fees****2011-12****5.6 Other goods and services provided individually to students for their exclusive use****2010-11 2011-12**

			2010-11	2011-12
Management	Master of Finance	Academic Workshops & Professional Training - MFin Skill Fundamentals: Advanced Excel	50	50
Management	Master of Finance	Academic Workshops & Professional Training - MFin Skill Fundamentals: Visual Basic	75	75
Management	Master of Finance	Academic Workshops & Professional Training - MFin Skill Fundamentals: Presentation Skills	150	150
Management	Master of Finance	Academic Workshops & Professional Training - MFin Advanced Skills: Advanced Modeling	150	150
Management	Master of Finance	MFIN Catering - Year 1	1,075	1,075
Management	Master of Finance	MFIN Catering - Year 2	785	785
Management		Access Card	10	15
Management		Blank Computer Disks	2	2
Management		Laser printing fee per page	0.15	0.15
Management		Program orientation - FT	340	340
Management		Transparencies	0.50	0.50
Management		Pre-MBA Course - FT	100	100
Management		Pre-MBA Course - PT	100	100
Management		Dining Etiquette Dinner	25	25
Management		Finding Your Voice ESL Program (International Student Orientation)	500	500
Medicine	Molecular genetics	Refundable Key Deposit	50	50
Medicine	Occupational Sci and OT	Year 1 computer lab	-	25
Medicine	Occupational Sci and OT	Year 2 computer lab	-	25
Medicine	Occupational Sci and OT	Year 1 fieldwork badge	10	10
Medicine	Occupational Sci and OT	Year 1 building security access card	-	10
Medicine	Radiation Sciences	MD BMRS A/B/C year 1	650	689
Medicine	Radiation Sciences	MD BMRS A/B/C year 2	520	525
Medicine	Radiation Sciences	MD BMRS A/B/C year 3	325	346
Nursing	Bachelor of Nursing	Year 1 mask fitting test	45	45
Nursing	Bachelor of Nursing	Year 1 simulation lab consumables	85	85
Nursing	Bachelor of Nursing	Year 2 simulation lab consumables	120	120
Nursing	Master of Nursing (NP Field)	Year 1 simulation lab Supplies/consumables	100	100
Nursing	Master of Nursing (NP Field)	Year 2 Simulation Lab Supplies/consumables	100	100
OISE/UT	Undergrad ITE	Elementary and Secondary programs	-	20-125
OISE/UT	All Partners	Education - Concurrent (CTEP)	-	20-125

**Ancillary Fees Category 5 - Cost recovery Fees****2011-12****5.6 Other goods and services provided individually to students for their exclusive use****2010-11 2011-12**

			2010-11	2011-12
Pharmacy	Bachelors	1st year 'Other' card reader	10	10
Social Work		MSW Student 300 Pages of Printing	20	20
Social Work		MSW Student 700 Pages of Printing	40	40
UTM	Biology	BIO 153H Lab materials fee	10	10
UTM	Biology	BIO 204H Lab materials fee	10	10
UTM	Biology	BIO 215H Lab materials fee	15	15
UTM	Biology	BIO 311H Lab materials fee	50	50
UTM	Biology	BIO 314H Lab materials fee	10	10
UTM	Biology	BIO 318Y Lab materials fee	20	20
UTM	Biology	BIO 325H Lab materials fee	8	8
UTM	Biology	BIO 338H Lab materials fee	8	8
UTM	Biology	BIO 354H Lab materials fee	25	35
UTM	Biology	BIO 370Y Lab materials fee	30	30
UTM	Biology	BIO 409H Lab materials fee	30	30
UTM	Institute of Communication & Culture	CCIT/AAH Adobe Software Fee`	150	150
UTM	Art and Art History	FAS 143H5 Y studio support fee	60	60
UTM	Art and Art History	FAS 145H5 Y studio support fee	60	60
UTM	Art and Art History	FAS 146H5 Y studio support fee	110	110
UTM	Art and Art History	FAS 147H5 Y studio support fee	110	110
UTM	Art and Art History	FAS 232H5 Y studio support fee	110	110
UTM	Art and Art History	FAS 234H5 Y studio support fee	110	110
UTM	Art and Art History	FAS 243H5 Y studio support fee	60	60
UTM	Art and Art History	FAS 245H5 Y studio support fee	60	60
UTM	Art and Art History	FAS 246H5 Y studio support fee	110	110
UTM	Art and Art History	FAS 247H5 Y studio support fee	110	110
UTM	Art and Art History	FAS 248H5 Y studio support fee	100	100
UTM	Art and Art History	FAS 330Y5 Y studio support fee	120	120
UTM	Art and Art History	FAS 334Y5 Y studio support fee	150	150
UTM	Art and Art History	FAS 343Y5 Y studio support fee	150	150
UTM	Art and Art History	FAS 345Y5 Y studio support fee	150	150

**Ancillary Fees Category 5 - Cost recovery Fees****2011-12****5.6 Other goods and services provided individually to students for their exclusive use****2010-11 2011-12**

			2010-11	2011-12
UTM	Art and Art History	FAS 346Y5 Y studio support fee	220	220
UTM	Art and Art History	FAS 347Y5 Y studio support fee	220	220
UTM	Art and Art History	FAS 348Y5 Y studio support fee	120	120
UTM	Art and Art History	FAS 349Y5 studio support fee	220	220
UTM	Art and Art History	FAS 434Y5 Y studio support fee	150	150
UTM	Art and Art History	FAS 443Y5 studio support fee	120	120
UTM	Art and Art History	FAS 445Y5 Y studio support fee	120	120
UTM	Art and Art History	FAS 446Y5 studio support fee	220	220
UTM	Art and Art History	FAS 447Y5 Y studio support fee	220	220
UTM	Art and Art History	FAS 448Y5 Y studio support fee	120	120
UTM	Art and Art History	FAS 450Y5 Y studio support fee	120	120
UTM	Art and Art History	FAS 451H5 Y studio support fee	60	60
UTM	Art and Art History	FAS 452H5 Y studio support fee	60	60
UTM	Art and Art History	FAS 453H5 studio support fee	60	60
UTM	Art and Art History	FAS 454H5 studio support fee	80	80
UTM	Art and Art History	FAS 455H5 studio support fee	60	60
UTM	Chemical & Physical Sciences	CHM 110H Lab Materials Fee	-	25
UTM	Chemical & Physical Sciences	CHM 120H Lab Materials Fee	-	25
UTM	Chemical & Physical Sciences	CHM 140Y Lab Materials Fee	50	-
UTM	Chemical & Physical Sciences	CHM 211H Lab Materials Fee	25	25
UTM	Chemical & Physical Sciences	CHM 221H Lab Materials Fee	25	25
UTM	Chemical & Physical Sciences	CHM 231H Lab Materials Fee	25	25
UTM	Chemical & Physical Sciences	CHM 243H Lab Materials Fee	25	25
UTM	Chemical & Physical Sciences	CHM 371H Lab Materials Fee	50	50
UTM	Chemical & Physical Sciences	CHM 391H Lab Materials Fee	50	50
UTM	Chemical & Physical Sciences	CHM 393H Lab Materials Fee	50	50
UTM	Chemical & Physical Sciences	ERS 120H Lab Materials Fee	15	15
UTM	Chemical & Physical Sciences	ERS 201H Lab Materials Fee	-	15
UTM	Chemical & Physical Sciences	ERS 202H Lab Materials Fee	15	15
UTM	Chemical & Physical Sciences	ERS 203H Lab Materials Fee	15	15

**Ancillary Fees Category 5 - Cost recovery Fees****2011-12****5.6 Other goods and services provided individually to students for their exclusive use****2010-11 2011-12**

			2010-11	2011-12
UTM	Chemical & Physical Sciences	PHY 135Y Lab Materials Fee	25	-
UTM	Chemical & Physical Sciences	PHY 136H Lab Materials Fee	-	25
UTM	Chemical & Physical Sciences	PHY 137H Lab Materials Fee	-	25
UTM	Chemical & Physical Sciences	PHY 242H Lab Materials Fee	25	25
UTM	Chemical & Physical Sciences	PHY 245H Lab Materials Fee	25	25
UTM	Chemical & Physical Sciences	PHY 247H Lab Materials Fee	25	25
UTM	Chemical & Physical Sciences	PHY 324H Lab Materials Fee	25	25
UTM	English and Drama	DRS 121H5 studio support fee	60	60
UTM	English and Drama	DRS 122H5 studio support fee	60	60
UTM	English and Drama	DRS 221H5 studio support fee	60	60
UTM	English and Drama	DRS 222H5 studio support fee	60	60
UTM	English and Drama	DRS 321H5 studio support fee	60	60
UTM	English and Drama	DRS 322H5 studio support fee	60	60
UTM	English and Drama	DRS 325H5 studio support fee	100	100
UTM	English and Drama	DRS 326H5 studio support fee	100	100
UTM	English and Drama	DRS 421H5 studio support fee	60	60
UTM	English and Drama	DRS 422H5 studio support fee	60	60
UTM	English and Drama	DRS 425H5 studio support fee	100	100
UTM	English and Drama	DRS 426H5 studio support fee	100	100
UTM	Institute of Communication & Culture	MScBMC Program software license renewal	500	500
UTM	Management	Commerce/Management program fee - FLC Learning Lab Fee (per term)	40	40
UTM	Psychology	PSY 201H software	30	30
UTSC	Humanities	VPDA11H3 studio support fee	-	50
UTSC	Humanities	VPDA15H3 studio support fee	-	50
UTSC	Humanities	VPDB01H3 studio support fee	-	50
UTSC	Humanities	VPDB02H3 studio support fee	-	50
UTSC	Humanities	VPDB03H3 studio support fee	-	50
UTSC	Humanities	VPDC01H3 studio support fee	-	50
UTSC	Humanities	VPDC03H3 studio support fee	-	50
UTSC	Humanities	VPDD01H3 studio support fee	-	50

**Ancillary Fees Category 5 - Cost recovery Fees****2011-12****5.6 Other goods and services provided individually to students for their exclusive use****2010-11 2011-12**

			2010-11	2011-12
UTSC	Humanities	VPSA61H3 studio support fee	-	50
UTSC	Humanities	VPSA62H3 studio support fee	-	50
UTSC	Humanities	VPSA70H3 studio support fee	-	50
UTSC	Humanities	VPSA71H3 studio support fee	-	50
UTSC	Humanities	VPSA72H3 studio support fee	-	50
UTSC	Humanities	VPSA73H3 studio support fee	-	50
UTSC	Humanities	VPSA74H3 studio support fee	-	50
UTSC	Humanities	VPSB62H3 studio support fee	-	50
UTSC	Humanities	VPSB63H3 studio support fee	-	50
UTSC	Humanities	VPSB71H3 studio support fee	-	50
UTSC	Humanities	VPSB74H3 studio support fee	-	50
UTSC	Humanities	VPSB75H3 studio support fee	-	50
UTSC	Humanities	VPSB76H3 studio support fee	-	50
UTSC	Humanities	VPSB77H3 studio support fee	-	50
UTSC	Humanities	VPSB80H3 studio support fee	-	50
UTSC	Humanities	VPSB82H3 studio support fee	-	50
UTSC	Humanities	VPSB83H3 studio support fee	-	50
UTSC	Humanities	VPSB85H3 studio support fee	-	50
UTSC	Humanities	VPSB86H3 studio support fee	-	50
UTSC	Humanities	VPSB87H3 studio support fee	-	50
UTSC	Humanities	VPSB88H3 studio support fee	-	50
UTSC	Humanities	VPSB89H3 studio support fee	-	50
UTSC	Humanities	VPSC52H3 studio support fee	-	50
UTSC	Humanities	VPSC53H3 studio support fee	-	50
UTSC	Humanities	VPSC54H3 studio support fee	-	50
UTSC	Humanities	VPSC55H3 studio support fee	-	50
UTSC	Humanities	VPSC56H3 studio support fee	-	50
UTSC	Humanities	VPSC58H3 studio support fee	-	50
UTSC	Humanities	VPSC59H3 studio support fee	-	50
UTSC	Humanities	VPSC60H3 studio support fee	-	50





**Ancillary Fees Category 5 - Cost recovery Fees****2011-12**

<b>5.7 Materials, services, or licenses where the University acts as broker with a vendor for the students</b>			<b>2010-11</b>	<b>2011-12</b>
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Australia Sydney residence	1,225	1,275
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Central Europe Brno airfare	866	1227-1233
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Central Europe residence	380	375-400
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - China Hong Kong airfare	1,602	-
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - China Hong Kong residence (double/single)	500-1,000	465-930
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - China Shanghai residence (double)	615	565
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Ecuador Amazon & Galapagos airfare	1,049	1,041
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - England Oxford airfare	1,334	1,471
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - England Oxford residence	2,650	2,330
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - France Tours airfare	1,041	1,305
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - France Tours residence (double/single, on/off-campus)	700-1,200	600-1,000
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Germany Berlin airfare	1,085	1,261
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Germany Berlin residence (double/single)	900-1,200	745-1294
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - India Mumbai airfare	-	1,263
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - India Mumbai residence (double)	-	250
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Italy Siena airfare	1,560	1,556
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Italy Siena residence (double/single)	670-870	555-720
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Japan Tokyo residence (on/off-campus)	875-1,240	950-1,340
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Jordan Madaba airfare	1,645	1,393
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Science Abroad South Africa accommodation (double/single)	-	915-1,455
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Southeastern Europe airfare	1,368	1,332
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Southeastern Europe accommodation	1,205	1,260
Dentistry	Anaesthesia	Anaesthesia - Dental Instrument Fee	177	180
Dentistry	Anaesthesia	Anaesthesia - Disposable Gowns	144	146
Dentistry	DDPH	DDPH - Dental Instrument Fee	191	194
Dentistry	DDS Year 1	DDS Year 1 - Dental Instrument Fee	5,807	5,894
Dentistry	DDS Year 1	DDS Year 1 - Disposable Gowns	16	16
Dentistry	DDS Year 2	DDS Year 2 - Dental Instrument Fee	5,143	5,220
Dentistry	DDS Year 2	DDS Year 2 - Disposable Gowns	58	59
Dentistry	DDS Year 3	DDS Year 3 - Disposable Gowns	153	155

**Ancillary Fees Category 5 - Cost recovery Fees****2011-12**

<b>5.7 Materials, services, or licenses where the University acts as broker with a vendor for the students</b>			<b>2010-11</b>	<b>2011-12</b>
Dentistry	DDS Year 3	DDS Year 3 - Dental Instrument Fee	3,662	3,717
Dentistry	DDS Year 4	DDS Year 4 - Dental Instrument Fee	1,884	2,007
Dentistry	DDS Year 4	DDS Year 4 - Disposable Gowns	183	186
Dentistry	Endodontics	Endodontics - Dental Instrument Fee	4,566	3,145
Dentistry	Endodontics	Endodontics - Disposable Gowns	144	146
Dentistry	IDAPP	IDAPP - Dental Instrument Fee	7,866	7,984
Dentistry	IDAPP	IDAPP - Disposable Gowns	63	64
Dentistry	Oral Pathology	Oral Pathology - Dental Instrument Fee	17	17
Dentistry	Oral Radiology	Oral Radiology - Dental Instrument Fee	165	167
Dentistry	Oral Radiology	Oral Radiology - Disposable Gowns	87	88
Dentistry	Oral Surgery	Oral Surgery - Dental Instrument Fee	431	437
Dentistry	Oral Surgery	Oral Surgery - Disposable Gowns	58	59
Dentistry	Orthodontics	Orthodontics - Dental Instrument Fee	1,791	1,820
Dentistry	Orthodontics	Orthodontics - Disposable Gowns	232	235
Dentistry	Paediatric Dentistry	Paediatric Dent. - Dental Instrument Fee	1,549	1,573
Dentistry	Paediatric Dentistry	Paediatric Dent. - Disposable Gowns	174	177
Dentistry	Periodontics	Periodontics - Dental Instrument Fee	1,641	1,666
Dentistry	Periodontics	Periodontics - Disposable Gowns	261	265
Dentistry	Prosthodontics	Prosthodontics - Dental Instrument Fee	3,141	3,189
Dentistry	Prosthodontics	Prosthodontics - Disposable Gowns	173	176
General		CANCOPY license fee full-time system wide fee	3.38	3.38
General		CANCOPY license fee part-time system wide fee	1.10	1.10
OISE/UT	Undergrad ITE	Elementary and Secondary programs	-	20-125
OISE/UT	All Partners	Education - Concurrent (CTEP)	-	20-125
Pharmacy	Bachelors	4th year Mask Fitting	40	40

**Ancillary Fees Category 6 - Administrative User Fees and Fines**

2011-12

**6.1 Registration Fees**

2010-11 2011-12

			2010-11	2011-12
Applied Science and Engineering	ReFresh Program	Registration	n/a	3,000
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	260	275
Management	MBA	Admission Deferral Fee	225	225
Medicine	Postgraduate Medical Education	Post Graduate Medical Student Registration Fees	350	500
OISE/UT	Continuing Education	Additional Qualification - Late Registration Fee	100	100
OISE/UT	Continuing Education	Additional Qualification - Registration Fee	75	75

**Ancillary Fees Category 6 - Administrative User Fees and Fines****2011-12****6.2 Records and Documents****2010-11 2011-12**

			2010-11	2011-12
Arts & Science	General	Copies of Course Descriptions (per session)	-	5
Arts & Science	Centre for Medieval Studies	Certified Copies of Documents - Per Document	3	4
APSC	IBBME	MHSc and PhD Clinical BME accreditation documents	-	277
General		Certification Of Degree	7	7
General		Certification Of Degree - Each Additional Copy Of The Same Degree	3	-
General		Copies Of Records	15	15
General		Duplicate Receipts For Tax Purposes	5	5
General		Final Remarks	13	13
General		Letter Of Confirmation	7	7
General		Mailing of Diploma / Transcript - Canada	20	40
General		Mailing of Diploma / Transcript - International Destinations	60	70
General		Mailing of Diploma / Transcript - USA	40	55
General		Official Transcripts	10	10
General		Replacement Diplomas or Certificates	60	80
General		Transfer Credit Assessment Fee	30	30
Medicine	Occupational Therapy	Licensing Fees Requiring Course And Fieldwork Documentation	125	125
Medicine	Occupational Therapy	Licensing Fees Requiring Course Documentation	75	75
Medicine	Occupational Therapy	Licensing Fees Requiring Field Work Documentation	100	100
Medicine	Occupational Therapy	Licensing Fees Simple Confirmation	50	50
Medicine	Occupational Therapy	Photocopies of Student Records	n/a	10
Medicine	Occupational Therapy	Requests For Confirmation (Rotations, Evaluation) If Within Past 5 Yrs	200	200
Medicine	Physical Therapy	Curriculum Verification Fees - International	150	150
Medicine	Physical Therapy	Curriculum Verification Fees Single Page Confirmation	50	50
Medicine	Physical Therapy	Curriculum Verification Fees - United States	100	100
Medicine	Postgraduate Medical Education	Commissioner For Oaths Fee	10	10
Medicine	Postgraduate Medical Education	Completion Of Forms	6	6
Medicine	Postgraduate Medical Education	Letters Of Confirmation By DHL	45	45
Medicine	Postgraduate Medical Education	Letters Of Confirmation By Fax	25	25
Medicine	Postgraduate Medical Education	Letters Of Confirmation By Mail	25	25
Medicine	Postgraduate Medical Education	Letters Of Confirmation By Priority Courier	37	37

**Ancillary Fees Category 6 - Administrative User Fees and Fines**

2011-12

**6.2 Records and Documents**

2010-11 2011-12

Medicine	Postgraduate Medical Education	Photocopies Of File Material Diploma, Medical Transcripts	13	13
Medicine	Postgraduate Medical Education	Requests For Confirmation (Rotations, Evaluation...) If Within The Past 5 Years	400	400
Medicine	Postgraduate Medical Education	Visa/Immigration Fee	150	150
SGS	School of Graduate Studies	Doctoral Thesis Submission Fee	20	20
SGS	School of Graduate Studies	Master's Thesis Submission Fee	42	42

**Ancillary Fees Category 6 - Administrative User Fees and Fines****2011-12****6.3 Examinations and Grades****2010-11 2011-12**

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	90

**Ancillary Fees Category 6 - Administrative User Fees and Fines****2011-12****6.4 Placement Fees****2010-11 2011-12**

			2010-11	2011-12
APSC	Engineering Summer Internship Program (eSIP)	Placement	250	250
APSC	Engineering Summer Internship Program (eSIP)	Registration	100	100
APSC	Professional Experience Year	Placement	875	900
APSC	Professional Experience Year	Registration	100	100
APSC	IBBME	MHSc and PhD Clinical BME internship fee per placement	-	651
Architecture		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	150
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	-	-
Nursing	Out of Province Clinical Placement Fee for Compliance With Respective Provincial Accreditation Standards		1,000	-
Nursing	NP Student site visit (out of province student) - local site		-	100
Nursing	NP Student site visit (out of province student) - national site		-	1,000
Nursing	Master of Nursing (NP Field)	Year 1 Clinical Placement Fee	45	245
Nursing	Master of Nursing (All Fields)	Year 2 Clinical Placement Fee	45	45
Nursing	Master of Nursing (All Fields)	Year 2 Clinical Placement Fee	45	1,045
OISE/UT	AECF	Counseling Psychology Program - M.Ed 250 Hour Additional Practicum	150	150
OISE/UT	AECF	Counseling Psychology Program - Master - Doctoral Stream 500 Hour Additional Practicum	300	300
OISE/UT	AECF	Counseling Psychology Program - PhD 1000+ Hour Internship	700	700
OISE/UT	AECF	Counseling Psychology Program - PhD 500 Hour Practicum	300	300
OISE/UT	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

**Ancillary Fees Category 6 - Administrative User Fees and Fines**

2011-12

**6.4 Placement Fees**

2010-11 2011-12

			2010-11	2011-12
OISE/UT	All Partners	Education - Concurrent (CTEP) - Year 5 Field Placement / Professional Support	550	550
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
OISE/UT	HDAP	School and Child Clinical Psychology Program - Masters - Additional Practical	300	500
OISE/UT	HDAP	School and Child Clinical Psychology Program - PhD - Additional Practical	350	500
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	338	355
UTSC	Arts	Co-op Program Placement Fee Per Session - Arts Management Year 2 Entry	448	470
UTSC	Arts	Co-op Program Placement Fee Per Session - Humanities Year 1 Entry	338	355
UTSC	Arts	Co-op Program Placement Fee Per Session - Humanities Year 2 Entry	448	470
UTSC	Arts	Co-op Program Placement Fee Per Session - International Development Studies Year 1 Entry	420	441
UTSC	Arts	Co-op Program Placement Fee Per Session - International Development Studies Year 2 Entry	555	583
UTSC	Arts	Co-op Program Placement Fee Per Session - Social Sciences Year 1 Entry	338	355
UTSC	Arts	Co-op Program Placement Fee Per Session - Social Sciences Year 2 Entry	448	470
UTSC	Management	Co-op Program Placement Fee Per Session (incl. Economic Policy) Year 1 Entry	420	441
UTSC	Management	Co-op Program Placement Fee Per Session (incl. Economic Policy) Year 2 Entry	555	583
UTSC	Science	Co-op Program Placement Fee Per Session Cell & Molecular Biology Year 1 Entry	338	355
UTSC	Science	Co-op Program Placement Fee Per Session Cell & Molecular Biology Year 2 Entry	448	470
UTSC	Science	Co-op Program Placement Fee Per Session - Computer Science Year 1 Entry	420	441
UTSC	Science	Co-op Program Placement Fee Per Session - Computer Science Year 2 Entry	555	583
UTSC	Science	Co-op Program Placement Fee Per Session Neurosciences Year 1 Entry	338	355
UTSC	Science	Co-op Program Placement Fee Per Session Neurosciences Year 2 Entry	448	470
UTSC	Science	Co-op Program Placement Fee Per Session Physical Sciences, Year 1 Entry	420	441
UTSC	Science	Co-op Program Placement Fee Per Session Physical Sciences, Year 2 Entry	555	583
UTSC	Science	Co-op Program Placement Fee Per Session Psychology & Its Application, Year 1 Entry	338	355
UTSC	Science	Co-op Program Placement Fee Per Session Psychology & Its Application, Year 2 Entry	448	470
UTSC	Teaching	Co-op Program Placement Fee Per Session	44	46



**Ancillary Fees Category 6 - Administrative User Fees and Fines****2011-12****6.5 Library Fine****2010-11 2011-12**

		2010-11	2011-12
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	0.5	0.5
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	0.5	0.5
Library	Overdue Fines - Software - Per Day	5	5

**Ancillary Fees Category 6 - Administrative User Fees and Fines****2011-12****6.6 Other User Fees or Fines****2010-11 2011-12**

			2010-11	2011-12
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Australia (Sydney) Full Course Fee	2,157	2,497
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Central Europe (Brno) course fee (session 1)	-	862
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Central Europe (Brno) course fee (session 2)	1,277	1,187
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - China (Hong Kong) Full Course Fee	1,157	1,112
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - China (Shanghai & Beijing) Full Course Fee	1,207	1,162
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Ecuador (Amazon & Galapagos) Full Course Fee	1,142	1,097
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - England (Oxford) Full Course Fee	682	637
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - France (Tours) Full Course Fee	1,157	1,112
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Germany (Berlin) Full Course Fee	1,307	1,262
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Italy (Siena) Full Course Fee	1,107	1,062
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Japan (Tokyo) Full Course Fee	2,207	2,162
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Jordan (Madaba) Full Course Fee	487	442
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Kenya (Nairobi, Mara, Mombasa) Full Course Fee	682	637
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Science Abroad Full Course Fee	-	-
Arts & Science	Woodsworth	Summer Abroad Site Service Fees - Southeastern Europe (Graz) Full Course Fee	777	732
Dentistry		Dentistry Laundry Fee - Anaesthesia	377	383
Dentistry		Dentistry Laundry Fee - Endodontics	283	287
Dentistry		Dentistry Laundry Fee - IDAPP	225	228
Dentistry		Dentistry Laundry Fee - Oral Pathology	41	42
Dentistry		Dentistry Laundry Fee - Oral Radiology	119	121
Dentistry		Dentistry Laundry Fee - Orthodontics	251	255
Dentistry		Dentistry Laundry Fee - Paediatric Dentistry	332	337
Dentistry		Dentistry Laundry Fee - Periodontics	609	618
Dentistry		Dentistry Laundry Fee - Prosthodontics	341	346
Dentistry		Dentistry Laundry Fee - Year 1	212	215
Dentistry		Dentistry Laundry Fee - Year 2	424	430
Dentistry		Dentistry Laundry Fee - Year 3	567	576
Dentistry		Dentistry Laundry Fee - Year 4	567	576
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

**Ancillary Fees Category 6 - Administrative User Fees and Fines**

2011-12

**6.6 Other User Fees or Fines**

2010-11 2011-12

			2010-11	2011-12
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
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	45	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	300	300
Medicine	UME	International Sponsored Medical Trainees Visiting MD Student Course Fee 7-8 Weeks	460	460
SGS	School of Graduate Studies	SGS Calendar	5	5

**Ancillary Fees Category 6 - Administrative User Fees and Fines****2011-12****6.7 Application Fee****2010-11 2011-12**

			2010-11	2011-12
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	125	125
Architecture, Landscape & Design		Architecture Portfolio Assessment	120	120
APSC	IBBME	MHSc and PhD Clinical BME application to Year 1	-	651
Arts & Science	Commerce	Non-Ontario Applicants	30	50
Arts & Science	Commerce	Ontario Applicants	30	50
Arts & Science	Woodsworth	Application Fee For All Summer Abroad International Programs	200	200
Arts & Science	Master of Math. Finance	Application Fee	100	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	250	250
General		Undergraduate Admissions (OUAC 105 Applicants)	90	90
Information	Master of Information	Application Fee	15	15
Information	Master of Museum Studies	Application Fee	15	15
Law	JD Programme	Application Fee	90	90
Management	EMBA	Application Fee	300	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	50	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	300	300
SGS	School of Graduate Studies	Application Fee	110	110
Social Work		Application Fee	60	60

**UNIVERSITY OF TORONTO**  
**REVIEW OF CATEGORY 5 AND 6**  
**ANCILLARY FEES**

**APPENDIX B MTCU OPERATING GRANTS MANUAL (MTCU GUIDELINES)**

**5.2. COMPULSORY ANCILLARY FEES**

A compulsory ancillary fee is defined as a fee imposed or administered by a given institution, or one of its constituent parts or its federated or affiliated institutions, in addition to regular tuition fees, which a student is required to pay in order to enroll in, or successfully complete, any credit course.

Compulsory courses are defined by the Ministry as those courses which a student is required to take in order to fulfill the requirements of his or her program or degree. This definition is of specific concern with respect to field trip fees (see Appendix 11, Part B).

A tuition-related compulsory ancillary fee is a fee which is levied to cover the costs of items normally paid for out of operating or capital revenue (operating and capital grants and tuition fees). Effective May 1, 1987, all "tuition-related" compulsory ancillary fees for items normally paid for out of operating revenue were prohibited. Effective September 1, 1991, all compulsory ancillary fees for items eligible for capital grants were also prohibited. Any revenue resulting from such fees will be considered to be tuition fee revenue. [Note: Fees associated with the cost of buildings, such as student centers or other facilities which are not normally eligible for capital grants, are permitted, whether collected as independent fees or as part of student activity fees.]

A non-tuition-related compulsory ancillary fee is a fee which is levied in order to cover the costs of items which are not normally paid for out of operating or capital revenue.

For the purposes of this policy guideline, the term student governments is defined as follows:

- the minimum number of student organizations which have both elected leadership and by-laws setting out their methods of operation and which, when viewed in combination at an individual institution, represent all students who are eligible to vote for a student organization.

The term student government representatives is defined as one representative from each of the above-defined student governments.

All compulsory ancillary fees levied by a university or related institution must:

- i. be non-tuition-related, as defined above;
- ii. be approved by the governing body; and
- iii. be announced prior to collection through the institution's calendar and/or published fee schedule(s). [The fee announcements must provide a breakdown of all compulsory non-tuition-related ancillary fees, which explains their purpose(s) sufficiently to allow the student to understand clearly what materials, services or facilities have been made

available through payment of the fee(s)].

Compulsory non-tuition-related ancillary fees which were in effect during the 1993-94 academic year<sup>55</sup> can neither be increased above 1993-94 levels, nor expanded to include new fees, except through the implementation of a protocol which has been agreed to by representatives of the institution's administration and student government representatives in light of the announcement of March 23, 1994 by the Minister of Training, Colleges and Universities and which has received approval from the institution's governing body.

The protocol(s) will set out the means by which students will be involved in decisions to increase the existing compulsory non-tuition-related ancillary fees or to introduce new ones.

The minimum requirements for a protocol document are provided in Appendix 11, Part A - Section I. Examples of some of the non-tuition-related compulsory ancillary fees which might be introduced or increased through the operation of a protocol are found in Appendix 11, Part A - Section II.

All approved protocols, showing the approval signatures and the dates of approval, must be submitted to the Director, Postsecondary Finance and Information Management Branch, Ministry of Training, Colleges and Universities.

Compulsory non-tuition-related ancillary fees which are exempt from the provisions are limited to those that follow:

- i. Existing and future fees established by student governments, including those resulting from referenda sponsored by them;
- ii. Existing fees established through referenda where the sponsor of the referenda was the university administration or a combination of the university administration and students; [University administrations cannot proceed with referenda concerning compulsory non-tuition-related ancillary fees, unless provided for within a protocol.]
- iii. Existing and future system-wide fees. System-wide fees are those where, through a formal agreement, the students affected at all Ontario universities pay a comparable fee for a comparable service; [In the case of provincial-based system-wide fees established in the future, the Ministry hopes that students can be involved in the determination of these fees.]
- iv. Existing and future fees for the materials and services listed in Appendix 11, Part B;
- v. Existing and future fees for the total costs of placing students in jobs for work terms. The types of placement costs that are considered eligible for this fee are described in Appendix 11, Part C.

In regard to the compulsory non-tuition-related ancillary fees referenced in item (iv) and item (v) above (Section 5.2), institutions must comply with the following provisions:

- i. Institutions must provide a full rationale for each fee, including the reasons for its

compulsory nature, at the time it is submitted to the governing body for approval;

55

*The academic year will be that defined in each institution's academic calendar.*

- ii. institutions must provide the above rationale to student governments, as well as any other information necessary for student governments to understand the purpose of the fee, the costs included in calculating the fee level, the students for whom the fee will be compulsory, the total revenue available from the fee and the process used for developing the fee; and,
- iii. Institutions must respond with a full explanation to inquiries made by student governments in connection with concerns about any of these fees.

Should an institution levy a compulsory ancillary fee or institute an ancillary fee increase which is contrary to the provisions outlined above and should, in the case of fees covered under Section 5.2, no resolution be achieved through discussions among signatories to a protocol, then the institution's operating grant will be reduced by an amount which corresponds to the revenue raised by the fee or the fee increase.

## **PART B**

### **FEES FOR FIELD TRIPS, MATERIALS AND SERVICES WHICH ARE EXEMPTED FROM SECTION 5.2**

#### **1. FIELD TRIP FEES**

Institutions may charge a compulsory ancillary fee for the reasonable, direct costs of travel and accommodation of students on compulsory field trips. Compulsory ancillary fees cannot be charged for such things as salaries and benefits or travel and accommodation of faculty, or for any specific tuition-related activities for any compulsory field trips.

Compulsory ancillary fees cannot be charged for any component of out-of-province compulsory field trips in compulsory courses (as defined in Section 5.2.2). [Exemptions may be granted by the ministry for reasonable costs of compulsory out-of-province field trips in compulsory courses for institutions located near inter-provincial or international borders.]

#### **2. FEES FOR LEARNING MATERIAL AND CLOTHING RETAINED BY THE STUDENT (E.G., DENTAL KITS)**

#### **3. FEES FOR MATERIAL USED IN THE PRODUCTION OF ITEMS WHICH BECOME THE PROPERTY OF THE STUDENT**

#### **4. FEES FOR MATERIAL OR SERVICES WHERE THE INSTITUTION ACTS AS A BROKER WITH A VENDOR FOR THE STUDENT**

These are fees paid by students to the university which do not produce net revenue for the

institution but instead are set and levied through an agreement with a vendor. In these cases, the institution is neither the manufacturer nor supplier of the material or service being purchased. Similarly structured fees, where student governments serve in the "broker" role, are considered student government fees.

## **PART C**

### **ELIGIBLE COMPULSORY NON-TUITION-RELATED ANCILLARY FEES ASSOCIATED WITH WORK TERM PLACEMENTS**

Institutions may charge compulsory ancillary fees for the total costs of placing students in jobs for work terms. The following types of costs will be considered eligible for coverage:

- i) placement-service costs including:
  - salaries and benefits of that portion of each position directly related 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
- ii) 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.



## University of Toronto 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.

## **Policy on Ancillary Fees - Administrative Interpretation Category Five**

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.

### **5.0 Cost Recoveries<sup>1</sup>**

#### **Introduction**

Divisions, under this section of the Policy on Ancillary Fees, may charge students for the reasonable cost of the provision of certain learning materials and services. As a matter of principle, the University through its operating budget will be responsible for the delivery of an academic program, while the student will be expected to purchase the requisite materials prescribed for the program.

#### **Eligible Cost Recoveries**

The following groups of cost recovery fees will be permissible under the provisions of the Policy:

##### **5.1 Publications, case studies, laboratory manuals\***

In determining the appropriate cost recovery for fees in this category, divisions may include the direct cost of supplies, a reasonable estimate of labour charges, and a provision for photocopy equipment utilisation, either rental charges or capital depreciation.

##### **5.2 Field Trips\*\***

Eligible cost recoveries for compulsory or non-compulsory field trips shall include only the reasonable, direct costs of transportation, accommodation, meals, equipment rentals, and admission charges as appropriate.

Such fees shall not include the costs (full or partial) of salaries, benefits, travel, accommodation, meals, equipment rentals, and admission charges of faculty or any other instructional activity.

Compulsory ancillary fees cannot be charged for any component of an out-of-province compulsory field trip in compulsory courses. Compulsory courses are defined as courses which a student is required to take in order to fulfil the requirements of his or her program or degree.

##### **5.3 Clothing**

Only the direct cost of clothing which is retained by the student may be recovered.

##### **5.4 Equipment purchases\*\*\***

Purchased equipment must become the property of students. This includes materials used in the production of items which become the property of students.

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<sup>1</sup> Such fees, whether or not they are compulsory, are exempt from the Ministry of Education & Training's Compulsory Ancillary Fee Policy protocol requirement.

The direct cost of equipment, including brokerage, freight, and taxes, and a reasonable estimate of handling charges will be eligible for recovery. Associated items required for the operation of such equipment, such as computer software, may be included in such cost recoveries.

5.5 Equipment rentals\*\*\*

Equipment rentals, for the period of rental, must come into the individual possession of students.

Divisions may, as a convenience to students, provide equipment on a rental basis in instances where the student would normally be expected to acquire the equipment. Such charges should not normally be compulsory for all students registered in a course of program.

Divisions may also levy a cost recovery fee in respect of students' personal use of University equipment, that is, use for purposes beyond the satisfaction of the academic requirements of a course or program. Cost recovery fees should be set with reference to the ongoing costs of operation and maintenance, as well as capital depreciation.

5.6 Other goods or services provided individually to students for their exclusive use.

Charges for various forms of non-credit remedial instruction, if provided, may be included here.

Divisions may elect to provide non-credit remedial instruction for specific groups of students who have specific skill deficiencies, for example, writing or mathematics workshops, or English proficiency instruction. In such instances cost recovery fees should be levied only against those students enrolled in the remedial program, not as a compulsory fee against all students in a program.

Cost recovery fees should be set with reference to the direct cost of instruction, including salaries, supplies, equipment, and a reasonable estimate of administrative overhead.

5.7 Materials, services or licenses where the University acts as a broker with a vendor for the student

An example of such a fee would be Dental Instruments.

The CANCOPY fee, while it is a system-wide fee, is charged differentially across universities. For this reason it is categorized as a license.

\* Eligible for OSAP, as part of allowance for books.

\*\* Eligible for OSAP, provided trip is compulsory.

\*\*\* Eligible for OSAP, up to a maximum established by Ministry of Education and Training.

## **Approval**

The only cost recoveries that may be charged are those shown on the University Schedule of Cost Recovery Fees, which shall be adjusted annually by administrative authority (the Vice-Provost, Planning & Budget) and reported for information to the Business Board.

### **1. Changes to Existing Fees**

Initially the University Schedule of Cost Recovery Fees will be those cost recovery fees reported to the Ministry of Training & Education, on February 16, 1987. Divisions will be required to submit any changes to this schedule by January 31<sup>st</sup> each year to the Office of the Vice-Provost, Planning & Budget for review and implementation in subsequent academic sessions. Changes to existing fees must be accompanied by a description of the service provided and a detailed cost estimate of the service.

### **2. Implementation of New Fees**

Divisions will be required to submit proposals for the introduction of new fees by January 31<sup>st</sup> each year to the Office of the Vice-Provost, Planning & Budget for review and implementation in subsequent academic sessions. Proposals for new fees should be accompanied by a description of the service provided and a detailed cost estimate of the service.

## **Refunds**

Such fees will not normally be refundable.

## **Publication of Fees**

Each division must publish a listing of such fees each year in its calendar, calendar supplement, or comparable publication. Students must in this manner be provided with notice of such fees prior to registration in a course, program or college.

## **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 of Toronto Review of Category 5 and 6 Ancillary Fees: Review Report Appendix D

### Memorandum of Agreement between The University of Toronto, The Students' Administrative Council, The Graduate Students' Union and The Association of Part-time Undergraduate Students for a Long-Term Protocol on the Increase or Introduction of Compulsory Non-tuition Related Fees: October 24, 1996

#### A. Preamble

1. The Ministry of Education and Training's *Compulsory Ancillary Fee Policy Guidelines* require that, in order for certain specified non-tuition-related compulsory ancillary fees to be introduced or in order for any such fee to be increased by the University of Toronto, there be in place a long-term protocol, setting out the means by which students will be involved in decisions to increase compulsory non-tuition-related fees or to introduce new ones, agreed to by the administration of the University of Toronto and certain student government representatives, and approved by the Governing Council of the University of Toronto

2. The representatives of the Association of Part-time Undergraduate Students, the Graduate Students' Union and the Students' Administrative Council, who constitute the student government representatives for students at the University of Toronto identified in the *Compulsory Ancillary Fee Policy Guidelines*, and the administration of the University of Toronto have agreed to the following provisions, which collectively comprise the Long-Term Protocol for the University of Toronto as required by the *Compulsory Ancillary Fee Policy Guidelines*.

#### B. Application

1. This Protocol applies to the University of Toronto ancillary fees listed in Appendix B of this Agreement, except those that are described as exempt. Fees described as "exempt" in Appendix B are covered by the University's Policy on Ancillary Fees but are exempt from the Protocol.

2. The parties acknowledge that the University of Toronto has no jurisdiction over ancillary fees charged by institutions federated and affiliated with it, receives no revenue from such fees, and has no authority over the services provided by such fees. The University of Toronto undertakes that, at the next opportunity for negotiating the Memoranda of Agreement with federated and affiliated institutions, it shall seek compliance with the MET *Compulsory Ancillary Fee Policy Guidelines* as a condition of federation or affiliation. The parties acknowledge that the University of Toronto will not compel such compliance as a condition of federation or affiliation and cannot enforce such compliance.

3. The parties further acknowledge that all decisions relating to services offered by the University of Toronto and fees charged by the University of Toronto remain within the jurisdiction of the Governing Council of the University of Toronto. The authority of the Governing Council to approve changes in services, including their establishment or discontinuation, which do not increase or create fees covered by the Protocol, shall not be limited by this Memorandum of Agreement.

#### C. Term of the Protocol

This Agreement shall be in effect without term, unless the Governing Council of the University of Toronto, or the Students' Administrative Council and at least one of the Association of Part-time Undergraduate Students or the Graduate Students' Union, shall give notice of termination of the agreement to all other parties at least one year in advance.

#### **D. The Council on Student Services**

1. The parties agree that there will be a body at the University of Toronto, to be known as "the Council on Student Services." The "Constitution of the Council on Student Services", appended as Appendix A, may be amended from time to time by the Governing Council of the University of Toronto, except that amendments shall require the approval of the Students' Administrative Council and at least one of the Association of Part-time Undergraduate Students or the Graduate Students' Union.
2. In order to provide for the services offered by colleges or faculties, the councils of colleges or faculties, including the Councils of Erindale College and Scarborough College, may create bodies within those colleges or faculties, corresponding to the Council on Student Services, whose terms of reference are approved by the student society or societies of the students registered in that college or faculty.

#### **E. The Means by Which Students Will Be Involved in Decisions to Increase Compulsory Non-Tuition-Related Fees or to Introduce New Ones**

1. Each year the Assistant Vice-President Student Affairs, in consultation with the Directors of the Student Service divisions, the Director of the Department of Athletics and Recreation and the Warden of Hart House, will review and where necessary realign the existing budgets among the Student Services and within DAR and Hart House, subject to any required approval within the Department of Athletics and Recreation or Hart House. This will not imply or cause an increase in overall levels of expense funded by the fees covered by the Protocol, but may result in the reallocation of available resources in response to changing service demands. The service implications of such reallocations will be submitted both to the Council on Student Services and to the Governing Council in the annual operating plans for student service divisions. The reallocation may not, without appropriate approval, result in the creation of a new service or the discontinuation of an existing service.
2. All proposals for the increase, decrease, introduction or elimination of a fee covered by this Protocol shall first be considered by the Council on Student Services, whose advice on the proposed change shall be conveyed to the Governing Council. Where the council of a college or faculty has created a body as described in section D above, that body shall provide such advice to the Governing Council with respect to fees covered by this Protocol that apply only to the students of that college or faculty.
3. (a) For the purposes of this Protocol, fee changes shall be classified as follows:
  - (i) increases in existing fees by a percentage equal to the Consumer Price Index as described in the University of Toronto's *Long-range Budget Projection Assumptions and Strategies* (hereinafter referred to as "CPI increases");
  - (ii) increases in existing fees equal to the amount of the Indexed Fee determined by the procedures described in "Method for Calculation of an Index for Fees Covered by the Ancillary Fees Protocol" (Appendix C (hereinafter referred to as "UTI increases")); and
  - (iii) all other fee increases or new fees.
- (b) The Council on Student Services will receive and review the financial data and assumptions which lead to the calculation of UTI increases. The same information will also be made available to the Governing Council. The compensation of individual members of the staff will not be disclosed to the Council on Student Services or to the Governing Council.
- (c) Notwithstanding the advice of the Council on Student Services (or the corresponding body of a college or faculty), the Governing Council may approve permanent increases in existing fees by a percentage less than or equal to the lesser of the UTI increase or the CPI increase.

4. (a) The Governing Council may, notwithstanding the advice of the Council on Student Services (or the corresponding body of a college or faculty), approve an increase in existing fees not greater than the greater of the UTI increase or the CPI increase.

(b) Such an increase, as described in section 4(a), will be a temporary increase for a period of up to three years. If a temporary increase is not subsequently made permanent as described in section 5 or as otherwise provided, it shall lapse at the end of the said period.

5. The approval by the Governing Council of any increases of existing fees covered by the Protocol, other than those approved as provided in sections 3 and 4, and of all new fees covered by the Protocol, shall require the consent either of (i) the majority of student members of Council on Student Services present at the meeting at which approval of such a fee increase is to be considered or (ii) the majority of students voting in a referendum as described in "Referenda for Increases in Compulsory Non-Academic Incidental Fees Covered by the Ancillary Fee Protocol" (Appendix D).

6. The recommendations of the Council on Student Services on Operating Plans and changes in fees will be conveyed to the appropriate body within Governing Council by the appropriate administrative assessors. Where the advice of the administrative assessors differs from the advice given by the Council on Student Services with respect to Operating Plans or fees increases, such advice will be forwarded to the chair of the Council on Student Services in sufficient time to allow representation to be made by the Council on Student Services to the appropriate body within Governing Council.

#### **F. Seeking of Ratification**

Each of the parties to this agreement undertakes to recommend to its governing body that this Protocol be approved, without amendment or alteration.

Approved by the Board of Directors of the Students' Administrative Council, September 16, 1996.

Approved by the Board of Directors of the Association of Part-time Undergraduate Students, September 22, 1996.

Approved by the Council of the Graduate Students' Union, October 2, 1996.

Approved by the Governing Council of the University of Toronto, October 24, 1996.

## **Appendix A**

### Constitution Of The Council on Student Services

#### **I. 1. Purpose**

The Council on Student Services is established to enhance the experience of the students of the University of Toronto by promoting the provision of the most efficient and effective student services.

#### **II. 2. Powers and Duties**

The Council on Student Services shall have the following powers and duties:

(a) to advise the Governing Council on policy for the following services

- Office of Student Affairs
- Career Centre
- Counselling and Learning Skills Service
- First Nations' House
- Health Service
- Housing Service
- International Student Centre
- Psychiatric Service
- Any other service that may be assigned to the Council by the Governing Council

(b) to review in detail the annual operating plans, including budgets, for the above services and the levels of identified subsidies from the revenues derived from the Student Services Fees for other student services, and any supplementary spending plans for any unexpended revenue from the Student Services Fees, and to offer its advice to the Governing Council on these plans

(c) to receive information on the above services in order to consider current issues in the services and among the services, and to serve as a mechanism of information, communication and co-operation between the student services and students

(d) to review the annual operating plans, including budgets, for Hart House and the Department of Athletics and Recreation, as recommended by the Board of Stewards of Hart House and the Council of the Department of Athletics and Recreation, and to offer its advice to the Governing Council on these plans

(e) to achieve these ends, to receive regular reports on the services from the Assistant Vice-President Student Affairs

(f) to advise the Governing Council on proposals for expansion or reduction of student services, including recommendations for new services and for the elimination of services

(g) to consider and make recommendations to the appropriate body regarding the allocation of space for student services, and student societies

(h) to serve as a forum for discussion of student life at the University of Toronto

### **III. 3. Membership and Terms of Office**

(a) The following seventeen persons shall be voting members of the Council on Student Services:

- the President of the University or the person delegated by the President
- two part-time undergraduate students, appointed by the Association of Part-time Undergraduate Students
- two graduate students, appointed by the Graduate Students' Union
- four full-time undergraduate students or members of the executive of the Students' Administrative Council, appointed by the Students' Administrative Council
- one full-time or part-time student, chosen by the Erindale College council on student services
- one full-time or part time student, chosen by the Scarborough College council on student services
- six other persons appointed by the President of the University of Toronto

(b) The University Affairs Board shall appoint a non-voting chair for the Council.

(c) Members of the Council shall hold office from May 1st until the next April 30th, at the pleasure of the body that appointed them.

(d) Vacancies shall be filled by the body that made the appointment.

(e) Persons attending on behalf of absent members may speak at the discretion of the Chair, but may not vote.

(f) Proxy voting is not permitted.

### **IV. 4. Eleven members present, of whom at least six shall be students, shall constitute a quorum of members.**

Section 3(a) amended by the University Affairs Board , November 25, 1997 (full-time undergraduate student representation). Amendment approved by the Board of Directors of the Association of Part-time Undergraduate Students, November 23, 1997; by the Council of the Graduate Students' Union, October 27, 1997; and by the Board of Directors of the Students' Administrative Council, October 20, 1997.

## **Appendix B**

University of Toronto Ancillary Fees Covered by the Ancillary Fees Protocol with a list of Exempt Fees

### **V. Health /Insurance**

Health services

### **VI. Student Activity Fees**

Student Services

Hart House

### **VII. Athletic Fees**

Athletics and Recreation

Scarborough College Athletic Fee

### **VIII. Transportation/Parking Fees**

(in Student Services Fee - Erindale)

### **IX. Housing Placement Fees**

(in Student Services Fees)

### **X. Student Government(exempt)**

Erindale College Athletics and Recreation Association

Erindale College Part-time Undergraduate Students

Erindale College Student Union

Innis College Student Society

New College Student Council

Scarborough Campus Students' Council

Scarborough College Athletic Association

University College Literary and Athletic Society

Woodsworth College Students' Association

Engineering Society

Architecture Students' Union

Landscape Architecture Student Society

Dental Students' Society

Faculty of Education Student Union

Faculty of Information Studies Student Council

Foresters' Club

Students' Law Society

Graduate Business Council

The Medical Society  
The Physical and Occupational Therapy Undergraduate Association  
Faculty of Music Undergraduate Association  
Faculty of Nursing Students' Council  
Undergraduate Pharmaceutical Society  
Physical and Health Education Undergraduate Association  
Student Association of the Transitional Year Program  
Students' Administrative Council  
Association of Part-time Undergraduate Students  
Graduate Students' Union  
Arts and Science Students' Union  
The Varsity  
Erindale College Library Enhancement Fund (Erindale College Students' Union)  
Woodsworth College Building Fund (Woodsworth College Students' Association)

**XI. Fees for Field Trips, Materials and Services (exempt, Appendix C of *Compulsory Ancillary Fee Policy Guidelines*)**

**Field Trip Fees**

(As reported to the Business Board of the Governing Council and to the Ministry of Education and Training)

**Fees for Learning Materials and Clothing Retained by the Student**

Dental Instrument Fee  
Dental Clothing Fee  
Physical and Health Education Tracksuit Fee  
Applied Science and Engineering Kits  
Erindale Safety Glasses Fee  
Medicine Equipment Fees  
Nursing Dressing Trays Fee

(not all of these fees are compulsory)

**Fees for Material Used in the Production of Items which Become the Property of the Student**

Architecture and Landscape Architecture darkroom Fee  
Architecture and Landscape Architecture computer printing Fee  
Arts and Science Fine Art supplies Fee  
Information Studies data base access Fee

Management orientation Fees  
Physical and Health Education certification test Fees  
Scarborough College diskette Fees  
School of Graduate Studies word processing Fee  
School of Graduate Studies colloquium Fee  
University College Playhouse pass

(not all of these fees are compulsory)

**Fees for Materials or Services where the Institution Acts as a Broker with a Vendor for the Student**

CANCOPY

UHIP (not really a U of T fee; set system-wide through Council of Ontario Universities)

Dental Instrument Fee (also listed above, but fits this category too)

**Fees for Work Term Placements (exempt, Appendix D of Compulsory Ancillary Fee Policy Guidelines)**

Co-op Program placement

Professional Experience Year

M.B.A. placement

Medieval Studies Dossier Service

Sienna Summer Program

Humboldt Program

(not all of these fees are compulsory)



## **Appendix C**

### Method for Calculation of an Index for Fees Covered by the Ancillary Fees Protocol

#### **XII. Annual Adjustments for Indexation**

Once an ancillary fee is set, either by approval prior to the introduction of the Protocol or by approval under the aegis of the Protocol, it may be increased according to the terms and procedures described in section E of the Memorandum of Agreement:

##### **a. Determining the Expenditure base**

The expenditure base for the purpose of annual indexation adjustments shall be the previous year's budgets, duly approved, of the services covered by the fees.

##### **b. Indexing the Salary and Benefits Expenditure Base**

Individual expenditure budgets thus determined will be indexed as follows:

- i) Salary expense will be increased (or decreased) at the rates of increase approved for staff members. The average across-the board and merit increases for the various groups will be applied to the salary budget component for the service divisions. In the absence of an agreement with the several employee groups at the time of budget preparation, the salary budget component will be indexed at the rates stipulated in the *Long-range Budget Projection Assumptions and Strategies* reviewed each year by the Planning and Budget Committee and approved by the Governing Council.
- ii) The institutional average employer benefits cost rate, as approved annually as part of the *Budget Report*, will be applied to the salary budgets determined in b.(i) to establish the employer benefits costs budget each year.

##### **c. Other Sources of Net Revenue**

Several services funded by ancillary fees are also supported by other sources of revenue, which are included in the budgets reviewed by the Council on Student Services and submitted annually to the Governing Council. Where the service is engaged in an activity that requires the purchase of goods and services for resale, as in the case of Hart House, the relevant revenue is the revenue net of the cost of purchases and labour.

After the base expenses are indexed according to the method described above (section a.), any increases will be discounted by the percentage of total net revenue which is generated by sources of revenue other than fees covered by the protocol. (For example, if the indexed increase were \$20,000 and other revenue made up 25 per cent of total revenue in the previous year's budget the indexed base expenditure would be reduced to \$15,000).

##### **d. Non-student Use**

A calculation of the non-student use will be made according to a method used at the establishment of the Student Services Fees. The proportion of non-student use calculated will be used to attribute costs of the services in question away from the fee revenue to be raised. The specific method of determining non-student use will be different for each division:

- for Athletics and Recreation (and, where applicable, Hart House), the non-student membership revenues (including revenue from negotiated employee benefit plans such as the Joint Benefit Plan) are used as a proxy for non-student use;
- for Child Care facilities, actual registration data for non-student use is readily available;

- for Counselling and Learning Skills Services, actual non-student contact hours are recorded;
- for the International Student Centre, the Centre estimates the use of its services by visiting scholars, expressed as a percentage of total use;
- for other services, methods suggested by the Assistant Vice-President Student Affairs and approved by the Council on Student Services shall be used.

#### **e. Occupancy costs**

##### **i) Student Services**

For the purpose of determining occupancy costs, the total amount of space occupied by student service divisions and student societies will be adjusted each year for known changes in occupancy. In each third year, the occupancy attributed to each student service division and student society will be reviewed in detail and adjusted where appropriate. The occupancy was reviewed in detail during 1994-95, and would thus be scheduled for its next review in 1997-98. The rate charged per Net Assignable Square Meter (NASM) will be adjusted annually on a slip-year basis, according to actual changes in operating costs for those buildings occupied by student service divisions and student societies.

The operating costs of the space comprise four elements:

- building maintenance and custodial services
- utilities
- campus services, including grounds, security, fire protection
- facilities and services administrative overhead.

Building maintenance and custodial costs will be calculated for the next fiscal year by dividing the *current* fiscal year budget for such services in individual buildings by the total building NASM. That is, for 1996-97, building maintenance and custodial costs will be based on 1995-96 expenditure budgets for those buildings.

Utilities costs will be calculated on a double slip-year basis, indexed to take account of known price increases. For the next fiscal year, the *prior* year's actual utilities cost per NASM will be indexed by the price inflation rates stipulated in the *current year's Budget Report*.

Campus service costs per NASM will be calculated on a campus-wide (as opposed to building-by-building) basis for the next fiscal year by dividing the *current* fiscal year budget for these services by the total campus NASM.

Facilities and Services administrative overhead, expressed as a percentage of building maintenance and custodial, utilities, and campus services, will be calculated for the next fiscal year by expressing the *current* fiscal year facilities and services administrative budget as a percentage of the overall Facilities and Services budget.

ii) Hart House and the Department of Athletics and Recreation

Occupancy costs for Hart House and for the arena and stadium in DAR will be treated as direct costs in their budgets.

**f. Steps in the Calculation of the Indexed Fees**

Step one: Establish the Indexed Salary and Benefits Expenditure Base.

Step two: Where there is a planned reduction of staff complement, add an estimate of severance costs.

Step three: Subtract the amount of net revenue from other sources of revenue.

Step four: Add the (unindexed) Non-salary expenditure base.

Step five: Add the Occupancy Costs.

Step six: Reduce the amount by the proportion of non-student use, where not covered by user fees.

Step seven: Reduce the amount by the proportion of use attributed to or fees attributed to students on other campuses.

Step eight: Divide the difference by the projected enrolment, giving part-time student enrolment the established weight.

The Result is the Indexed Fee.

## **Appendix D**

### Referenda for Increases in Compulsory Non-Academic Incidental Fees Covered by the Ancillary Fee Protocol

1. Referenda will be conducted by mailed ballots sent to all registered students in the constituencies or on the campuses affected by the proposal to increase a fee.
2. Such a referendum may be instituted at the request of the Board of Stewards of Hart House (for an increase in the Hart House fee), the Council of the Department of Athletics and Recreation (for an increase in the Department of Athletics and Recreation Fee) or the Council on Student Services or the Assistant Vice-President Student Affairs (for an increase in the Student Services Fee or any other ancillary fee covered by the Ancillary Fee Protocol). The body requesting such a referendum shall submit a plan for the payment of the expenses of the referendum to the University Affairs Board. The referendum will not take place until the University Affairs Board has considered and approved provisionally the operating plan for the expenditure of the fee increase contemplated, taking into account any advice the Council on Student Services wishes to make.
3. For such a referendum (or for several such referenda to be conducted simultaneously) there will be a Referendum Conduct Committee of three persons established to approve any regulations needed to supplement the provisions of the protocol about referenda and to rule on any allegations that the provisions of the protocol or the committee's supplementary regulations have been violated. Supplementary regulations will include such matters as the dates of voting, the appointment and regulation of official "yes" and "no" committees, the material to be mailed, the extent of public advertising and the funding that may be expended on such advertising or other solicitation of votes.
  - 3.1 One member of the Referendum Conduct Committee will be appointed jointly by the Presidents of the Association of Part-time Undergraduate Students, the Graduate Students' Union and the Students' Administrative Council. If they decline to make the appointment, or are unable to agree on the appointment, the agreement of two of the three Presidents shall be sufficient. If two of the Presidents are unable to agree on the appointment, the appointment will be made by the majority vote of the student members of the University Affairs Board.
  - 3.2 A second member will be appointed by the President of the University.
  - 3.3 The third member will be appointed by agreement of the first two; provided that if they cannot agree within one week of the appointment of the latter of them, the third member will be named by the Dean of the Faculty of Law.
4. Information accompanying the ballot will contain a concise description of the proposed increase and the reasons it is requested. A similarly concise statement will be included outlining objections to increasing the fee. The Referendum Conduct Committee shall determine limits on the number of pages or sheets to be used for each statement.
5. "Yes" and "no" committees shall be set up at the request of the Assistant Vice-President Student Affairs, or the Association of Part-time Undergraduate Students, or the Graduate Students' Union or the Students' Administrative Council. The person or body making the request shall identify their support of either the "yes" or "no" position. The Referendum Conduct Committee shall determine whether the other person or bodies wish to support either the "yes" or the "no" committee. The "yes" and "no" committees shall include members chosen by the person or bodies who have identified their support of the committee.
6. If "yes" and "no" committees have been appointed under the regulations of the Referendum Conduct Committee, the above pro and con statements will be limited to an equal number of sheets or pages

and will be approved for inclusion in the ballot package, respectively, by the "yes" and "no" committees, who shall have the opportunity to examine each other's final draft ballot statements.

7. The referendum shall be conducted by the Chief Returning Officer of the Governing Council, who shall act as the Secretary of the Referendum Conduct Committee.

8. The ballot must be mailed out no earlier than January 15; the close of the vote will be no later than three weeks after the ballots are mailed and in any case not later than the last day of classes in the Faculty of Arts and Science spring term.

9. Separate votes will be conducted for each fee for which an increase is sought; at the discretion of the Referendum Conduct Committee, one ballot may be used.

10. Scrutineers shall be appointed by the "yes" and "no" committees, if such committees have been appointed.

11. The votes will be tallied in three separate constituencies, (a) the full-time undergraduate students, (b) the part-time undergraduate students, and (c) the graduate students. The resolution will be approved if approved by a majority of all votes cast and by a majority of the votes cast in each of two of these three constituencies.

12. If the Referendum Conduct Committee meets to rule on alleged infractions of the terms of the protocol or of its regulations, it shall rule (1) on whether the infraction occurred and, if so, also (2) on whether in its opinion the infraction affected the outcome of the vote. The Committee shall report on its decisions to the Assistant Vice-President Student Affairs and to the Presidents of the Association of Part-time Undergraduate Students, the Graduate Students' Union and the Students' Administrative Council.