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VICE-PROVOST, PLANNING AND BUDGET

TO: Business Board

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

AGENDA ITEM: **5(b)**

ITEM IDENTIFICATION:

Category 5, Cost Recovery Ancillary Fees, 2008-2009 (Items for Information)
Category 6, Administrative User Fees and Fines, 2008-09 (Items for Information)

JURISDICTIONAL INFORMATION:

The University's Policy on Ancillary Fees makes provision for a Category 5: University Schedule of Cost Recovery Fees and a Category 6: University Schedule of User Fees and Fines. A copy of the policy is attached (Attachment A).

Under the policy for Category 5, cost recovery fees shown on the schedule may be adjusted annually by administrative authority of the Vice-Provost, Planning & Budget, 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.

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-Provost, Planning & Budget, 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.

PREVIOUS ACTION TAKEN:

The schedules come forward annually.

HIGHLIGHTS:

CATEGORY 5

The University's Policy on Ancillary Fees, under Category 5, permits divisions to charge students for the reasonable cost of the provision of certain learning materials and services. The University, through its operating budget, is responsible for the delivery of an academic program, but the student may be expected to purchase the requisite materials prescribed for the program.

These cost recovery fees include fees for: publications, case studies, or laboratory manuals; field trips; clothing; equipment that becomes the property of the student; equipment rentals; other goods or services provided individually to students for their exclusive use; and any non-credit

remedial instruction provided. All of the fees reported fall within one of these categories. As directed under the policy, the only cost recoveries that may be charged are those shown on the University Schedule of Cost Recovery Fees. This schedule has been updated and is attached for the Business Board's information. (See Attachment B).

For 2008-09, a concerted effort has been made to simplify the schedule of Category 5 Cost Recovery Ancillary Fees, and to streamline the administrative process. The existing administrative processes to collect cost recovery fees for items such as publications, clothing, and equipment are inefficient and often inconvenient for students. In many cases, the administrative costs associated with fee collection and materials distribution may well exceed the amount collected.

In each division we have established a single point of contact who will coordinate the schedule of Category 5 Cost Recovery Fees at the divisional level rather than the departmental level as was historical practice. We have encouraged divisions to reduce the number of fees by combining them into a single omnibus fee for course materials, or by eliminating small fees entirely. In particular, we hope that divisions will make increased use of the web and the Learning Management System to distribute course materials or, failing that, make use of the University's Bookstore as a sales agent for publications, with a view to eliminating publications charges altogether. We expect to see a phased reduction in the number of fees on this schedule over the next several years. In 2008-09, divisions were able to achieve a net reduction of 40 (6.3%) of these Category 5 fees.

CATEGORY 6

These fees include fees for special registration arrangements, optional copies or records, special arrangements relating to examinations, placement fees, library fines, application fees, and other services. None of these fees is subject to the MTCU policy on ancillary fee protocols.

Details of changes to the existing fees are given on the following pages. Additions to the schedule are under a separate cover of approval.

The 2008-09 schedule of Category 6: Administrative User Fees and Fines is attached. (See Attachment C).

FINANCIAL AND/OR PLANNING IMPLICATIONS:

CATEGORY 5

The fees are set at a level to cover the cost of the service.

CATEGORY 6

In 2006-07, these fees produced \$13,107,860 in income for the University's academic divisions, which closely matched the costs of providing the relevant services.

RECOMMENDATION:

For information only.