

ATTACHMENT A (i)

Policy on Ancillary Fees

In Addition to the Tuition Fee Schedule, there shall be a Schedule of Ancillary Fees. The schedule will be organised as follows:

1.0 Student Services provided by the University¹

1.1 Student Services

1.2 Health Services

1.3 Athletics

1.4 Hart House

1.5 Constituent College fees (excludes college library fees which are prohibited)

¹All fees in this category are compulsory.

The Ministry of Education and Training's Compulsory Ancillary Fee Policy requires that protocols be established in order to increase or add new fees to this category.

2.0 Student organisations and services provided by such organisations²

2.1 Student society fees including any portion thereof in support of student initiated health plans and communications.

2.2 Social and cultural services (excluding Hart House)

2.3 Other fees levied by student organisations to cover the costs of operating the organisations or services provided by them. The University may act as a collection agent for the student organisation, but the fees will be passed directly to the respective student organisations.

²In accordance with the Ministry of Education and Training's Compulsory Ancillary Fee Policy fees established by student governments, including those resulting from referenda sponsored by them are excluded from the protocol requirement.

3.0 Student levies for specific, limited projects³

Student organisations may establish levies for specific, limited projects within the University which are designated by them.

The University may act as a collection agent for the student organisation, but the fees will either be passed directly to the respective student organisation or to a restricted account for the purpose(s) designated by the organisation.

³Such fees must be approved by student referenda as required by the Ministry of Education and Training's Compulsory Ancillary Fee Policy. These fees are exempt from the protocol requirement of the Ministry's policy.

All fees in Categories 1.0, 2.0 and 3.0 that are compulsory will be governed by the University's Policy on Compulsory Non-academic Incidental Fees. The application of the Policy will not preclude the assignment of Category 3.0 Student levies for specific, limited projects to academic purposes.

4.0 Academic surcharges for extraordinary cost

4.1 Studio Fees

4.2 Cinema Screening Fees

4.3 Laundry

4.4 Computing Fees

Compulsory ancillary fees normally may not be levied for these services. The only exception may be for extra services beyond those normally provided and required by a degree program or course, as for example when additional computing time is made available to students at their option.

5.0 Cost Recoveries⁴

5.1 Publications, case studies, laboratory manuals

5.2 Field trips

5.3 Clothing

5.4 Equipment purchases that become the property of students

5.5 Equipment rentals that, for the period of rental, come into the individual possession of students

5.6 Other goods and services provided individually to students for their exclusive use. Charges for various forms of non-credit remedial instruction, if provided, may be included here.

5.7 Materials, services, or licenses where the University acts as a broker with a vendor for the student.⁵

Fees charged to recover costs must relate to those costs, and may not exceed them, or a reasonable estimate of them. The only cost recoveries that may be charged are those shown on the University Schedule of Cost Recovery Fees, which initially shall be the list of cost recoveries shown in the University's submission to the Ministry of Training & Education, February 16, 1987. The fees shown on the Schedule may be adjusted annually by administrative authority (the Vice-Provost, Planning & Budget) provided that the adjustments relate to changes in cost, and are for goods and services that comply with the Policy on Ancillary Fees. All changes shall be reported annually to the Business Board for information.

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

⁵This is a new category introduced by the Ministry of Education and Training Policy. For the University of Toronto, this category replicates Category 5.4.

6. Administrative user fees and fines⁶

6.1 Registration fees

6.2 Records and documents (excluding diplomas and certificates, for which no fee may be charged except for replacements)

6.3 Examination and grades (excluding initial grade reports, for which no fee may be charged)

6.4 Co-op program placement fees

6.5 Library fines

6.6 Other administrative user fees or fines shown on the University Schedule of Administrative User Fees and Fines.

Administrative user fees must relate to the costs of the services provided, and may not exceed them, or reasonable estimates of them. The only administrative user fees and fines that may be charged are those shown on the University Schedule of Administrative User Fees and Fines. The fees and fines shown on the Schedule may be adjusted annually by administrative authority (the Vice-Provost, Planning & Budget), provided that the adjustments relate to the costs of the services provided. All changes shall be reported annually to the Business Board for information. The introduction or removal of

a fee from the Schedule must be submitted to the Business Board for review and approval.

⁶All fees in this category are exempt from the Ministry of Education and Training's Compulsory Fee Policy protocol requirement.

7.0 General program support

Other than tuition fees, no fees may be levied for general program support, except as provided for in Category 3.0, student levies for specific, limited projects.

8.0 System Wide Fees⁷

8.1 University Health Insurance Plan (UHIP)

Such fees are established through a formal agreement under which students at all Ontario universities pay a comparable fee for a comparable service. Such fees are exempt from the Ministry of Education and Training's Compulsory Ancillary Fee Policy protocol requirement.

⁷This is a new category introduced by the Ministry of Education and Training policy. The UHIP fee is actually a Council of Ontario Universities fee which is reported here for information.

Attachment A (ii)

Policy on Ancillary Fees - Administrative Interpretation Category Six

Categories one through four of the schedule will be maintained by the Office of the Vice Provost, Students.

Categories five through eight will be maintained by the Office of the Vice-Provost, Planning & Budget.

6.0 Administrative User Fees and Fines

Introduction

The University Policy on Ancillary Fees established a formal schedule of user fees and fines which may be charged by divisions for the provision of certain services to students. With the single exception of placement fees, these charges are not compulsory -- they are paid only by those students who make use of a particular service, at the time they make use of that service.

The University Schedule of Administrative User Fees and Fines establishes a uniform rate to be charged for like services across all divisions of the University. Divisions may, at their discretion, elect to waive such charges in the case of any or all individuals making use of a service. Divisions may not, however, charge a fee or fine different from the amount shown on the University schedule.

The fees and fines are established with reference to the cost of providing a particular service, or a reasonable estimate thereof.

Workplace Placement Fees

Such fees can be compulsory. They are exempt from the protocol requirements required in the Ministry of Education & Training's Compulsory Ancillary Fee Policy.

Eligible placement service costs include: Salaries and benefits of that portion of each position directly relate to the provision of placement services and work-term activity, including such positions as placement directors, officers, assistants and administrative and support staff; and

Non-salary expenditures attributable to the provision of placement services and work-term activities including travel, telephone, mailing/postage, printing, photocopying, publicity, computing, equipment and furnishing, supplies and expenses and external meetings, etc.; and

Maintenance costs of space used for placement service, including costs of utilities, custodial service and security of this space. Eligible space should include: the space used for administrative and professional placement staff and interviewing or meeting rooms used in the placement function. The costs of space used for part of the time for other purposes should be adjusted according to the proportion of usage for placement service.

Approval

The fees and fines shown on the Schedule may be adjusted annually by administrative authority (the Vice-Provost, Planning & Budget) provided that the adjustments relate to the cost of the service provided. Divisions may request, by January 31st 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.

Ancillary Fees Category 6 - Administrative User Fees and Fines

2008-09

Attachment B

2007-08

2008-09

6.1 Registration Fees

General Course Confirmation	6.00	6.00
General Late registration (plus \$5.00 per day)	44 + 5/day	44 + 5/day
General Letters of permission	25.00	25.00
General Re-instatement	61.00	61.00
General Re-registration	24.00	24.00
Management MBA Admission Deferral Fee	225.00	225.00
OISE/UT CE Additional Qualification late registration fee	100.00	100.00
OISE/UT CE Additional Qualification registration fee	75.00	75.00
SGS Dental Post Graduate Dental Student Fees	350.00	350.00
SGS Law Admission Deferral Fee	225.00	225.00
SGS Medicine Post Graduate Medical Student Fees	350.00	350.00

Ancillary Fees Category 6 - Administrative User Fees and Fines

Attachment B
2007-08 2008-09

6.2 Records and Documents

General Certification of degree	7.00	7.00
General Certification of degree each additional copy of the same degree	3.00	3.00
General Copies of records	15.00	15.00
General Duplicate receipts for tax purposes	5.00	5.00
General Final remarks	13.00	13.00
General Letter of confirmation	7.00	7.00
General Mailing of Diploma Canada	20.00	20.00
General Mailing of Diploma International destinations	60.00	60.00
General Mailing of Diploma USA	40.00	40.00
General Official transcripts	10.00	10.00
General Replacement diplomas or certificates	51.00	60.00
General Transfer credit assessment fee	30.00	30.00
Medicine Occupational Therapy Licensing fees requiring course and fieldwork documentation	125.00	125.00
Medicine Occupational Therapy Licensing fees requiring course documentation	75.00	75.00
Medicine Occupational Therapy Licensing fees requiring field work documentation	100.00	100.00
Medicine Occupational Therapy Licensing fees simple confirmation	50.00	50.00
Medicine Occupational Therapy Requests for confirmation (rotations, evaluation...) if within the past 5 years	200.00	200.00
Medicine Physical Therapy Licensing fees international	150.00	150.00
Medicine Physical Therapy Licensing fees single page confirmation	50.00	50.00
Medicine Physical Therapy Licensing fees United States	100.00	100.00
Medicine Postgraduate Medical Education Commissioner for Oaths fee	10.00	10.00
Medicine Postgraduate Medical Education Completion of Forms	6.00	6.00
Medicine Postgraduate Medical Education Letters of confirmation by DHL	45.00	45.00
Medicine Postgraduate Medical Education Letters of confirmation by fax	25.00	25.00
Medicine Postgraduate Medical Education Letters of confirmation by mail	25.00	25.00
Medicine Postgraduate Medical Education Letters of confirmation by Priority Courier	37.00	37.00
Medicine Postgraduate Medical Education Photocopies of file material diploma, medical transcripts	13.00	13.00
Medicine Postgraduate Medical Education Requests for confirmation (rotations, evaluation...) if within the past 5 years	400.00	400.00
Medicine Postgraduate Medical Education Visa/Immigration Fee	150.00	150.00
SGS Doctoral Thesis Submission Fee	20.00	20.00
SGS Master's Thesis Submission Fee	42.89	39.00
SGS Center of Medieval Studies Certified copies of documents	3.45/doc	3.45/doc

Ancillary Fees Category 6 - Administrative User Fees and Fines
2008-09

Attachment B
2007-08 2008-09

6.3 Examination and Grades

Arts & Science Economics Qualifying Examination Economics		
General Advanced standing examination	50.00	50.00
General Examination scripts	58.00	58.00
General Petition to re-read examination	13.00	13.00
General Special examination	36.00	36.00
OISE/UT CE Additional Qualification examination Fee	70.00	70.00
SGS Centre for Medieval Studies External Examination (Medieval Studies)	50.00	50.00
	50.00	50.00

Ancillary Fees Category 6 - Administrative User Fees and Fines

2008-09

Attachment B

2007-08

2008-09

6.4 Placement Fees

Applied Science and Engineering, Engineering Summer Internship Program (sip)	250.00	250.00
Applied Science and Engineering Professional Experience Year placement	775.00	850.00
Applied Science and Engineering Professional Experience Year registration	75.00	100.00
Architecture, Landscape & Design Global Architecture Program Placement fee	300.00	300.00
Management MBA Career Connection Centre fee full-time	500.00	500.00
Management MBA Career Connection Centre fee part-time	333.00	333.00
Medicine Counseling Psychology Program Optional Additional Practical Masters (500 hour additional practicum)	300.00	300.00
Medicine Counseling Psychology Program Optional Additional Practical PhD (1,000+ hour internship)	700.00	700.00
Medicine Occupational Therapy Fieldwork Placement international placement	80.00	80.00
Medicine Occupational Therapy Fieldwork Placement local placements	50.00	50.00
Medicine Physical Therapy Clinical fee per placement international students, Toronto placement	100.00	100.00
Medicine Physical Therapy Clinical fee per placement Other Canadian University students, Toronto placement	50.00	50.00
Medicine Physical Therapy Clinical fee per placement U of T students, international placement	50.00	50.00
OISE/UT AECPP Counseling Psychology Program - M.Ed 250 hour additional practicum	150.00	150.00
OISE/UT AECPP Counseling Psychology Program - Master - Doctoral stream 500 hour additional practicum	300.00	300.00
OISE/UT AECPP Counseling Psychology Program - PhD 1000 + hour internship	700.00	700.00
OISE/UT AECPP Counseling Psychology Program - PhD 500 hour practicum	300.00	300.00
OISE/UT ALL Education - Consecutive - B.Ed., MT, MA - Child Study field Placement / Professional Support	295.00	295.00
OISE/UT All Partners Education - Concurrent (CTEP) - Year 1, 2, 3 field Placement / Professional Support	150.00	150.00
OISE/UT All Partners Education - Concurrent (CTEP) - Year 4, 5 field Placement / Professional Support	450.00	450.00
OISE/UT HDAP School and Child Clinical Psychology Program - Masters Additional Practical	300.00	300.00
OISE/UT HDAP School and Child Clinical Psychology Program - PhD Additional Practical	350.00	350.00
SGS Administrative Fee International Visiting Graduate Student Research Mobility Agreement		400.00
SGS Ctr for Industrial Relations and Human Resources Career Development Fee full-time	100.00	100.00
SGS Ctr for Industrial Relations and Human Resources Career Development Fee part-time	40.00	40.00
UTSC Arts Co-op Program per session Arts Management Year 1 entry	318.00	324.36
UTSC Arts Co-op Program per session Arts Management Year 2 entry	422.00	430.44
UTSC Arts Co-op Program per session Humanities Year 1 entry	318.00	324.36
UTSC Arts Co-op Program per session Humanities Year 2 entry	422.00	430.44
UTSC Arts Co-op Program per session International Development Studies Year 1 entry	396.00	403.92
UTSC Arts Co-op Program per session International Development Studies Year 2 entry	523.00	533.46
UTSC Arts Co-op Program per session Social Sciences Year 1 entry	318.00	324.36
UTSC Arts Co-op Program per session Social Sciences Year 2 entry	422.00	430.44
UTSC Management Co-op Program per session Management (incl. Economic Policy) Year 1 entry	396.00	403.92

Ancillary Fees Category 6 - Administrative User Fees and Fines
2008-09

6.4 Placement Fees, cont'd

UTSC Management Co-op Program per session Management (incl. Economic Policy) Year 2 entry
 UTSC Science Co-op Program per session Cell & Molecular Biology Year 1 entry
 UTSC Science Co-op Program per session Cell & Molecular Biology Year 2 entry
 UTSC Science Co-op Program per session Computer Science Year 1 entry
 UTSC Science Co-op Program per session Computer Science Year 2 entry
 UTSC Science Co-op Program per session Neurosciences Year 1 entry
 UTSC Science Co-op Program per session Neurosciences Year 2 entry
 UTSC Science Co-op Program per session Physical Sciences, Year 1 entry
 UTSC Science Co-op Program per session Physical Sciences, Year 2 entry
 UTSC Science Co-op Program per session Psychology & Its Application, Year 1 entry
 UTSC Science Co-op Program per session Psychology & Its Application, Year 2 entry
 UTSC Teaching Co-op Program per session

Attachment B
2007-08
2008-09

523.00 533.46
 318.00 324.36
 422.00 430.44
 396.00 403.92
 523.00 533.46
 318.00 324.36
 422.00 430.44
 396.00 403.92
 422.00 430.44
 318.00 324.36
 422.00 430.44
 42.00 42.84

Ancillary Fees Category 6 - Administrative User Fees and Fines

2008-09

Attachment B

2007-08

2008-09

6.5 Library Fine

Library	Damaged books and serials/processing charge	45.00	45.00
Library	Lost books and/or Accompanying Materials	145.00	145.00
Library	Lost bound serials	245.00	245.00
Library	Lost unbound serials	75.00	75.00
Library	Overdue fines Book and serials	0.50/day	0.50/day
Library	Overdue fines reserved/recall books and serials	2.00/day	2.00/day
Library	Overdue fines short-term loan beyond 24 hours	7.50/day	7.50/day
Library	Overdue fines short-term loan books and serials	0.50/day	0.50/day
Library	Overdue fines software	5.00/day	5.00/day

Ancillary Fees Category 6 - Administrative User Fees and Fines

2008-09

Attachment B

2007-08

2008-09

6.6 Other user fee or fine

Arts & Science Woodsworth Summer Abroad Site Service Fees - Australia (Sydney) full course fee	1075.40	1086.00
Arts & Science Woodsworth Summer Abroad Site Service Fees - Central Europe (Brno) full course fee including field trips and residence	1825.40	1161.00
Arts & Science Woodsworth Summer Abroad Site Service Fees - China (Hong Kong) full course fee	865.40	1236.00
Arts & Science Woodsworth Summer Abroad Site Service Fees - Ecuador (Amazon & Galapagos) full course fee	925.40	1236.00
Arts & Science Woodsworth Summer Abroad Site Service Fees - England (Oxford) full course fee	745.00	746.00
Arts & Science Woodsworth Summer Abroad Site Service Fees - France (Tours) full course fee	825.40	986.00
Arts & Science Woodsworth Summer Abroad Site Service Fees - Germany (Berlin) full course fee	1125.40	1236.00
Arts & Science Woodsworth Summer Abroad Site Service Fees - Italy (Siena) full course fee	1025.40	1036.00
Arts & Science Woodsworth Summer Abroad Site Service Fees - Japan (Tokyo) full course fee	1925.50	1936.00
Arts & Science Woodsworth Summer Abroad Site Service Fees - Jordan (Madaba) full course fee	725.40	546.00
Arts & Science Woodsworth Summer Abroad Site Service Fees - Kenya		236.00
Arts & Science Woodsworth Summer Abroad Site Service Fees - Mexico (Guadalajara) full course fee	145.40	186.00
Arts & Science Woodsworth Summer Abroad Site Service Fees - Russia (Moscow) full course fee	1075.40	1186.00
Dentistry Laundry Fee Anesthesia	353.00	362.00
Dentistry Laundry Fee Endodontics	265.00	271.00
Dentistry Laundry Fee IDAPP	212.00	217.00
Dentistry Laundry Fee Oral Pathology	38.00	39.00
Dentistry Laundry Fee Oral Radiology	111.00	114.00
Dentistry Laundry Fee Orthodontics	235.00	241.00
Dentistry Laundry Fee Paediatric Dentistry	311.00	319.00
Dentistry Laundry Fee Periodontics	571.00	586.00
Dentistry Laundry Fee Prosthodontics	320.00	328.00
Dentistry Laundry Fee Year 1	199.00	204.00
Dentistry Laundry Fee Year 2	398.00	408.00
Dentistry Laundry Fee Year 3	532.00	545.00
Dentistry Laundry Fee Year 4	532.00	545.00
General Calendars for persons not registered in the division	4.00	4.00
General Replacement of calendars	4.00	4.00
General Student System Access Fee	35.00	35.00
Library Replacement of student/library card	12.00	12.00
Medicine Sponsored Medical Trainees Visiting MD Student Course Fee 1-2 weeks (previously reported on self – funded tuition schedule)		220.00
Medicine Sponsored Medical Trainees Visiting MD Student Course Fee 3-4 weeks (previously reported on self – funded tuition schedule)		290.00
Medicine Sponsored Medical Trainees Visiting MD Student Course Fee 5-6 weeks (previously reported on self – funded tuition schedule)		360.00
Medicine Sponsored Medical Trainees Visiting MD Student Course Fee 7-8 weeks (previously reported on self – funded tuition schedule)		440.00
SGS Calendar	7.00	8.00

Ancillary Fees Category 6 - Administrative User Fees and Fines

2008-09

Attachment B

2007-08

2008-09

6.7 Application Fees

Applied Science and Engineering Non-Ontario Applicants	60.00	60.00
Applied Science and Engineering Ontario Applicants	30.00	30.00
Architecture, Landscape & Design Architecture Portfolio Assessment	120.00	120.00
Arts & Science Commerce Non-Ontario applicants	60.00	30.00
Arts & Science Commerce Ontario Applicants	30.00	30.00
Arts & Science Woodsworth all international program		200.00
Dentistry M.Sc. Specialty Programs	200.00	200.00
Dentistry DDS Qualifying program	230.00	230.00
General Undergraduate Admissions (OUAC 105 applicants)	80.00	80.00
Information Studies	60.00	60.00
Information Studies Museum Studies	60.00	60.00
Law	75.00	75.00
Management Executive MBA	275.00	275.00
Management GEMBA		250.00 US
Management MBA Application Fee	150.00	275.00
Music	60.00	60.00
OISE/UT All applicants to OISE-registered programs (except CTEP)	70.00	70.00
OISE/UT CTEP-Secondary (Concurrent Teacher Education Program)	35.00	35.00
Pharmacy B.Sc. Pharm.	300.00	300.00
SGS Master of Mathematical Finance Program (MMF)	60.00	60.00
SGS School of Graduate Studies	100.00	100.00
Social Work	40.00	40.00