



**FOR APPROVAL**

**PUBLIC**

**OPEN SESSION**

**TO:** Business Board

**SPONSOR:** Professor Scott Mabury, Vice-President, University Operations  
**CONTACT INFO:** [scott.mabury@utoronto.ca](mailto:scott.mabury@utoronto.ca)

**PRESENTER:** Ms Sally Garner, Executive Director, Planning & Budget  
**CONTACT INFO:** 416-978-2819, [sally.garner@utoronto.ca](mailto:sally.garner@utoronto.ca)

**DATE:** February 11, 2016 for February 29, 2016

**AGENDA ITEM:** 3a

**ITEM IDENTIFICATION:**

Category 6, Administrative User Fees and Fines, 2016-17

**JURISDICTIONAL INFORMATION:**

The University's *Policy on Ancillary Fees* makes provision in Category 6 for a University Schedule of User Fees and Fines. Under the *Policy*, the introduction or removal of a fee from the Schedule must be submitted to the Business Board for review and approval.

**GOVERNANCE PATH:**

- 1. Business Board (February 29, 2016)**

**PREVIOUS ACTION TAKEN:**

Category 6 Schedule of User Fees and Fines comes forward annually. The 2015-16 Category Administrative User Fees and Fines were approved by the Business Board at its March 2, 2015 meeting.

**HIGHLIGHTS:**

Category 6 fees include fees for special registration arrangements, optional copies of records, special arrangements relating to examinations, placement fees, library fines, application fees and other services. The new Category 6 fees proposed for 2016-17 have been reviewed and are deemed to comply with MTCU Guidelines and University Policy.

Details of new fees are included in Appendix A, and fees to be removed are included in Appendix B. The complete schedule of Category 6 fees is included in Appendix C.

**FINANCIAL IMPLICATIONS:**

In 2014-2015, these fees produced \$28.7 million in income for the University's academic divisions, which closely matched the costs of providing the relevant services.

**RECOMMENDATION:**

Be It Resolved

THAT the fees listed in Appendix A of the Report entitled *Category 6, Administrative User Fees and Fines, 2016-17* be added to the Administrative User Fees and Fines Schedule for 2016-17.

THAT the fees listed in Appendix B of the Report entitled *Category 6, Administrative User Fees and Fines, 2016-17* be removed from the Administrative User Fees and Fines Schedule for 2016-17.

---

**DOCUMENTATION PROVIDED:**

*Category 6, 2016-17 Administrative User Fees and Fines, New Fees and Fees to be Removed*  
(February 11, 2016)



UNIVERSITY OF  
**TORONTO**

**CATEGORY 6**

**2016-17 ADMINISTRATIVE USER FEES AND FINES  
NEW FEES AND FEES TO BE REMOVED  
FOR APPROVAL BY BUSINESS BOARD**

**FEBRUARY 11, 2016**

## ***2016-17 CATEGORY 6 ANCILLARY FEES: FOR APPROVAL***

***FEBRUARY 11, 2016***

### ***BACKGROUND***

---

The University's Policy on Ancillary Fees makes provision in category 6 for a University Schedule of User Fees and Fines. Under the policy, the introduction or removal of a fee from the Schedule must be submitted to the Business Board for review and approval. Under the policy for Category 6, administrative user fees and fines shown on the schedule may be adjusted annually by administrative authority of the Vice President, University Operations, provided that the adjustments relate to changes in the cost of the materials or services provided. These changes are to be reported annually to the Business Board for information.

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.

Category 6 Administrative User Fees and Fines have been reviewed in the context of MTCU Guidelines, University Policy and the Administrative Review of Ancillary Fees conducted in 2012-13. Recommendations resulting from the review process have been implemented and the administration continues to work with divisions to ensure ongoing compliance and to enhance communication to students.

The new Category 6 fees proposed for 2016-17 have been reviewed and are deemed to comply with MTCU Guidelines and University Policy.

The following appendices are attached to this report:

**Appendix A:** List of Proposed NEW Category 6 fees for 2016-17, for approval by Business Board.

**Appendix B:** List of Proposed REMOVAL of Category 6 fees for 2016-17, for approval by Business Board.

**Appendix C:** Complete list of proposed 2016-17 Category 6 fees.

**Appendix D:** Schedule A, Fees Charged for Service not Subject to MTCU Guidelines or University Policy.

<b>Category 6 Administrative User Fees and Fines 2016-17 : New Fees Proposed to add for 2016-17</b>					<b>Appendix A</b>		
<b>Category</b>	<b>Category Description</b>	<b>Division</b>	<b>Dept/ Centre/ College/ Program</b>	<b>Description</b>	<b>Activity, Material or Service is Optional (O) or Compulsory (C)</b>	<b>Approved 2015-16 Fee</b>	<b>Proposed 2016-17 Fee</b>
<b>Category 6.1 Registration Fees</b>							None
<b>Category 6.2 Records and Documents</b>							None
<b>Category 6.3 Examination and Grades Fees</b>							
6.3	Examinations and Grades	UTSC	Office of the Registrar	External Examination Administrative Arrangement	O	\$ -	\$ 30.00
<b>Category 6.4 Placement Fees</b>							
6.4	Placement Fees	Kinesiology and Physical Education	Master of Professional Kinesiology	Placement Fee	C	\$ -	\$ 50.00
6.4	Placement Fees	Nursing	Bachelor of Science in Nursing	Year 1 Clinical Placement Fee	C	\$ -	\$ 261.00
<b>Category 6.5 Library Fines</b>							
6.5	Library Fine	Library	all students	Overdue Fines - Equipment - PER HOUR	O	\$ -	\$ 15.00
<b>Category 6.6 Other Administrative User Fees and Fines</b>							
6.6	Other User Fees or Fines	Arts & Science	Economics	Refundable deposit per fob/key for building and office access	O	\$ -	\$ 50.00

Category 6 Administrative User Fees and Fines 2016-17 : New Fees Proposed to add for 2016-17					Appendix A		
Category	Category Description	Division	Dept/ Centre/ College/ Program	Description	Activity, Material or Service is Optional (O) or Compulsory (C)	Approved 2015-16 Fee	Proposed 2016-17 Fee
6.6	Other User Fees or Fines	Arts & Science	Physics	Internal Key Deposits - refundable upon return of keys	O	\$ -	\$ 25.00
6.6	Other User Fees or Fines	Arts & Science	Physics	Building Key Deposits - refundable upon return of keys	O	\$ -	\$ 50.00
6.6	Other User Fees or Fines	Dalla Lana School of Public Health	All units & programs	Building Access Fob - refundable deposit	O	\$ -	\$ 20.00
6.6	Other User Fees or Fines	Dalla Lana School of Public Health	All units & programs	Building Access Fob Replacement Fee (if lost)	O	\$ -	\$ 20.00
6.6	Other User Fees or Fines	Dalla Lana School of Public Health	All units & programs	Refundable deposit for Key(s) Issued	O	\$ -	\$ 20.00
6.6	Other User Fees or Fines	Dalla Lana School of Public Health	All units & programs	Replacement fee for key(s) issued (if lost)	O	\$ -	\$ 20.00

Category 6 Administrative User Fees and Fines 2016-17 : Fees Proposed for Removal for 2016-17					Appendix B		
Category	Category Description	Division	Dept/ Centre/ College/ Program	Description	Activity, Material or Service is Optional (O) or Compulsory (C)	Approved 2015-16 Fee	Proposed Fee Removal 2016-17
<b>Category 6.1 Registration Fees</b>							None
<b>Category 6.2 Records and Documents</b>							
6.2	Records and Documents	UTM	Office of the Registrar	Forms such as RESP forms, Insurance Co. Student verification loans, student attendance verification forms, etc.	O	\$7.00 plus \$1 for each additional copy	\$ -
6.2	Records and Documents	UTM	Office of the Registrar	Request for Course Descriptions for use by other institutions in transfer credit assessments (UTM letterhead); descriptions otherwise available in course calendars	O	\$ 5.00	\$ -
6.2	Records and Documents	UTM	Office of the Registrar	Commissioner For Oaths Fee	O	\$ 10.00	\$ -
<b>Category 6.3 Examination and Grades Fees</b>							None
<b>Category 6.4 Placement Fees</b>							
6.4	Placement Fees	Faculty of Architecture and Landscape Design	General	Global Architecture Program Placement Fee	O	\$ 300.00	Re-classified and moved to Category 5.2 Field Trips
6.4	Placement Fees	OISE/UT	Concurrent Teacher Education Program	Education - Concurrent (CTEP) - Year 1 Field Placement / Professional Support	C	\$ 100.00	\$ -
6.4	Placement Fees	OISE/UT	Concurrent Teacher Education Program	Education - Concurrent (CTEP) - Year 2 Field Placement / Professional Support	C	\$ 250.00	\$ -
<b>Category 6.5 Library Fines</b>							None
<b>Category 6.6 Other Administrative User Fees and Fines</b>							
6.6	Other User Fees or Fines	UTM	Office of the Registrar	Late Confirmation of Convocation	O	\$ 80.00	\$ -

Category 6 Administrative User Fees and Fines 2016-17					Appendix C		
Category	Category Description	Division	Dept/ Centre/ College/ Program	Description	Activity, Material or Service is Optional (O) or Compulsory (C)	Approved 2015-16 Fee	Proposed 2016-17 Fee
<b>Category 6.1 Registration Fees</b>							
6.1	Registration Fees	Applied Science and Engineering	General	Conference and event registration for various Hatchery events and programs [On attendance - up to 80% refundable]	O	\$ 50.00	\$ 200.00
6.1	Registration Fees	General [Enrolment Services & University Registrar]	General	Late Registration - Initial Charge Plus Per Day Charge	O	\$ 44 + 5	\$ 44.00 + 5.00
6.1	Registration Fees	General [Enrolment Services & University Registrar]	General	Re-instatement	O	\$ 61.00	\$ 61.00
6.1	Registration Fees	General [Enrolment Services & University Registrar]	General	Re-registration	O	\$ 25.00	\$ 25.00
6.1	Registration Fees	Medicine	Doctor of Medicine (UME)	Re-instatement into program	O	\$ 24.00	\$ 24.00
6.1	Registration Fees	Medicine	Postgraduate Medical Education	Post Graduate Medical Student Registration	O	\$ 700.00	\$ 700.00
<b>Category 6.2 Records and Documents</b>							
6.2	Records and Documents	Applied Science and Engineering	Institute of Biomaterials and Biomedical Engineering	MHSc and PhD Clinical BME accreditation documents	O	\$ 282.00	\$ 282.00
6.2	Records and Documents	Arts & Science	General	Copies of Course Descriptions (per session)	O	\$ 5.00	\$ 5.00
6.2	Records and Documents	Faculty of Architecture and Landscape Design	General	Transfer Credit Assessment Fee	O	\$ 30.00	\$ 30.00
6.2	Records and Documents	General [Enrolment Services & University Registrar]	General	Letters of Permission	O	\$ 40.00	\$ 40.00
6.2	Records and Documents	General [Enrolment Services & University Registrar]	General	Confirmation of Enrolment	O	\$ 8.00	\$ 8.00



Category 6 Administrative User Fees and Fines 2016-17					Appendix C		
Category	Category Description	Division	Dept/ Centre/ College/ Program	Description	Activity, Material or Service is Optional (O) or Compulsory (C)	Approved 2015-16 Fee	Proposed 2016-17 Fee
6.2	Records and Documents	General [Enrolment Services & University Registrar]	General	Duplicate documents, general	O	\$ 4.00	\$ 4.00
6.2	Records and Documents	General [Enrolment Services & University Registrar]	General	Duplicate Receipts For Tax Purposes	O	\$ 5.00	\$ 5.00
6.2	Records and Documents	Medicine	Postgraduate Medical Education	Commissioner For Oaths Fee	O	\$ 10.00	\$ 10.00
6.2	Records and Documents	Medicine	Postgraduate Medical Education	Visa/Immigration Fee	O	\$ 150.00	\$ 150.00
6.2	Records and Documents	Medicine	Speech-Language Pathology	Document releases to student	O	\$ 5.00	\$ 5.00
6.2	Records and Documents	Medicine	Speech-Language Pathology	Letter of academic standing	O	\$ 12.00	\$ 12.00
6.2	Records and Documents	Medicine	Speech-Language Pathology	Immunization form copies	O	\$ 15.00	\$ 15.00
6.2	Records and Documents	UTSC	Office of the Registrar	Late Graduation Request	O	\$ 80.00	\$ 80.00
6.2	Records and Documents	UTSC	Office of the Registrar	Request for Course Descriptions	O	\$ 5.00	\$ 5.00
6.2	Records and Documents	UTSC	Office of the Registrar	Re-read Final Examination	O	\$ 36.00	\$ 36.00
6.2	Records and Documents	UTSC	Office of the Registrar	Clerical check of marks	O	\$ 13.00	\$ 15.00
6.2	Records and Documents	UTSC	Office of the Registrar	Photocopies Of File Material	O	\$ 15.00	\$ 15.00

Category 6 Administrative User Fees and Fines 2016-17					Appendix C		
Category	Category Description	Division	Dept/ Centre/ College/ Program	Description	Activity, Material or Service is Optional (O) or Compulsory (C)	Approved 2015-16 Fee	Proposed 2016-17 Fee
<b>Category 6.3 Examination and Grades Fees</b>							
6.3	Examinations and Grades	Arts & Science	Centre for Medieval Studies	External Examination	O	\$ 50.00	\$ 50.00
6.3	Examination and Grades	Faculty of Architecture and Landscape Design	General	External Examination Arrangement	O	\$ 30.00	\$ 30.00
6.3	Examinations and Grades	General [Enrolment Services & University Registrar]	General	Advanced Standing Examination	O	\$ 58.00	\$ 58.00
6.3	Examinations and Grades	General [Enrolment Services & University Registrar]	General	Examination Scripts	O	\$ 15.00	\$ 15.00
6.3	Examinations and Grades	General [Enrolment Services & University Registrar]	General	Petition To Re-read Examination	O	\$ 36.00	\$ 36.00
6.3	Examinations and Grades	General [Enrolment Services & University Registrar]	General	Deferred / Special Examination	O	\$ 70.00	\$ 70.00
6.3	Examinations and Grades	Medicine	Speech-Language Pathology	Clinical unit evaluation forms and comments replacements	O	\$ 15.00	\$ 15.00
6.3	Examinations and Grades	UTSC	Office of the Registrar	Deferred Examinations (for one only)	O	\$ 70.00	\$ 70.00
6.3	Examinations and Grades	UTSC	Office of the Registrar	Deferred Examinations (flat fee for two or more)	O	\$ 140.00	\$ 140.00
6.3	Examinations and Grades	UTSC	Office of the Registrar	External Examination Administrative Arrangement	O	\$ -	\$ 30.00

Category 6 Administrative User Fees and Fines 2016-17					Appendix C		
Category	Category Description	Division	Dept/ Centre/ College/ Program	Description	Activity, Material or Service is Optional (O) or Compulsory (C)	Approved 2015-16 Fee	Proposed 2016-17 Fee
<b>Category 6.4 Placement Fees</b>							
6.4	Placement Fees	Applied Science and Engineering	Engineering Summer Internship Program (eSIP)	Placement	O	\$ 275.00	\$ 275.00
6.4	Placement Fees	Applied Science and Engineering	Engineering Summer Internship Program (eSIP)	Placement Registration	O	\$ 125.00	\$ 125.00
6.4	Placement Fees	Applied Science and Engineering	Institute of Biomaterials and Biomedical Engineering	MHSc and PhD Clinical BME internship fee per placement	C	\$ 664.00	\$ 664.00
6.4	Placement Fees	Applied Science and Engineering	Professional Experience Year	Placement	O	\$ 975.00	\$ 975.00
6.4	Placement Fees	Applied Science and Engineering	Professional Experience Year	Placement Registration	O	\$ 125.00	\$ 125.00
6.4	Placement Fees	Arts & Science	Center for Industrial Relations and Human Resources	Career Development - Internship placement - full-time	C	\$ 200.00	\$ 200.00
6.4	Placement Fees	Arts & Science	Center for Industrial Relations and Human Resources	Career Development Fee - Internship placement - part-time	C	\$ 50.00	\$ 50.00
6.4	Placement Fees	Arts & Science	Economics (Masters of Financial Economics)	Yr 1 Internship Placement Fee	C	\$ 714.00	\$ 785.00
6.4	Placement Fees	Arts & Science	Economics (Masters of Financial Economics)	Yr 2 Internship Placement Fee	C	\$ 510.00	\$ 561.00
6.4	Placement Fees	Forestry	Master of Forest Conservation	Internship Placement Fee	C	\$ 200.00	\$ 200.00
6.4	Placement Fees	Information	Master of Information	Co-op - Initial 4-month placement (first placement)	O	\$ 600.00	\$ 600.00
6.4	Placement Fees	Information	Master of Information	Co-op - Follow-on 4-month placement (second placement; obligatory following first placement)	C	\$ 600.00	\$ 600.00

Category 6 Administrative User Fees and Fines 2016-17					Appendix C		
Category	Category Description	Division	Dept/ Centre/ College/ Program	Description	Activity, Material or Service is Optional (O) or Compulsory (C)	Approved 2015-16 Fee	Proposed 2016-17 Fee
6.4	Placement Fees	Information	Master of Information	Co-op Placement - One Time Only Registration Fee	O	\$ 50.00	\$ 50.00
6.4	Placement Fees	Kinesiology and Physical Education	BKin, BPHE	Field Placement (KPE350Y1 and KPE450Y1)	C	\$ 250.00	\$ 250.00
6.4	Placement Fees	Kinesiology and Physical Education	Master of Professional Kinesiology	Placement Fee	C	\$ -	\$ 50.00
6.4	Placement Fees	Medicine	Occupational Therapy	Fieldwork International Placement	O	\$ 80.00	\$ 80.00
6.4	Placement Fees	Medicine	Occupational Therapy	Fieldwork National Placements	O	\$ 150.00	\$ 250.00
6.4	Placement Fees	Medicine	Physical Therapy	Clinical Fee per Placement- International Students, Toronto Placement	O	\$ 100.00	\$ 100.00
6.4	Placement Fees	Medicine	Doctor of Medicine (UME)	Community Placement Fee Year 1	C	\$ 90.00	\$ 145.00
6.4	Placement Fees	Medicine	Doctor of Medicine (UME)	Community Placement Fee Year 2	C	\$ 90.00	\$ 135.00
6.4	Placement Fees	Medicine	Doctor of Medicine (UME)	Transition to Residency (TTR) Placement Fee Year 4	C	\$ 190.00	\$ 160.00
6.4	Placement Fees	Nursing	Bachelor of Science in Nursing	Year 1 Clinical Placement Fee	C	\$ -	\$ 261.00
6.4	Placement Fees	Nursing	Bachelor of Science in Nursing	Year 2 Consolidation Clinical Placement Fee	C	\$ 255.00	\$ 261.00
6.4	Placement Fees	Nursing	(Clinical and Admin Fields): Master of Nursing	Year 1 Clinical Placement Fee	C	\$ 255.00	\$ 261.00
6.4	Placement Fees	Nursing	(Clinical and Admin Fields): Master of Nursing	Year 2 Clinical Placement Fee	C	\$ 255.00	\$ 261.00

Category 6 Administrative User Fees and Fines 2016-17					Appendix C		
Category	Category Description	Division	Dept/ Centre/ College/ Program	Description	Activity, Material or Service is Optional (O) or Compulsory (C)	Approved 2015-16 Fee	Proposed 2016-17 Fee
6.4	Placement Fees	Nursing	(Nurse Practitioner Field): Master of Nursing Acute Care Nurse Practitioner	Year 1 Clinical Placement Fee	C	\$ 255.00	\$ 261.00
6.4	Placement Fees	Nursing	Master of Nursing (Nurse Practitioner Fields)	Nurse Practitioner Student site visit (out of province student) - local site	O	\$ 102.00	\$ 105.00
6.4	Placement Fees	Nursing	Master of Nursing (Nurse Practitioner Fields)	Nurse Practitioner Student site visit (out of province student) - national site	O	\$ 1,020.00	\$ 1,045.00
6.4	Placement Fees	Nursing	(Nurse Practitioner Fields): Concurrent Diploma Nurse	Year 1 Clinical Placement Fee	C	\$ 255.00	\$ 261.00
6.4	Placement Fees	Nursing	(Nurse Practitioner Fields): Master of Nursing Acute Care	Year 2 Clinical Placement Fee	C	\$ 255.00	\$ 261.00
6.4	Placement Fees	OISE/UT	Applied Psychology and Human Development	Counselling Psychology Program - Master of Education 250 Hour Additional Practicum	O	\$ 250.00	\$ 250.00
6.4	Placement Fees	OISE/UT	Applied Psychology and Human Development	Counselling Psychology Program - Master - Doctoral Stream 500 Hour Additional Practicum	O	\$ 500.00	\$ 500.00
6.4	Placement Fees	OISE/UT	Applied Psychology and Human Development	Counselling Psychology Program - PhD 500 Hour Practicum	O	\$ 500.00	\$ 500.00
6.4	Placement Fees	OISE/UT	Applied Psychology and Human Development	School and Child Clinical Psychology Program - Masters - Additional Practical	O	\$ 500.00	\$ 500.00
6.4	Placement Fees	OISE/UT	Applied Psychology and Human Development	School and Child Clinical Psychology Program - PhD - Additional Practical	O	\$ 500.00	\$ 500.00
6.4	Placement Fees	OISE/UT	Concurrent Teacher Education Program	Education - Concurrent (CTEP) - Year 3 Field Placement / Professional Support	C	\$ 400.00	\$ 400.00
6.4	Placement Fees	OISE/UT	Concurrent Teacher Education Program	Education - Concurrent (CTEP) - Year 4 Field Placement / Professional Support	C	\$ 250.00	\$ 250.00
6.4	Placement Fees	OISE/UT	Concurrent Teacher Education Program	Education - Concurrent (CTEP) - Year 5 Field Placement / Professional Support	C	\$ 550.00	\$ 550.00

Category 6 Administrative User Fees and Fines 2016-17					Appendix C		
Category	Category Description	Division	Dept/ Centre/ College/ Program	Description	Activity, Material or Service is Optional (O) or Compulsory (C)	Approved 2015-16 Fee	Proposed 2016-17 Fee
6.4	Placement Fees	OISE/UT	Teacher Education Programs	Education - MT, MA - Child Study Field Placement / Professional Support	C	\$ 295.00	\$ 295.00
6.4	Placement Fees	UTSC	Arts Co-op	Co-op Program Placement Fee Per Session, Year 1 Entry, Domestic	C	\$ 418.00	\$ 435.00
6.4	Placement Fees	UTSC	Arts Co-op	Co-op Program Placement Fee Per Session, Year 1 Entry, International	C	\$ 588.00	\$ 612.00
6.4	Placement Fees	UTSC	Arts Co-op	Co-op Program Placement Fee Per Session, Year 2 Entry, Domestic	C	\$ 557.00	\$ 580.00
6.4	Placement Fees	UTSC	Arts Co-op	Co-op Program Placement Fee Per Session, Year 2 Entry, International	C	\$ 784.00	\$ 816.00
6.4	Placement Fees	UTSC	Arts Management	Co-op Program Placement Fee Per Session, Year 1 Entry, Domestic	C	\$ 418.00	\$ 435.00
6.4	Placement Fees	UTSC	Arts Management	Co-op Program Placement Fee Per Session, Year 1 Entry, International	C	\$ 588.00	\$ 612.00
6.4	Placement Fees	UTSC	Arts Management	Co-op Program Placement Fee Per Session, Year 2 Entry, Domestic	C	\$ 557.00	\$ 580.00
6.4	Placement Fees	UTSC	Arts Management	Co-op Program Placement Fee Per Session, Year 2 Entry, International	C	\$ 784.00	\$ 816.00
6.4	Placement Fees	UTSC	Arts Management Experiential Education Program	Program Placement Fee Per Session	C	\$ 477.00	\$ 491.00
6.4	Placement Fees	UTSC	International Development Studies	Co-op Program Placement Fee Per Session, Year 1 Entry, Domestic	C	\$ 518.00	\$ 539.00
6.4	Placement Fees	UTSC	International Development Studies	Co-op Program Placement Fee Per Session, Year 1 Entry, International	C	\$ 688.00	\$ 716.00
6.4	Placement Fees	UTSC	International Development Studies	Co-op Program Placement Fee Per Session, Year 2 Entry, Domestic	C	\$ 690.00	\$ 718.00

Category 6 Administrative User Fees and Fines 2016-17					Appendix C		
Category	Category Description	Division	Dept/ Centre/ College/ Program	Description	Activity, Material or Service is Optional (O) or Compulsory (C)	Approved 2015-16 Fee	Proposed 2016-17 Fee
6.4	Placement Fees	UTSC	International Development Studies	Co-op Program Placement Fee Per Session, Year 2 Entry, International	C	\$ 917.00	\$ 954.00
6.4	Placement Fees	UTSC	Management (incl. Economic Policy)	Co-op Program Placement Fee Per Session, Year 1 Entry, Domestic	C	\$ 518.00	\$ 539.00
6.4	Placement Fees	UTSC	Management (incl. Economic Policy)	Co-op Program Placement Fee Per Session, Year 1 Entry, International	C	\$ 688.00	\$ 716.00
6.4	Placement Fees	UTSC	Management (incl. Economic Policy)	Co-op Program Placement Fee Per Session, Year 2 Entry, Domestic	C	\$ 690.00	\$ 718.00
6.4	Placement Fees	UTSC	Management (incl. Economic Policy)	Co-op Program Placement Fee Per Session, Year 2 Entry, International	C	\$ 917.00	\$ 954.00
6.4	Placement Fees	UTSC	Management and International Business	Co-op Program Placement Fee Per Session, Domestic, Year 1 Entry	C	\$ 658.00	\$ 684.00
6.4	Placement Fees	UTSC	Management and International Business	Co-op Program Placement Fee Per Session, International, Year 1 Entry	C	\$ 828.00	\$ 861.00
6.4	Placement Fees	UTSC	Management and International Business	Co-op Program Placement Fee Per Session, Domestic Year 2 Entry	C	\$ 877.00	\$ 912.00
6.4	Placement Fees	UTSC	Management and International Business	Co-op Program Placement Fee Per Session, International, Year 2 Entry	C	\$ 1,104.00	\$ 1,148.00
6.4	Placement Fees	UTSC	Management and International Business	Co-op Program Placement Fee Per Session, Domestic, Transfer Differential, Year 2 Entry	C	\$ 705.00	\$ 732.00
6.4	Placement Fees	UTSC	Management and International Business	Co-op Program Placement Fee Per Session, International Transfer Differential, Year 2 Entry	C	\$ 875.00	\$ 909.00
6.4	Placement Fees	UTSC	Science, Computer Science	Co-op Program Placement Fee Per Session, Year 1 Entry, Domestic	C	\$ 518.00	\$ 539.00
6.4	Placement Fees	UTSC	Science, Computer Science	Co-op Program Placement Fee Per Session, Year 1 Entry, International	C	\$ 688.00	\$ 716.00

Category 6 Administrative User Fees and Fines 2016-17					Appendix C		
Category	Category Description	Division	Dept/ Centre/ College/ Program	Description	Activity, Material or Service is Optional (O) or Compulsory (C)	Approved 2015-16 Fee	Proposed 2016-17 Fee
6.4	Placement Fees	UTSC	Science, Computer Science	Co-op Program Placement Fee Per Session, Year 2 Entry, Domestic	C	\$ 690.00	\$ 718.00
6.4	Placement Fees	UTSC	Science, Computer Science	Co-op Program Placement Fee Per Session, Year 2 Entry, International	C	\$ 917.00	\$ 954.00
6.4	Placement Fees	UTSC	Molecular Biology & Biotechnology	Co-op Program Placement Fee Per Session, Year 1 Entry, Domestic	C	\$ 418.00	\$ 435.00
6.4	Placement Fees	UTSC	Molecular Biology & Biotechnology	Co-op Program Placement Fee Per Session, Year 1 Entry, International	C	\$ 588.00	\$ 612.00
6.4	Placement Fees	UTSC	Molecular Biology & Biotechnology	Co-op Program Placement Fee Per Session, Year 2 Entry, Domestic	C	\$ 557.00	\$ 580.00
6.4	Placement Fees	UTSC	Molecular Biology & Biotechnology	Co-op Program Placement Fee Per Session, Year 2 Entry, International	C	\$ 784.00	\$ 816.00
6.4	Placement Fees	UTSC	Science, Neurosciences	Co-op Program Placement Fee Per Session, Year 1 Entry, Domestic	C	\$ 418.00	\$ 435.00
6.4	Placement Fees	UTSC	Science, Neurosciences	Co-op Program Placement Fee Per Session, Year 1 Entry, International	C	\$ 588.00	\$ 612.00
6.4	Placement Fees	UTSC	Science, Neurosciences	Co-op Program Placement Fee Per Session, Year 2 Entry, Domestic	C	\$ 557.00	\$ 580.00
6.4	Placement Fees	UTSC	Science, Neurosciences	Co-op Program Placement Fee Per Session, Year 2 Entry, International	C	\$ 784.00	\$ 816.00
6.4	Placement Fees	UTSC	Science, Physical Sciences	Co-op Program Placement Fee Per Session, Year 1 Entry, Domestic	C	\$ 518.00	\$ 539.00
6.4	Placement Fees	UTSC	Science, Physical Sciences	Co-op Program Placement Fee Per Session, Year 1 Entry, International	C	\$ 688.00	\$ 716.00
6.4	Placement Fees	UTSC	Science, Physical Sciences	Co-op Program Placement Fee Per Session, Year 2 Entry, Domestic	C	\$ 690.00	\$ 718.00



<b>Category 6 Administrative User Fees and Fines 2016-17</b>					<b>Appendix C</b>		
<b>Category</b>	<b>Category Description</b>	<b>Division</b>	<b>Dept/ Centre/ College/ Program</b>	<b>Description</b>	<b>Activity, Material or Service is Optional (O) or Compulsory (C)</b>	<b>Approved 2015-16 Fee</b>	<b>Proposed 2016-17 Fee</b>
6.4	Placement Fees	UTSC	Science, Physical Sciences	Co-op Program Placement Fee Per Session, Year 2 Entry, International	C	\$ 917.00	\$ 954.00
6.4	Placement Fees	UTSC	Psychological & Health Sciences	Co-op Program Placement Fee Per Session, Year 1 Entry, Domestic	C	\$ 418.00	\$ 435.00
6.4	Placement Fees	UTSC	Psychological & Health Sciences	Co-op Program Placement Fee Per Session, Year 1 Entry, International	C	\$ 588.00	\$ 612.00
6.4	Placement Fees	UTSC	Psychological & Health Sciences	Co-op Program Placement Fee Per Session, Year 2 Entry, Domestic	C	\$ 557.00	\$ 580.00
6.4	Placement Fees	UTSC	Psychological & Health Sciences	Co-op Program Placement Fee Per Session, Year 2 Entry, International	C	\$ 784.00	\$ 816.00
6.4	Placement Fees	UTSC	Early Teacher Project (Science and Mathematics)	Co-op Program Placement Fee Per Session	C	\$ 52.00	\$ 52.00
<b>Category 6.5 Library Fines</b>							
6.5	Library Fine	Library	all students	Damaged Books And Serials / Processing Charge	O	\$ 45.00	\$ 45.00
6.5	Library Fine	Library	all students	Lost Books And/or Accompanying Materials	O	\$ 145.00	\$ 145.00
6.5	Library Fine	Library	all students	Lost Bound Serials	O	\$ 245.00	\$ 245.00
6.5	Library Fine	Library	all students	Lost Unbound Serials	O	\$ 75.00	\$ 75.00
6.5	Library Fine	Library	all students	Overdue Fines - Book And Serials - Per Day	O	\$ 0.50	\$ 0.50
6.5	Library Fine	Library	all students	Overdue Fines - Reserved / Recall Books And Serials - Per Day	O	\$ 2.00	\$ 2.00

<b>Category 6 Administrative User Fees and Fines 2016-17</b>					<b>Appendix C</b>		
<b>Category</b>	<b>Category Description</b>	<b>Division</b>	<b>Dept/ Centre/ College/ Program</b>	<b>Description</b>	<b>Activity, Material or Service is Optional (O) or Compulsory (C)</b>	<b>Approved 2015-16 Fee</b>	<b>Proposed 2016-17 Fee</b>
6.5	Library Fine	Library	all students	Overdue Fines - Short-Term Loan Beyond 24 Hours - Per Day	O	\$ 7.50	\$ 7.50
6.5	Library Fine	Library	all students	Overdue Fines - Short-Term Loan Books And Serials - PER HOUR	O	\$ 0.50	\$ 0.50
6.5	Library Fine	Library	all students	Overdue Fines - Software - Per Day	O	\$ 5.00	\$ 5.00
6.5	Library Fine	Library	all students	Overdue Fines - Equipment - PER HOUR	O	\$ -	\$ 15.00
<b>Category 6.6 Other Administrative User Fees and Fines</b>							
6.6	Other User Fees or Fines	Applied Science and Engineering	Civil Engineering	All office and desk key refundable deposits	O	\$ 20.00	\$ 20.00
6.6	Other User Fees or Fines	Applied Science and Engineering	Civil Engineering	All building key refundable deposits	O	\$ 40.00	\$ 40.00
6.6	Other User Fees or Fines	Applied Science and Engineering	Civil Engineering	All fobs: refundable deposit - undergraduate and graduate students	O	\$ 30.00	\$ 30.00
6.6	Other User Fees or Fines	Applied Science and Engineering	Electrical and Computer Engineering	All fobs, keys, access cards: refundable deposit - undergraduate and graduate students	O	\$ 20.00	\$ 20.00
6.6	Other User Fees or Fines	Applied Science and Engineering	Materials Science Engineering	All office keys: refundable deposits - graduate & undergraduate students	O	\$ 60.00	\$ 60.00
6.6	Other User Fees or Fines	Arts & Science	Economics	Refundable deposit per fob/key for building and office access	O	\$ -	\$ 50.00
6.6	Other User Fees or Fines	Arts & Science	Physics	Internal Key Deposits - refundable upon return of keys	O	\$ -	\$ 25.00
6.6	Other User Fees or Fines	Arts & Science	Physics	Building Key Deposits - refundable upon return of keys	O	\$ -	\$ 50.00

Category 6 Administrative User Fees and Fines 2016-17					Appendix C		
Category	Category Description	Division	Dept/ Centre/ College/ Program	Description	Activity, Material or Service is Optional (O) or Compulsory (C)	Approved 2015-16 Fee	Proposed 2016-17 Fee
6.6	Other User Fees or Fines	Faculty of Architecture and Landscape Design	General	Building Access Refundable Deposit (New Graduate Students)	O	\$ 100.00	\$ 100.00
6.6	Other User Fees or Fines	Faculty of Architecture and Landscape Design	General	Building Access Refundable Deposit (New Undergraduate Students)	O	\$ 100.00	\$ 100.00
6.6	Other User Fees or Fines	Faculty of Architecture and Landscape Design	General	Fob Replacement Fee (if lost)	O	\$ 25.00	\$ 25.00
6.6	Other User Fees or Fines	Dalla Lana School of Public Health	All units & programs	Building Access Fob - refundable deposit	O	\$ -	\$ 20.00
6.6	Other User Fees or Fines	Dalla Lana School of Public Health	All units & programs	Building Access Fob Replacement Fee (if lost)	O	\$ -	\$ 20.00
6.6	Other User Fees or Fines	Dalla Lana School of Public Health	All units & programs	Refundable deposit for Key(s) Issued	O	\$ -	\$ 20.00
6.6	Other User Fees or Fines	Dalla Lana School of Public Health	All units & programs	Replacement fee for key(s) issued (if lost)	O	\$ -	\$ 20.00
6.6	Other User Fees or Fines	General [Enrolment Services & University Registrar]	General	Calendars For Persons Not Registered In The Division	O	\$ 4.00	\$ 4.00
6.6	Other User Fees or Fines	General [Enrolment Services & University Registrar]	General	Replacement Of Calendars	O	\$ 4.00	\$ 4.00
6.6	Other User Fees or Fines	General [Enrolment Services & University Registrar]	General	Student System Access Fee	C	\$ 50.00	\$ 50.00
6.6	Other User Fees or Fines	Library	General	Replacement Of Student / Library Card	O	\$ 12.00	\$ 12.00
6.6	Other User Fees or Fines	Management	General	Access Card - Refundable Deposit	O	\$ 15.00	\$ 15.00
6.6	Other User Fees or Fines	Medicine	Molecular Genetics	Refundable Key Deposit	O	\$ 50.00	\$ 50.00

Category 6 Administrative User Fees and Fines 2016-17					Appendix C		
Category	Category Description	Division	Dept/ Centre/ College/ Program	Description	Activity, Material or Service is Optional (O) or Compulsory (C)	Approved 2015-16 Fee	Proposed 2016-17 Fee
6.6	Other User Fees or Fines	Medicine	Doctor of Medicine (UME)	Building Access Fob Replacement Fee (if lost)	O	\$ 25.00	\$ 25.00
6.6	Other User Fees or Fines	Medicine	Occupational Therapy	Year 1 Building Security Access Card - Replacement Fee for Lost Access Cards	O	\$ 15.00	\$ 15.00
6.6	Other User Fees or Fines	Medicine	Physician Assistant Program	Refundable Deposit for fob for Faculty of Medicine Student Study space access	O	\$ 20.00	\$ 20.00
6.6	Other User Fees or Fines	Medicine	Speech-Language Pathology	Replacement of lost test materials	O	\$ 150.00	\$ 150.00
6.6	Other User Fees or Fines	Medicine	Surgery	ANA 300Y Key Fobs - refundable deposit	O	\$ 20.00	\$ 20.00
6.6	Other User Fees or Fines	Music	General	Building Access Fob - refundable deposit	O	\$ 25.00	\$ 25.00
6.6	Other User Fees or Fines	Nursing	General	Refundable deposit - access fob	O	\$ 15.00	\$ 15.00
6.6	Other User Fees or Fines	Nursing	Bachelor of Science in Nursing	Replacement of sew-on faculty crest	O	\$ 5.00	\$ 5.00
6.6	Other User Fees or Fines	Pharmacy	Doctor of Pharmacy Program	Building Access - 1st Year Access Fob - refundable deposit	O	\$ 15.00	\$ 15.00
6.6	Other User Fees or Fines	Pharmacy	PharmD for Pharmacists Program	Building Access - 1st Year Access Fob - refundable deposit	O	\$ 15.00	\$ 15.00
6.6	Other User Fees or Fines	UTSC	Computer & Math. Sci.	Refundable deposit for Key	O	\$ 20.00	\$ 20.00

Schedule A : Fees Charged for Services not Subject to MTCU Guidelines or University Policy 2016-17						Appendix D
Category	Category Description	Division	Dept/Centre/College/ Program	Description	Approved 2015-16 Fee	Proposed 2016-17 Fee
<b>A.1 APPLICATION FEE</b>						
A.1	Application Fee	Applied Science and Engineering	Institute of Biomaterials and Biomedical Engineering	IBBME MSc and PhD Clinical application fee - Year 1	\$ 664.00	\$ 664.00
A.1	Application Fee	Applied Science and Engineering	General	Non-Ontario Applicants	\$ 60.00	\$ 60.00
A.1	Application Fee	Applied Science and Engineering	General	Ontario Applicants	\$ 40.00	\$ 40.00
A.1	Application Fee	Arts & Science	Commerce	Non-Ontario Applicants	\$ 50.00	\$ 50.00
A.1	Application Fee	Arts & Science	Commerce	Ontario Applicants	\$ 50.00	\$ 50.00
A.1	Application Fee	Arts & Science	Master of Math. Finance	Application Fee	\$ 110.00	\$ 110.00
A.1	Application Fee	Arts & Science	Woodsworth	Application Fee For All Summer Abroad International Programs	\$ 200.00	\$ 200.00
A.1	Application Fee	Dentistry	IDAPP	Application Fee International Dentist Advanced Placement Program	\$ 275.00	\$ 275.00
A.1	Application Fee	Dentistry	DDS	Application Fee For DDS Program	\$ 275.00	\$ 275.00
A.1	Application Fee	Dentistry	Graduate Programs	Application Fee Specialty Programs (in addition to SGS application fee)	\$ 165.00	\$ 165.00
A.1	Application Fee	Dentistry		Application Fee Residency Programs	\$ 275.00	\$ 275.00
A.1	Application Fee	Faculty of Architecture and Landscape Design	General	Visiting Students Application Fee	\$ 60.00	\$ 60.00
A.1	Application Fee	Faculty of Architecture and Landscape Design	General	Architecture Portfolio Assessment (part of application process)	\$ 60.00	\$ 60.00

Schedule A : Fees Charged for Services not Subject to MTCU Guidelines or University Policy 2016-17						Appendix D
Category	Category Description	Division	Dept/Centre/College/ Program	Description	Approved 2015-16 Fee	Proposed 2016-17 Fee
A.1	Application Fee	Faculty of Architecture and Landscape Design	General	Visual Studies Portfolio Assessment (part of application process)	\$ 60.00	\$ 60.00
A.1	Application Fee	Faculty of Architecture and Landscape Design	General	Undergraduate Supplementary Application Assessment	\$ 45.00	\$ 45.00
A.1	Application Fee	General [Enrolment Services & University Registrar]	General	Transfer Credit Assessment Fee	\$ 30.00	\$ 30.00
A.1	Application Fee	General [Enrolment Services & University Registrar]	General	Undergraduate Admissions direct application fee: Internal, part-time, and non-degree applicants (directly to the University, not through OUAC)	\$ 90.00	\$ 90.00
A.1	Application Fee	General [Enrolment Services & University Registrar]	General	Undergraduate Admissions direct application fee: International applicants (who choose direct application to University of Toronto instead of OUAC option)	\$ 90.00	\$ 90.00
A.1	Application Fee	General [Enrolment Services & University Registrar]	General	International applicants directly applying to University of Toronto in lieu of OUAC option; covers receipt and review of transcripts and other documents	\$ 90.00	\$ 90.00
A.1	Application Fee	Information	Master of Information	Application Fee	\$ 44+5	44.00 + 5.00
A.1	Application Fee	Information	Master of Museum Studies	Application Fee	\$ 44+5	44.00 + 5.00
A.1	Application Fee	Information	MS, MA & PhD students	Application Fee	\$ 44+5	44.00 + 5.00
A.1	Application Fee	Law	JD Programme	Application Fee	\$ 90.00	\$ 90.00
A.1	Application Fee	Management	Executive Master of Business Administration (EMBA)	Application Fee	\$ 300.00	\$ 300.00
A.1	Application Fee	Management	Master of Finance	Application Fee	\$ 175.00	\$ 175.00
A.1	Application Fee	Management	MBA	Application Fee	\$ 275.00	\$ 275.00

Schedule A : Fees Charged for Services not Subject to MTCU Guidelines or University Policy 2016-17						Appendix D
Category	Category Description	Division	Dept/Centre/College/ Program	Description	Approved 2015-16 Fee	Proposed 2016-17 Fee
A.1	Application Fee	Management	Executive Master of Business Administration (OMNIUM GEMBA)	Application Fee	\$ 300.00	\$ 300.00
A.1	Application Fee	Management	Professional Accounting (GDipPA) (Self-funded program)	Application Fee	\$ -	\$ 35.00
A.1	Application Fee	Management	Master of Financial Risk Management (MFRM) (Self-funded program)	Application Fee	\$ -	\$ 175.00
A.1	Application Fee	Medicine	Ontario Medical School Application Service (OMSAS/OUAC)	Application Fee (OMSAS/OUAC)	\$ 110.00	\$ 120.00
A.1	Application Fee	Medicine	Physician Assistant Program	Application Fee for Supplemental Application to the program	\$ 200.00	\$ 200.00
A.1	Application Fee	Music	Undergraduate Program	Application Fee	\$ 60.00	\$ 60.00
A.1	Application Fee	Music	Graduate Program	Audition fee as part of Application to all performance stream programs with the exception of Composition.	\$ 75.00	\$ 75.00
A.1	Application Fee	OISE/UT	Graduate Programs	Application Fee	\$ 100.00	\$ 100.00
A.1	Application Fee	OISE/UT	Office of the Registrar and Student Services	Tech Diploma to BEd Degree Conversion Application Fee	\$ -	\$ 100.00
A.1	Application Fee	Pharmacy	Doctor of Pharmacy Program	Application Fee	\$ 300.00	\$ 300.00
A.1	Application Fee	Pharmacy	PharmD for Pharmacists Program	Application Fee	\$ 200.00	\$ 200.00
A.1	Application Fee	School of Graduate Studies	School of Graduate Studies	Application Fee	\$ 120.00	\$ 120.00
A.1	Application Fee	Social Work	General	Application Fee	\$ 60.00	\$ 60.00

<b>Schedule A : Fees Charged for Services not Subject to MTCU Guidelines or University Policy 2016-17</b>						<b>Appendix D</b>
<b>Category</b>	<b>Category Description</b>	<b>Division</b>	<b>Dept/Centre/College/ Program</b>	<b>Description</b>	<b>Approved 2015-16 Fee</b>	<b>Proposed 2016-17 Fee</b>
A.1	Application Fee	UTM	Language Studies	Study in Florence Program Application Fee	\$ 200.00	\$ 200.00
A.1	Application Fee	UTM	Master of Management & Professional Accounting Program (MMPA)	Application Fee	\$ 180.00	\$ 230.00
A.1	Application Fee	UTM	Office of the Registrar	Application fee: Seniors (65+) non-degree studies program		\$ 25.00
A.1	Application Fee	UTM	Diploma in Investigative & Forensic Accounting (DIFA)	Application Fee		\$ 150.00
A.1	Application Fee	Centre for International Students [GEN-ES&UR] / VP,	Centre for International Students	Visiting International Students Application	\$ 60.00	\$ 60.00
<b>A.2 FEES FOR NON-CREDIT COURSES</b>						
A.2	Fees for non-credit courses	Dentistry	DDS Visiting Trainees	Dental Trainees Visiting DDS Student Course Fee 1-2 weeks	\$ 220.00	\$ 220.00
A.2	Fees for non-credit courses	Dentistry	DDS Visiting Trainees	Dental Trainees Visiting DDS Student Course Fee 3-4 weeks	\$ 290.00	\$ 290.00
A.2	Fees for non-credit courses	Dentistry	DDS Visiting Trainees	Dental Trainees Visiting DDS Student Course Fee 5-6 weeks	\$ 360.00	\$ 360.00
A.2	Fees for non-credit courses	Dentistry	DDS Visiting Trainees	Dental Trainees Visiting DDS Student Course Fee 7-8 weeks	\$ 440.00	\$ 440.00
A.2	Fees for non-credit courses	Dentistry	DDS Visiting Trainees	Dental Trainees Visiting DDS Student Course Fee 9-16 weeks	\$ 1,000.00	\$ 1,000.00
A.2	Fees for non-credit courses	Dentistry	DDS Visiting Trainees	Dental Trainees Visiting DDS Student Course Fee 17-24 weeks	\$ 5,000.00	\$ 5,000.00
A.2	Fees for non-credit courses	Dentistry	DDS Visiting Trainees	Dental Trainees Visiting DDS Student Course Fee 25-36 weeks	\$ 10,000.00	\$ 10,000.00



<b>Schedule A : Fees Charged for Services not Subject to MTCU Guidelines or University Policy 2016-17</b>						<b>Appendix D</b>
<b>Category</b>	<b>Category Description</b>	<b>Division</b>	<b>Dept/Centre/College/ Program</b>	<b>Description</b>	<b>Approved 2015-16 Fee</b>	<b>Proposed 2016-17 Fee</b>
A.2	Fees for non-credit courses	Dentistry	DDS Visiting Trainees	Dental Trainees Visiting DDS Student Course Fee 36-52 weeks	\$ 15,000.00	\$ 15,000.00
A.2	Fees for non-credit courses	Dentistry	Undergraduate	Non Degree Undergraduate Student Registration Fee	\$ 100.00	\$ 100.00
A.2	Fees for non-credit courses	Dentistry	Graduate Programs	Non Degree Graduate Student Registration Fee	\$ 600.00	\$ 600.00
A.2	Fees for non-credit courses	Dentistry	Postgraduate Medical Education	Post Graduate Dental Student Fees	\$ 600.00	\$ 600.00
A.2	Fees for non-credit courses	Medicine	Physical Therapy	Clinical Fee per Placement- Other Canadian University Students, Toronto Placement	\$ 50.00	\$ 50.00
A.2	Fees for non-credit courses	Medicine	Physician Assistant Program	Pre-course on Medical Terminology prior to student enrollment in the Program	\$ 40.00	\$ 45.00
A.2	Fees for non-credit courses	Medicine	Undergraduate Medical Education	Domestic Sponsored Medical Trainees Visiting MD Student Course Fee 1-2 Weeks	\$ 220.00	\$ 220.00
A.2	Fees for non-credit courses	Medicine	Undergraduate Medical Education	Domestic Sponsored Medical Trainees Visiting MD Student Course Fee 3-4 Weeks	\$ 290.00	\$ 290.00
A.2	Fees for non-credit courses	Medicine	Undergraduate Medical Education	Domestic Sponsored Medical Trainees Visiting MD Student Course Fee 5-6 Weeks	\$ 360.00	\$ 360.00
A.2	Fees for non-credit courses	Medicine	Undergraduate Medical Education	Domestic Sponsored Medical Trainees Visiting MD Student Course Fee 7-8 Weeks	\$ 440.00	\$ 440.00
A.2	Fees for non-credit courses	Medicine	Undergraduate Medical Education	International Sponsored Medical Trainees Visiting MD Student Course Fee 3-4 Weeks	\$ 360.00	\$ 390.00
A.2	Fees for non-credit courses	Medicine	Undergraduate Medical Education	International Sponsored Medical Trainees Visiting MD Student Course Fee 7-8 Weeks	\$ 460.00	\$ 530.00
A.2	Fees for non-credit courses	Medicine	Undergraduate Medical Education	International Sponsored Medical Trainees Visiting MD Student Course Fee 7 Weeks	\$ -	\$ 1,365.00

<b>Schedule A : Fees Charged for Services not Subject to MTCU Guidelines or University Policy 2016-17</b>						<b>Appendix D</b>
<b>Category</b>	<b>Category Description</b>	<b>Division</b>	<b>Dept/Centre/College/ Program</b>	<b>Description</b>	<b>Approved 2015-16 Fee</b>	<b>Proposed 2016-17 Fee</b>
A.2	Fees for non-credit courses	Medicine	Undergraduate Medical Education	International Sponsored Medical Trainees Visiting MD Student Course Fee 8 Weeks	\$ -	\$ 1,560.00
A.2	Fees for non-credit courses	School of Graduate Studies	School of Graduate Studies	Administrative Fee - International Visiting Graduate Student Research Mobility Agreement	\$ 400.00	\$ 400.00
<b>A.3 ADMISSION DEFERRAL FEE</b>						
A.3	Admission Deferral Fees	Law	JD Programme	Admission Deferral Fee (fully refundable if / when student enrolls)	\$ 285.00	\$ 500.00
<b>A.4 LICENSING / VERIFICATION FEE (POST-GRADUATE)</b>						
A.4	Licensing / Verification Fees (post-graduation)	Faculty of Architecture and Landscape Design	General	Letter Of Confirmation	\$ 7.00	\$ 7.00
A.4	Licensing / Verification Fees (post-graduation)	Faculty of Architecture and Landscape Design	General	Official Transcripts	\$ 10.00	\$ 10.00
A.4	Licensing / Verification Fees (post-graduation)	Faculty of Architecture and Landscape Design	General	Replacement Diplomas or Certificates	\$ 80.00	\$ 80.00
A.4	Licensing / Verification Fees (post-graduation)	Faculty of Architecture and Landscape Design	General	Transfer Credit Assessment Fee	\$ 30.00	\$ 30.00
A.4	Licensing / Verification Fees (post-graduation)	General [Enrolment Services & University Registrar]	Fee charged to alumni	Certification Of Degree	\$ 20.00	\$ 20.00
A.4	Licensing / Verification Fees (post-graduation)	General [Enrolment Services & University Registrar]	Fee charged to alumni	Copies Of Records	\$ 17.00	\$ 17.00
A.4	Licensing / Verification Fees (post-graduation)	General [Enrolment Services & University Registrar]	Fee charged to alumni	Letter Of Confirmation	\$ 8.00	\$ 8.00
A.4	Licensing / Verification Fees (post-graduation)	General [Enrolment Services & University Registrar]	Fee charged to alumni	Mailing of Diploma / Transcript - Canada	\$ 40.00	\$ 40.00

Schedule A : Fees Charged for Services not Subject to MTCU Guidelines or University Policy 2016-17						Appendix D
Category	Category Description	Division	Dept/Centre/College/ Program	Description	Approved 2015-16 Fee	Proposed 2016-17 Fee
A.4	Licensing / Verification Fees (post-graduation)	General [Enrolment Services & University Registrar]	Fee charged to alumni	Mailing of Diploma / Transcript - International Destinations	\$ 70.00	\$ 70.00
A.4	Licensing / Verification Fees (post-graduation)	General [Enrolment Services & University Registrar]	Fee charged to alumni	Mailing of Diploma / Transcript - USA	\$ 55.00	\$ 55.00
A.4	Licensing / Verification Fees (post-graduation)	General [Enrolment Services & University Registrar]	Fee charged to alumni	Official Transcripts	\$ 12.00	\$ 12.00
A.4	Licensing / Verification Fees (post-graduation)	General [Enrolment Services & University Registrar]	Fee charged to alumni	Replacement Diplomas or Certificates	\$ 80.00	\$ 80.00
A.4	Licensing / Verification Fees (post-graduation)	General [Enrolment Services & University Registrar]	Fee charged to alumni	File searches and documentation in support of legal proceedings	\$ 50.00	\$ 50.00
A.4	Licensing / Verification Fees (post-graduation)	Medicine	Occupational Therapy	Licensing Fees Requiring Course And Fieldwork Documentation (course verification for further accreditation purposes)	\$ 125.00	\$ 125.00
A.4	Licensing / Verification Fees (post-graduation)	Medicine	Occupational Therapy	Licensing Fees Requiring Course Documentation (course verification for further accreditation purposes)	\$ 75.00	\$ 75.00
A.4	Licensing / Verification Fees (post-graduation)	Medicine	Occupational Therapy	Licensing Fees Requiring Field Work Documentation (course verification for further accreditation purposes)	\$ 100.00	\$ 100.00
A.4	Licensing / Verification Fees (post-graduation)	Medicine	Occupational Therapy	Licensing Fees Simple Confirmation (course verification for further accreditation purposes)	\$ 50.00	\$ 50.00
A.4	Licensing / Verification Fees (post-graduation)	Medicine	Occupational Therapy	Photocopies of Student Records	\$ 15.00	\$ 15.00
A.4	Licensing / Verification Fees (post-graduation)	Medicine	Physical Therapy	Curriculum Verification Fees - International	\$ 150.00	\$ 350.00
A.4	Licensing / Verification Fees (post-graduation)	Medicine	Physical Therapy	Curriculum Verification Fees - International - Australia	\$ -	\$ 550.00
A.4	Licensing / Verification Fees (post-graduation)	Medicine	Physical Therapy	Curriculum Verification Fees Single Page Confirmation	\$ 50.00	\$ 50.00

<b>Schedule A : Fees Charged for Services not Subject to MTCU Guidelines or University Policy 2016-17</b>						<b>Appendix D</b>
<b>Category</b>	<b>Category Description</b>	<b>Division</b>	<b>Dept/Centre/College/ Program</b>	<b>Description</b>	<b>Approved 2015-16 Fee</b>	<b>Proposed 2016-17 Fee</b>
A.4	Licensing / Verification Fees (post-graduation)	Medicine	Physical Therapy	Curriculum Verification Fees - United States	\$ 100.00	\$ 250.00
A.4	Licensing / Verification Fees (post-graduation)	Medicine	Postgraduate Medical Education	Letters Of Confirmation By DHL	\$ 45.00	\$ 45.00
A.4	Licensing / Verification Fees (post-graduation)	Medicine	Postgraduate Medical Education	Letters Of Confirmation By Priority Courier	\$ 37.00	\$ 37.00
A.4	Licensing / Verification Fees (post-graduation)	Medicine	Postgraduate Medical Education	Requests For Confirmation (Rotations, Evaluation...) If Within The Past 5 Years (for Departments/Program only)	\$ 200.00	\$ 200.00
A.4	Licensing / Verification Fees (post-graduation)	Medicine	Postgraduate Medical Education	Requests For Confirmation (Rotations, Evaluation...) If registered more than 5 Years ago (for Departments/Programs only)	\$ 400.00	\$ 400.00
A.4	Licensing / Verification Fees (post-graduation)	Medicine	Speech-Language Pathology	Document releases to College of Audiologists and Speech-Language Pathologists of Ontario (CASLPO)	\$ 12.00	\$ 12.00
A.4	Licensing / Verification Fees (post-graduation)	Medicine	Speech-Language Pathology	Document releases to Canadian Association of Speech-Language Pathologists and Audiologists (CASLPA)	\$ 12.00	\$ 12.00
A.4	Licensing / Verification Fees (post-graduation)	Medicine	Speech-Language Pathology	Document releases to Provincial bodies outside Ontario	\$ 12.00	\$ 15.00
A.4	Licensing / Verification Fees (post-graduation)	Medicine	Speech-Language Pathology	Document releases to American Speech-Language-Hearing Association (ASHA)	\$ 15.00	\$ 15.00
A.4	Licensing / Verification Fees (post-graduation)	Medicine	Speech-Language Pathology	New York State Education Department, licence application, verification of education and practicum	\$ -	\$ 30.00
A.4	Licensing / Verification Fees (post-graduation)	Nursing	Bachelor of Science in Nursing	Curriculum Verification Fee: confirmation of clinical practicum requirements across specific clinical specialties; for use with non-Ontario licensing boards (Canada and USA)	\$ 102.00	\$ 105.00

Schedule A : Fees Charged for Services not Subject to MTCU Guidelines or University Policy 2016-17						Appendix D
Category	Category Description	Division	Dept/Centre/College/ Program	Description	Approved 2015-16 Fee	Proposed 2016-17 Fee
<b>A.5 SELF-FUNDED PROGRAMS - COURSE WORK-RELATED FEES (new as of 2016-17)</b>						
A.5	Self-funded Programs - Course Work-related Fees	Management	Graduate Diploma in Professional Accounting (GDipPA)	Course Pack, Cases & Licenses	\$ -	\$ 160.00
A.5	Self-funded Programs - Course Work-related Fees	Management	Graduate Diploma in Professional Accounting (GDipPA)	Academic Workshops & Professional Training Program	\$ -	\$ 250.00
A.5	Self-funded Programs - Course Work-related Fees	Management	Master of Financial Risk Management (MFRM)	Textbooks, Course Pack, Cases & Licenses	\$ -	\$ 1,940.00
A.5	Self-funded Programs - Course Work-related Fees	Management	Master of Financial Risk Management (MFRM)	Academic Workshops & Professional Training Program	\$ -	\$ 500.00

## 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.

<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.