

**Tuition Fee Framework and
Ancillary Fee Guidelines for
Publicly-Assisted Universities**

2013-14 to 2016-17

DECEMBER 2013

Ontario Ministry of Training, Colleges, and Universities

Tuition Fee Framework and Ancillary Fee Guidelines for Publicly-Assisted Universities 2013-14 to 2016-17

DEFINED TERMS:

The following terms are used in the document.

Enrolment: refers to fiscal full-time equivalent enrolments eligible and claimed for Ministry operating grant support as defined in the *Operating Funds Distribution Manual*.

Universities: refers to publicly-assisted universities and university-level institutions as defined and listed in the *Operating Funds Distribution Manual*.

Further Information

If you have any policies related to Section 4 (Tuition Billing Policy), please contact Sam Andrey, Student Financial Assistance Program Unit, Student Financial Assistance Branch at 416-327-7522 (Sam.Andrey@ontario.ca).

If you have any policy questions about tuition fees, ancillary fees, set-aside calculations and expenditure guidelines, and other tuition fee policy matters, please contact Mehul Mehta, Universities Finance Unit, Postsecondary Finance and Information Management Branch at 416-314-6912 (Mehul.Mehta@ontario.ca).

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INTRODUCTION

The Tuition Fee Framework and Ancillary Fee Guidelines are intended to give direction to publicly-assisted university-level institutions on how to implement the Tuition Fee Framework set by the Ministry of Training, Colleges and Universities. These guidelines will be in effect from the 2013-14 to the 2016-17 academic year.

- Updates to the Guidelines related to Sections 4, 5 and 6 are amended as of December 2013 to reflect changes resulting from technical tuition-related consultations.

Tuition fees for publicly-funded programs continue to be regulated and are tied to the Student Access Guarantee.

The Guidelines have the following seven sections:

Section 1: Rate of Increases under the Tuition Fee Framework

Section 2: Application of the Tuition Fee Framework

Section 3: Tuition Fee Set-Aside Policy

Section 4: Tuition Billing Policy

Section 5: Program Fee Policy

Section 6: Compulsory Ancillary Fee Policy

Section 7: Reporting and Compliance with the Tuition Fee Framework

Unless otherwise indicated in these Guidelines, all policies in relation to tuition fees in the current university *Ontario Operating Funds Distribution Manual* remain in effect. In the event of a conflict between the previous policy or the *Ontario Operating Funds Distribution Manual*, these guidelines will apply.

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Section 1: Rate of Increases under the Tuition Fee Framework

The framework is based on the principle that tuition fees may increase within specified limits provided that the overall average tuition fee increase is less than or equal to the cap prescribed in the framework.

1.A: Cap on Overall Average Tuition Fee Increase

For four years beginning in 2013-14, the overall average rate of tuition fee increase across all publicly funded programs at an institution will be capped at 3.0% per year.

Section 1.E describes the methodology that will be used to calculate the overall average annual rate of tuition fee increase for a university.

1.B: Maximum Allowable Fee Increase by Program Types

Subject to the overall average tuition fee increase cap:

- Tuition for the undergraduate arts and science and other programs at universities listed in Section 2.A may increase by up to 3.0% each year.
- Tuition for professional undergraduate programs (listed in Section 2.A) and all graduate programs may increase by up to 5.0% each year; except for students that were enrolled in professional undergraduate and graduate programs in 2012-13. For these students, annual increases will be limited to 4%. This will help ensure that students already enrolled in professional undergraduate and graduate programs will not see increases under the new framework that are higher than what would have been permitted under the existing framework.

TABLE 1 - Maximum Allowable Annual Tuition Fee Increase by Program Type

Program Type	Maximum Allowable Annual Increase in Tuition Fees
Arts & Science Undergraduate or other Undergraduate Program (see Section 1.C)	3.0% for all students
Professional Undergraduate or any Graduate Program (see Section 1.D)	5.0% for students who start in or after 2013-14; or 4.0% for students who were enrolled in 2012-13
Overall Average Tuition Fee Increase	3.0%

Universities are expected to round down tuition fees to ensure that the year over year change in the fees do not exceed the maximum allowable increase listed in the table above.

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1.C: Arts & Science Undergraduate or other Undergraduate Program

The table below provides an illustration of the maximum allowable fee increases for each year of study over the duration of the framework.

For all students in Arts & Science Undergraduate or other Undergraduate programs, the maximum allowable fee increase – starting in 2013-14 – is 3.0%.

		YEAR OF STUDY			
		1st Year	2nd year	3rd year	4th year
2012-13		2012 Year 1	2012 Year 2	2012 Year 3	2012 Year 4
2013-14	↓ Up to 3% 2013 Year 1 = 2012 Year 1 x (1 + Up to 3%)		↓ Up to 3% 2013 Year 2 = 2012 Year 1 x (1 + Up to 3%)	↓ Up to 3% 2013 Year 3 = 2012 Year 2 x (1 + Up to 3%)	↓ Up to 3% 2013 Year 4 = 2012 Year 3 x (1 + Up to 3%)
2014-15	↓ Up to 3% 2014 Year 1 = 2013 Year 1 x (1 + Up to 3%)		↓ Up to 3% 2014 Year 2 = 2013 Year 1 x (1 + Up to 3%)	↓ Up to 3% 2014 Year 3 = 2013 Year 2 x (1 + Up to 3%)	↓ Up to 3% 2014 Year 4 = 2013 Year 3 x (1 + Up to 3%)
2015-16	↓ Up to 3% 2015 Year 1 = 2014 Year 1 x (1 + Up to 3%)		↓ Up to 3% 2015 Year 2 = 2014 Year 1 x (1 + Up to 3%)	↓ Up to 3% 2015 Year 3 = 2014 Year 2 x (1 + Up to 3%)	↓ Up to 3% 2015 Year 4 = 2014 Year 3 x (1 + Up to 3%)
2016-17	↓ Up to 3% 2016 Year 1 = 2015 Year 1 x (1 + Up to 3%)		↓ Up to 3% 2016 Year 2 = 2015 Year 1 x (1 + Up to 3%)	↓ Up to 3% 2016 Year 3 = 2015 Year 2 x (1 + Up to 3%)	↓ Up to 3% 2016 Year 4 = 2015 Year 3 x (1 + Up to 3%)

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1.D: Professional Undergraduate or any Graduate Program

The table below provides an illustration of the maximum allowable tuition fee increases for each year of study over the duration of the framework.

Tuition for professional undergraduate programs (listed in Section 2.A) and all graduate programs may increase by up to a maximum of 5.0% each year; except for students that were enrolled in professional undergraduate and graduate programs in 2012-13.

Tuition fees for students who were enrolled in a professional undergraduate or any graduate program in 2012-13 are to be “grandfathered” and are therefore subject to a maximum allowable increase from the previous framework (4.0%).

	YEAR OF STUDY			
	1st Year	2nd year	3rd year	4th year
2012-13	2012 Year 1	2012 Year 2	2012 Year 3	2012 Year 4
2013-14	2013 Year 1 = 2012 Year 1 x (1 + Up to 5%)	2013 Year 2 = 2012 Year 1 x (1 + up to 4%)	2013 Year 3 = 2012 Year 2 x (1 + up to 4%)	2013 Year 4 = 2012 Year 3 x (1 + up to 4%)
2014-15	2014 Year 1 = 2013 Year 1 x (1 + Up to 5%)	2014 Year 2 = 2013 Year 1 x (1 + Up to 5%)	2014 Year 3 = 2013 Year 2 x (1 + up to 4%)	2014 Year 4 = 2013 Year 3 x (1 + up to 4%)
2015-16	2015 Year 1 = 2014 Year 1 x (1 + Up to 5%)	2015 Year 2 = 2014 Year 1 x (1 + Up to 5%)	2015 Year 3 = 2014 Year 2 x (1 + Up to 5%)	2015 Year 4 = 2014 Year 3 x (1 + up to 4%)
2016-17	2016 Year 1 = 2015 Year 1 x (1 + Up to 5%)	2016 Year 2 = 2015 Year 1 x (1 + Up to 5%)	2016 Year 3 = 2015 Year 2 x (1 + Up to 5%)	2016 Year 4 = 2015 Year 3 x (1 + Up to 5%)

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1.E: Calculating the Overall Average Tuition Fee Increase

A university's overall average tuition fee increase is calculated using the following approach:

1. Calculate the percentage increase in the tuition fee from the prior year:
 - a. The percentage increase in the tuition fee for first year of study is equal to the year over year change in the tuition fee for first year of study.
 - b. For all upper years, the percentage increase in the tuition fee is equal to the change in the tuition fee that a student would experience by progressing from one year of study to the next year of study.
2. Divide the enrolment in each program by the total enrolment.
3. Multiply the percentage increase in the tuition fee of each program (from Step 1) by the percentage of enrolment in previous year (from Step 2).
4. Sum the result of step 3 for all programs.
5. The result from step 4 may not exceed 3.0% (the cap on overall average tuition fee increase under the tuition fee framework).

The following formula provides an illustration of the calculation:

$$\sum_{\text{Across all programs and years of study}} \left(\frac{\text{Enrolment}_A}{\text{Total Enrolment}} \right) \times \left(\frac{\text{Fee}_{A, \text{ current year}}}{\text{Fee}_{A, \text{ prior year}}} - 1 \right)$$

Where:

- Enrolment_A = Enrolment in program A from previous year
- Total Enrolment = Sum of enrolment in all programs from previous year
- Fee_{A, current year} = Fees in program A in current year
- Fee_{A, prior year} = Fees in program A from previous year

Final year-end enrolment from the previous year will be used to calculate the average tuition fee increase. For example, the 2013-14 overall average tuition fee increase calculation will be based on 2012-13 enrolment.

Note the use of prior year enrolment is a change from the compliance reporting under the previous framework. This change is intended to assist universities and the Ministry in confirming compliance at the time when new tuition fees are set.

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Section 2: Application of the Tuition Fee Framework

2.A: Categorization of Programs

The table below provides a summary of how university programs are categorized for the purposes of the Tuition Fee Framework. This categorization should be used to determine the maximum allowable tuition fee increase rate applicable for each program as described in Section 1.B above.

Undergraduate Arts & Science and Other Undergraduate Programs	Professional Undergraduate Programs and Graduate Programs
Agriculture Arts & Science Conversion Engineering (Lakehead) Dental Hygiene Diploma Public Health Nursing Education Environmental Studies Fine & Applied Arts Forestry General Arts General Arts - Upper Year Honours General Science General Science - Upper Year Honours Household & Food Science Journalism Library Science Music Nursing Nursing Technology Physical & Health Education Preliminary Year Pre-medicine Secretarial Science Social Work Theology	Architecture Commerce & Business Administration Computer Science Dentistry Engineering Industrial Design Landscape Architecture Law Medicine Optometry Pharmacy Physical & Occupational Therapy Veterinary Medicine All Graduate Programs

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2.B: Exemptions to the Tuition Fee Framework

The Tuition Fee Framework does not apply to programs or to student categories that are ineligible for operating grant funding (e.g., full cost recovery or self-funded programs, and international students).

A university may not convert an existing publicly funded program to a full-cost recovery program without prior approval from the Ministry.

2.C: Tuition Fees for New Programs

A university may set the tuition fee for new programs up to a level commensurate with the tuition charged for comparable university programs in Ontario. Fees should not exceed the maximum fee rates charged by other comparable university programs.

For new programs which require the approval of the Minister of Training, Colleges and Universities, the Ministry will review tuition fees set for comparable programs and work with universities to establish an appropriate initial tuition fee.

Once tuition fees for the first year of a new program have been established, the tuition fee increase in subsequent years will be subject to the maximum allowable percentage increase under the Tuition Fee Framework (see Section 1.B for details).

2.D: Changes in Programs, Transfers

Students who repeat a year should be charged the same rate as students in the same cohort of the program.

Students who choose to change programs or enter a program through a transfer should be charged the tuition fee in effect for the relevant program year to which they enter or transfer.

In cases where an institution has an existing program with higher (or lower) fees in the upper years of a program, the differential between fees in each year of study may be maintained, and the permitted increase would be applied to each year of the program.

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Section 3: Tuition Fee Set-Aside Policy

The tuition fee set-aside fund is in addition to the government's Ontario Student Assistance Program (OSAP) and other institutional funds, which currently provide students with financial assistance.

It is expected that institutions will continue to partner with the Ministry to support access to postsecondary education and provide assistance to students with financial need through the continuation of the Student Access Guarantee. To ensure institutions have sufficient funds to meet their Student Access Guarantee obligations and to provide other forms of assistance to students in need, the Ministry is continuing tuition set aside requirements for new tuition fee increases.

Universities are responsible for expending the tuition fee set-aside amount annually to provide financial support to students through bursaries, scholarships, work-study programs and work between academic terms.

The Ministry will monitor the tuition fee set-aside disbursement by requiring universities to report on the disbursement of tuition set-aside funds annually.

For additional details on the tuition fee set-aside, please refer to the *Tuition Fee Set-Aside Expenditure Guidelines* issued annually by the Ministry of Training, Colleges and Universities.

3.A: Calculating the Tuition Fee Set-Aside Fund

For each university, the tuition fee set-aside fund is the sum of the following:

- Prior year's tuition fee set-aside (base level) multiplied by percentage change in enrolment; and
- 10% of change in average tuition fee multiplied by previous year's enrolment.

$$TSA_{CY} = TSA_{PY} \times \frac{Enrolment_{PY}}{Enrolment_{PY-1}} + (Tuition_{CY} - Tuition_{PY}) \times Enrolment_{PY} \times 10\%$$

Where:

- TSA_{CY} = Tuition set-aside for the current year
- TSA_{PY} = Tuition set-aside from the previous year
- Enrolment_{PY} = Total enrolment for the previous year
- Enrolment_{PY-1} = Total enrolment for the year before the previous year
- Tuition_{CY} = Average tuition fee for the current year (see section 3.B)
- Tuition_{PY} = Average tuition fee for the previous year (see section 3.B)

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Note the use of prior year enrolment growth rather than the current year's enrolment growth is a change from the tuition set-aside calculation under the previous framework. For example, for 2013-14, enrolment growth that occurred at the university from 2011-12 to 2012-13 will be used in calculating tuition set-aside amounts. This change is intended to assist universities in estimating tuition set-aside requirements at the time when new tuition fees are set and to allow earlier compliance reporting.

For a one year transitional period in 2013-14, if an institution had enrolment growth in the prior year that was higher than its current year enrolment growth, the institution will have the option of continuing to use enrolment growth from 2012-13 to 2013-14 in calculating its 2013-14 Tuition Set-Aside. (After 2013-14 all calculations will be based on prior year enrolment growth).

3.B: Calculating the Average Tuition Fee

The average tuition for a university in a given year is based on the following methodology:

1. Divide the prior year enrolment in each program by the prior year total enrolment in the university.
2. Multiply the actual tuition fee of each program by the percentage of enrolment in the program from previous year (from Step 1).
3. Sum the result of the Step 2 for all programs.

Section 4: Tuition Billing Policy

In 2012 and 2013, the Ministry consulted with stakeholders on the introduction of a system-wide approach to tuition billing practices, including payment deadlines and fees for late or partial payment. These policy changes are being introduced with the expectation that universities will implement them for the 2014-15 academic year. The Ministry recognizes that some universities, due to system changes required, may not be able to fully implement these changes until the 2015-16 academic year. These tuition billing practices will be mandatory as of 2015-16.

While the requirements listed in Section 4 are intended to apply to programs or student categories that are eligible for operating grant funding, universities are also asked to consider applying the policies to programs or student categories that are ineligible for operating grant funding (e.g., international students) where feasible.

4.A: Tuition Deposits

A tuition deposit refers to an amount that is paid as part of the student's total tuition fees for the academic year to secure a student's enrolment at a university.

Universities may require a tuition deposit from students before the start of their study term for the academic year, in accordance with the following:

- The tuition deposit shall reduce the amount of tuition owed by the student and shall not be an additional fee over and above the course/program fees for the academic year.
- The maximum tuition deposit that a university can require is 10 per cent of the student's total tuition fees for the academic year or \$500, whichever is greater.
- The tuition deposit may be non-refundable, to a maximum amount of \$500.
 - Universities shall make accommodations and refund deposits to students who withdraw for reasonable circumstances (e.g., parental or medical leave).
- Universities may require the tuition deposit no sooner than three (3) months prior to the first day of the month of student's study period start date (e.g., a tuition deposit can be required to be paid June 1st for study periods that begin anytime in September).
- For students enrolled in consecutive terms of study, the tuition deposit can be charged once only during the academic year.
 - A tuition deposit may be charged more than once per academic year for students who take a term off from their studies. For example, a student studying in the Fall term who is not enrolled for the Winter term, but returns in the Spring/Summer term, may be charged a tuition deposit for the Fall term as well as the Spring/Summer term.
 - Students who take a term off from their studies for education-related reasons such as a co-op/work term shall not be charged an additional tuition deposit upon return to the in-class component of their studies.

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- A tuition deposit can be charged each time a student elects to switch his/her program of study during the academic year.

4.B: Subsequent Payments

A subsequent payment is an amount that is paid after the initial tuition deposit as part of the student's total fees, to reduce the amount of fees owing for the academic year.

Universities shall provide all students with the option of per-term billing. Universities may do this for all students or can require students to opt-in to the per-term billing process. For clarity, per-term billing refers to dividing the total tuition fees for the academic year by the number of academic terms that the student is scheduled to participate in for the academic year, and requiring a subsequent payment each term as per below.

In the case of programs for which universities do not utilize academic terms, the total tuition fees shall be divided as follows:

Total study period length	Minimum number of payments expected for per-term billing
Less than 21 weeks	1
21 to 40 weeks	2
More than 40 weeks	3

Universities may charge subsequent payments in accordance with the following:

I. Students *without* an Entitlement from the Ontario Student Assistance Program (OSAP) One Month Prior to Study Period Start ¹

- These students shall not have their subsequent payment(s) due sooner than one (1) month prior to the start date of the respective term. Universities may require payment for the Winter term in mid-November, in recognition of the December holiday break.
 - For example, a student who commences three terms of study in the Fall may pay the first payment in August for the Fall/September start; the second payment in November for the Winter/January term; and the remaining payment in April for the Spring/Summer/May term.

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II. Students *with* an Entitlement from the Ontario Student Assistance Program (OSAP) One Month Prior to Study Period Start ¹

- These students shall not have their subsequent payment(s) due sooner than the start date of the respective term.
- Universities are expected to automatically administer per-term billing, without an opt-in requirement, for these students who have also elected on their OSAP application to have their tuition fees paid directly to their institution using OSAP funding.
- Universities may not charge a fee for this later payment date or for providing this service to students.
- Universities may wish to extend this option to students entitled to financial assistance through other programs (either from Ontario, the federal government or other jurisdictions).

4.C: Late Fees

Universities may not charge a fee for the administration of tuition deposits or subsequent billings.

Late fees refer to both lump-sum and percentage-based fees that are charged over and above a student's tuition fees if a student does not pay tuition and/or ancillary fees before payment deadlines.

The use of late fees must be compliant with the provisions in these guidelines. While bearing in mind the need to ensure timeliness of tuition fee payments, late fees shall be reasonable and transparent to students.

Universities may also continue to use non-financial methods to encourage students to pay their outstanding tuition balances.

¹ For the purpose of these guidelines, an entitlement is an amount greater than zero of student loans or grants that a student qualifies for through the Ontario Student Assistance Program (OSAP). The Ministry notifies institutions of students' entitlements through the institution's daily year-to-date file.

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Section 5: Program Fee Policy

Program or flat fees refer to a tuition fee structure in which all students in the same program are charged the same tuition fee for course loads at or above a certain threshold of the normal course load. A normal course load is defined as that which would be required for a student to earn a given credential in a prescribed amount of time (e.g., five courses per academic term to complete an honours bachelor's degree in four years).

Starting in 2012-13, the Ministry placed a moratorium on the introduction of new program/flat fees as well as changes to existing program/flat fee structures. This moratorium was extended for the 2013-14 academic year and during this time the Ministry consulted with institutions and student groups on the issue. Accordingly, the program/flat fee tuition policy has been updated as follows further to these consultations.

For universities that currently charge tuition on a program/flat fee basis, the threshold for which these universities can charge program/flat fees is set to a minimum of 80 per cent of a normal course load, effective as of the 2016-17 academic year. This threshold will be phased in over next three years as follows:

- There will be no mandatory changes required for the 2014-15 academic year;
- The minimum threshold will be set at 70 per cent effective for the 2015-16 academic year; and
- The minimum threshold will be set at 80 per cent effective for the 2016-17 academic year.

Universities which currently charge program fees for cohort-based programs that require participation in a full course load (e.g. medicine and engineering programs) may continue to charge such fees.

For programs charged on a program/flat fee basis, students taking courses above the threshold of a normal course load may not be charged for the additional courses.

Universities are required to have policies in place, and publicize these policies, for students with permanent, documented disabilities who require a reduced course load as a learning accommodation, such that these students are exempted from paying tuition fees on a program/flat fee basis.

The Ministry recognizes that minor differences in per-credit fees across universities reflect variability in program delivery costs and these differences will continue to exist under this updated policy.

The moratorium placed in 2012-13 on the introduction of new program/flat fees is maintained for the duration of this framework.

Tuition fee levels within the program/flat fee structure may increase as per the rate of increases specified under the Tuition Fee Framework (see Section 1 for details).

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Section 6: Compulsory Ancillary Fee Policy

The following terms are used in this section.

Ancillary Fee: An ancillary fee is defined as a fee imposed or administered by a given institution, or one of its constituent parts or its federated or affiliated institutions, in addition to regular tuition fees, which a student pays for a service or product.

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

Compulsory Course: A compulsory course is defined by the Ministry as a course which a student is required to take in order to fulfill the requirements of his or her program or degree.

Student Governments: The term student governments is defined as the minimum number of student organizations which have both elected leadership and by-laws setting out their methods of operation and which, when viewed in combination at an individual institution, represent all students who are eligible to be represented by a student organization.

Student Government Representatives: The term student government representatives is defined as one or more representatives from each of the student governments as defined above.

6.A: Compulsory Ancillary Fee Policy

These policies have been in effect since 1993-94 and have been updated to reflect new direction including the outcome of the consultations referenced in Sections 4 and 5. The policies noted here shall remain in full effect unless notified by the ministry.

6.A.1: Compulsory Tuition-Related Ancillary Fees: A compulsory tuition-related ancillary fee is a fee which is levied to cover the costs of items that are normally paid for out of operating or capital revenue.²

Institutions are not allowed to charge compulsory tuition-related ancillary fees.³ This includes any fee related to the confirmation of credential completion and any fee for providing a graduation certificate.

² This includes costs paid out of operating and capital grants and tuition fee revenue.

³ Effective May 1, 1987, all compulsory tuition-related ancillary fees for items normally paid for out of operating revenue were prohibited. Effective September 1, 1991, all compulsory ancillary fees for items eligible for capital grants were also prohibited.

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6.A.2: Compulsory Non-Tuition-Related Ancillary Fees: A compulsory non-tuition-related ancillary fee is a fee which is levied to cover the costs of items which are not normally paid for out of operating or capital revenue.

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

- be approved by the governing body; and
- be announced prior to collection through the institution's calendar and/or published fee schedule(s).

The fee announcement must provide a breakdown of all compulsory non-tuition-related ancillary fees. The announcement must explain the purpose(s) of the fee sufficiently to allow students to understand the materials, services or facilities that have been rendered through payment of the fee(s).

When introducing a new fee or modifying an existing fee, institutions must:

- Provide a full rationale for each fee, including the reasons for its compulsory nature, any information necessary for student governments and governing bodies to understand the purpose of the fee, the costs included in calculating the fee level, the students for whom the fee will be compulsory, the total revenue available from the fee and the process used for developing the fee; and
- Respond with a full explanation to inquiries made by student governments in connection with concerns about any ancillary fee.

Compulsory non-tuition-related ancillary fees can neither be increased nor expanded to include new fees except through the implementation of an ancillary fee protocol.

Introduction of new or increases to existing compulsory non-tuition-related ancillary fees can only be implemented as provided for in an ancillary fee protocol or through an exemption to an ancillary fee protocol, as outlined in Section 6.B.

6.B: Ancillary Fee Protocol

An Ancillary Fee protocol is a formal agreement between the institution's administration and student government representatives which set out the means by which students will be involved in decisions to introduce a new or modify an existing compulsory non-tuition-related ancillary fee.

All approved Ancillary Fee protocols, with signatures of representatives of the institution's administration and student government representatives and the dates of approval, must be submitted to the Ministry of Training, Colleges and Universities at:

Postsecondary Finance and Information Management Branch
Ministry of Training, Colleges and Universities
900 Bay Street, 7th Floor, Mowat Block

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Toronto, ON M7A 1L2
Email: PSFIMB@ontario.ca

6.B.1: Ancillary Fee Protocol Guidelines

The following conditions are required for an Ancillary Fee protocol to come into effect.

- The institution's administration and student government representatives agree to the text of the protocol, and the protocol has the approval of the institution's governing body.
- Student agreement to the protocol is obtained through, at minimum, the support of the majority of student governments involved in the development of the protocol, who in turn, serve on behalf of the majority of students paying compulsory non-tuition-related ancillary fees;
- All student government representatives are eligible to participate in the development and approval of a protocol.
- In instances where students who pay compulsory non-tuition-related ancillary fees are not represented through any student government, the administration and the serving student government representatives will jointly identify representative(s) to be involved in the development and approval of a protocol.

An institution's governing body may not unilaterally change the text of a protocol agreed to by its administration and student government representatives. Any concerns related to the protocol shall be directed to the institution's administration and student government representatives.

In the event that an eligible student government chooses not to nominate a representative for the purpose of developing a protocol, the written support of that student government is not required for the approval of the protocol. However, the terms of the protocol will still apply to the students represented by the non-participating student government.

Institutions with a multi-campus facility can have multiple Ancillary Fee Protocols to address the different compulsory non-tuition related ancillary fees at their institution.

An Ancillary Fee protocol may provide the opportunity for a review process.

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6.B.2: Examples of Fees Requiring an Ancillary Fee Protocol

Below are examples of non-tuition-related ancillary fees that are required for inclusion in an Ancillary Fee protocol. In some cases, these or other compulsory non-tuition-related fees may be combined into a single student service fee. Such combination fees could be incorporated in a protocol.

- **Student Activity Fees** – intended to support the costs of enhancing the cultural, social, or recreational life of students and provide other non-academic services to students. This definition does not apply to academic services such as library, computing and learning centre services.
 - The revenue from student activity fees must be applied to its intended purpose and cannot be used to cover the cost of instruction in any course or program normally offered for credit toward an eligible degree, diploma or certificate.

- **Athletic Fees** – intended to support the cost of providing athletic or recreational services, athletic associations, or the cost of institutional athletic teams.
 - The revenue from an athletic fee must be applied towards its intended purpose and cannot be applied to the cost of instruction in any course or program normally offered for credit toward an eligible degree, diploma or certificate.

- **Housing Placement Fees** – intended to support the costs related to placing students in housing.

- **Health / Insurance Fees** – intended to support the costs of health services and health or dental insurance plans.

- **Transportation / Parking Fees** – intended to support the costs of transportation, public transit, and parking services.

- **Student Centre Fees** – intended to support the cost of buildings that are not normally eligible for government capital grants, such as student centres or athletic facilities.

6.B.3: Exemptions from Protocols

Below are non-tuition-related ancillary fees that are exempt from inclusion in a protocol.

- **Existing fees established through referenda** where the sponsor of the referenda was the university administration or a combination of the university administration

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and students.⁴

- **Fees established by student governments**, including those resulting from referenda sponsored, or co-sponsored by them.
- **Fees for transcripts and for convocation ceremonies** including items such as cap and gown rentals for graduation.
- **System-wide fee** – fees where, through a formal agreement, the students at all Ontario universities pay a comparable fee for a comparable service. In the case of system-wide fees established as of the 2014-15 academic year, universities must advise student governments about the potential impact of new system-wide fees, as well as potential timelines associated with the introduction of these new fees.
- **Field trip fees** – these fees cover the reasonable, direct costs of travel and accommodation for students on compulsory field trips.
 - These fees are not to cover salaries, benefits or travel and accommodation for faculty.
 - It is prohibited to charge a tuition-related activity fee for compulsory field trips.
 - Institutions cannot charge compulsory ancillary fees for any component of an out-of-province compulsory field trip in a compulsory course. Exemptions may be granted by the ministry for reasonable costs of compulsory out-of-province field trips in compulsory courses for institutions located near inter-provincial or international borders.
- **Fees for learning materials and clothing retained by the student, or materials used in the production of items that become the property of the student** – these fees include materials such as dental kits, clickers, art supplies, lab coats and manuals.
- **Fees for digital learning materials that are the property of the student and which can include test/assessment tools.**
 - The Ministry considers the payment of tuition as supporting the cost of instruction and assessment. Where a course or program relies substantially on assessments that are included with a learning resource, such as an online textbook, the Ministry expects universities to have a policy with respect to their students' interests in these situations. Such a policy could include a rebate to students of a portion of their textbook fees where bundled assessments represent a substantial portion of a student's mark for a course.
 - The Ministry acknowledges the contribution that these resources can make to the quality of teaching and learning, including support for adaptive learning and formative assessment. Universities should be proactive in monitoring

⁴ A new fee resulting from a referenda sponsored only by university administration cannot be implemented unless provided for in the protocol.

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conditions attached to the use of learning resources by faculty and students, to ensure that these are consistent with institutional academic policies and values.

- **Vendor fees** – these fees are for material or services where the institution acts as a broker with a vendor for the student. These fees must be used for specific materials or services, and universities are expected to itemize these fees for students.
 - The institution is neither the manufacturer nor supplier of the material or service being purchased.
 - These fees are set and levied through an agreement with the vendor and do not produce net revenue for the institution.
 - Fees for material or services where a student government acts as a broker are considered student government fees.

- **Work placement fees** – fees to cover the costs of placing students in jobs for work terms. The following types of costs are considered eligible:
 - a. Placement service costs, including those listed below.
 - Salaries and benefits of the portion of each position directly related to the provision of placement services and work-term activity. This includes placement directors, officers, assistants and administrative and support staff.
 - Non-salary expenditures attributable to the provision of placement services and work-term activities including travel, telephone, mailing/postage, printing, photocopying, publicity, computing, equipment, furnishing, supplies, and external meetings.

 - b. Maintenance costs related to spaces used for placement services, administrative and professional placement staff, and interviewing or meeting rooms used in the placement function. This also includes the costs of utilities, custodial service, and security for this space.
 - The costs of space used for the portion of time for other purposes should be adjusted according to the proportion of usage for placement service.

Section 7: Reporting and Compliance

7.A Reporting Requirements

Each university is required to report their annual tuition fees by program, along with the enrolment in each program to the Ministry. As part of this report, university Executive Heads are required to sign-off on the report confirming that the tuition policy has been correctly implemented, including confirmation that the university is compliant with the Tuition Fee Framework.

The Ministry will work with the standing working groups within the college and university sector to develop a mechanism to collect reports on ancillary fees.

Any university that raises tuition fees over the allowable amount, or is not in compliance with the policies on billing (see Section 4), program/flat fees (see Section 5), or ancillary fees (see Section 6), may be required to reimburse students for the excess or non-compliant fees charged. In the event that the students cannot be reimbursed, the Ministry will have the option of reducing the institution's operating grants.

The Ministry will provide details regarding reporting requirements and templates through memorandums sent to universities throughout the year.

7.B Continuous Improvement in Reporting

The Ministry is committed to reducing the reporting burden on institutions and meeting its business requirements for reporting by postsecondary institutions through the development of the Postsecondary Financial Information System (PFIS) to provide a one-window, Web-based system for all reporting to the Ministry and to better integrate data collected across the Ministry.

The Ministry will work with in consultation with the college and university sectors over the next two years to develop simplified mechanisms for tuition fee compliance reporting, and to collect information on ancillary fees.