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MEMORANDUM TO: College Presidents

FROM: Kevin French
Assistant Deputy Minister (Acting)
Postsecondary Education Division

INFO COPY TO: Vice-Presidents, Finance, Registrars, ACAATO, CSA

DATE: July 12, 2004

SUBJECT: Ancillary Fees Policy

The purpose of this memorandum is to provide clarification of the Ministry's ancillary fees policy, in light of the recent tuition freeze announcement.

Please be advised that the current ancillary fee policy outlined in the *Tuition and Ancillary Fees Reporting* operating procedure remains in place during the freeze. The protocol process for introducing new or increasing current ancillary fees will continue throughout the duration of the tuition freeze. For those ancillary fees exempt from the protocol process, it is the Ministry's expectation that institutions will limit fee increases to reflect the reasonable cost of providing service to students.

As a reminder, the Ministry's ancillary fee policy stipulates that colleges may charge ancillary fees only for items that fall within specified eligible categories. These eligible categories are:

- Co-op semesters;
- Learning materials, equipment*and clothing retained by students;
- Materials used in the production of items retained by the student;
- Student activity/athletic fees approved by student governments;
- Contributions towards the cost of student centre construction approved by student governments;
- Penalties for late registration or late fees;
- Costs of appeals, additional exams, transcripts;
- Convocation ceremonies;

- Parking; and
- Student ID cards.

No ancillary fees for other items (e.g. building and information technology infrastructure improvements or student support services) are to be levied on students unless specifically approved by the Ministry.

It should be noted that colleges may make ancillary fees compulsory, provided the fees are:

- from one of the eligible categories;
- approved by the board of governors;
- considered by the student government through the protocol process; and
- announced before the deadline for accepting offers of admission.

The following compulsory ancillary fees are exempt from the protocol requirements of the policy:

- Fees established through referenda sponsored by student governments or college administrations provided the protocol allows referenda to be conducted;
- Materials, equipment and clothing retained by the student; and
- Materials for which the college acts as a broker for a vendor providing material to students (e.g., leased equipment).

Further information on the ancillary fees policy may be found in the *Tuition and Ancillary Fees Reporting* operating procedure, which can be downloaded from the Ministry's Colleges website at: <http://caat.edu.gov.on.ca/> . The username is: caatsite. The password is: 900Mowat.

Your continued cooperation on this matter is greatly appreciated. Should you have any questions or require further assistance, please contact Shamira Madhany at (416) 325-1815 or Karen Kerr at (416) 325-4508.

Regards,

Kevin French
Assistant Deputy Minister (Acting)
Postsecondary Education Division