



Tuition and Ancillary Fees Reporting Operating Procedure

Colleges of Applied Arts and Technology Policy Framework

Ministry of Colleges and Universities
2021–22 and 2022–23

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Table of contents

Purpose and Application	4
Glossary	4
Background	9
Fees Prior to 2000–01	9
Fees From 2000–01 through 2003–04.....	10
Tuition Fee Freeze 2004–05 through 2005–06	11
Tuition Fee Framework, 2006–07 to 2009–10	12
Tuition Fee Framework, 2010–11 to 2011–12	13
Tuition Fee Framework, 2012–13	13
Tuition Fee Framework, 2013–14 to 2016–17	13
Tuition Fee Framework, 2017–18 and 2018–19	15
Tuition Fee Framework, 2019–20 and 2020–21	15
Tuition Fee Framework, 2021–22 and 2022–23	15
Requirements	15
Tuition Fee Freeze	16
Establishing Tuition Fees for Existing Programs of Instruction	20
Full-time Postsecondary Programs	20
College-University Collaborative Programs of Instruction	22
Full-time Tuition Short Programs of Instruction	22
Part-time Activity	23
Prior Learning Assessment and Recognition Activity	25

Establishing Tuition Fees for New Programs of Instruction	26
New Regular Fee Programs of Instruction	26
New High Demand Programs of Instruction	27
Tuition Fees - College Employee Benefit.....	28
Tuition Fees for International Students Excluding Exempt Students	28
Exempt Students.....	28
Tuition Fees for Students with Permanent Disabilities.....	34
Verifying Permanent Disability	34
Determining Eligibility for Reduced Fee	35
Communication	37
Reporting Requirements	37
Reporting of Tuition Fees	38
Tuition Fee Report	38
Distinction between Tuition Fees and Ancillary Fees.....	39
Ancillary Fee Reporting.....	40
Errors and Adjustments	43
Appendix A: Requirements for Protocol Agreements to Introducing or Increasing Compulsory Ancillary Fees	44
Appendix B: Program Compulsory Ancillary Fees Exempt from the Protocol Agreements.....	47

Purpose and application

This operating procedure provides further details on establishing tuition and ancillary fees based on the [Minister's Binding Policy Directive on Tuition and Ancillary Fees](#), which is issued pursuant to the [Ontario Colleges of Applied Arts and Technology Act, 2002](#).

This operating procedure, first issued in fall 2003, applies to all colleges of applied arts and technology and pertains to establishing tuition fees and related requirements for activity eligible and reported for provincial government funding under the Core Operating Grant and Second Career, as well as insurance compensation related to Workplace Safety and Insurance Board (WSIB) claims except where noted. The operating procedure does not apply to contract training or ministry funded apprenticeship training except for the co-op diploma apprenticeship programs. The requirements detailed in this operating procedure are to be applied to the co-op diploma apprenticeship program in the same manner as the related postsecondary diploma program. Tuition fees for college staff, where negotiated through collective agreements, are also excluded.

Included in this operating procedure are details for implementing policy regarding tuition, ancillary fees, tuition fee refunds, accountability and reporting requirements.

Glossary

Ancillary fees: Fees charged to support services and activities distinct from academic programming or general overhead for the institution. Examples of ancillary fees include convocation fees, student activity fees, athletic fees, health care and insurance fees, field trip fees and fees associated with the cost of buildings such as student centres.

Compulsory ancillary fees: Ancillary fees that a student is required to pay in order to enrol in or successfully complete any course or program of instruction. There are two types of compulsory ancillary fees:

- program ancillary fees which are compulsory for students in applicable programs
- institutional ancillary fees which are compulsory for all students

Auditing student: An individual who has declared attendance in a course or program of instruction on a non-participating basis and who is not seeking evaluation.

College-university collaborative program: A concurrent program where students are studying simultaneously at both a college and university during an academic year or a joint/integrated program where students are taking the program sequentially at one institution and then the other.

Co-op diploma apprenticeship program: A program of instruction that combines an Ontario College Diploma program and apprenticeship training leading to a Certificate of Qualification. This program enables individuals to train as apprentices in a specific trade while obtaining an associated college diploma.

Core Operating Grant (COG) allocation: The portion of the provincial operating grant for colleges that is distributed among colleges on the basis of each college's historical average enrolment in courses and programs of instruction eligible for funding. The binding policy directive and operating procedure reference to the Core Operating Grant allocation includes funding provided under the Nursing Operating Grants.

Entitlement: For the purpose of the binding policy directive and operating procedure, 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.

Full-time student: An individual who is enrolled in a college program of instruction for at least 70% of the student contact hours or 66⅔% of the courses required for the program of instruction in a given semester or reporting period. A student granted advanced standing or an exemption from a course is not considered to be enrolled in the course.

High demand program of instruction: A postsecondary program of instruction eligible for funding under the Core Operating Grant for which colleges have the discretion to charge fees above the maximum permitted for regular fee programs.

International student: A foreign national who is authorized under the [Immigration and Refugee Protection Act](#) (Canada) to enrol as a student in an educational institution in Canada.

Late fees: Both lump-sum and percentage-based fees charged over and above a student's tuition fees if a student does not pay tuition and/or ancillary fees before payment deadlines.

Out-of-province student: A student who is a Canadian citizen within the meaning of *Citizenship Act* or a person registered as an Indian within the meaning of the *Indian Act*, a permanent resident within the meaning of the *Immigration and Refugee Protection Act* (Canada), or a protected person within the meaning of subsection 95(2) of that Act, but who does not meet the residency requirement set out in section 6 of Ontario Regulation 70/17: *Ontario Student Grants and Ontario Student Loans* (see pages 16 and 17). If changes to the OSAP residency requirement occur following the issuance of the binding policy directive and operating procedure, the new OSAP residency requirement shall be applied for the purpose of determining whether a student is an out-of-province student.

Part-time student: An individual who is enrolled in one or more courses comprising less than 70% of the student contact hours or 66⅔% of the courses required for a full-time program of instruction in a given semester or reporting period.

Per-term billing: 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.

Postsecondary program of instruction: A group of related courses that conforms to the levels of learning articulated in the Credentials Framework and leads to the awarding of a credential. There are two types of postsecondary programs of instruction:

- **Basic postsecondary program:** Conforms to the levels of learning articulated in the Credentials Framework and leads to the awarding of one of the following credentials: Ontario College Certificate, Ontario College Diploma or Ontario College Advanced Diploma (see Appendix A, Minister's Binding Policy Directive on Framework for Programs of Instruction.) Basic programs also include joint college-university programs that lead to the awarding of a degree by a university partner.
- **Post-basic program:** Conforms to the levels of learning articulated in the Credentials Framework and leads to the awarding of an Ontario College Graduate Certificate or an baccalaureate degree (see Minister's Binding Policy Directive on Appendix A, Framework for Programs of Instruction).

Prior learning assessment and recognition (PLAR): A process that uses a variety of tools to help learners reflect on, identify, articulate and demonstrate past learning. Prior learning can be acquired through study, work and other life experiences that are not recognized through formal transfer of credit mechanisms.

- **Challenge process:** A method of assessment, other than portfolio assessment, developed and evaluated by subject-expert faculty to measure an individual's learning achievement against course learning outcomes. The process measures demonstrated learning through a variety of written and non-written evaluation methods for the purpose of awarding credit without requiring enrolment in a course.
- **Portfolio assessment:** A method of assessment that involves the evaluation of an organized collection of materials developed by a learner that records learning achievements and relates them to personal, educational or occupational goals, in this case, achievement of stated learning outcomes of college courses or programs.
- **Portfolio development course:** A course in which students develop a portfolio for subsequent assessment for prior learning assessment and recognition purposes.

Regular fee program: A postsecondary program of instruction for which colleges must establish a tuition fee within the minimum and maximum fees specified in Table 1 in order to be eligible for funding under the Core Operating Grant. Regular fee programs include the following types of activity:

- full-time regular postsecondary basic programs

- part-time activity
- tuition-short programs
- prior learning assessment and recognition

Student Access Guarantee: The name of a set of ministry policies and processes that coordinate institutional and government financial aid to students attending public Ontario universities and colleges so as to more fully meet students' assessed financial needs. These policies and processes include both compulsory provisions and voluntary provisions.

Student contact hour (SCH): A unit representing one student enrolled in one required hour of instruction.

Subsequent payment: 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.

Tuition deposit: 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 college.

Tuition fees: Fees charged to students representing their contribution towards the operating and capital costs of academic program delivery and general overhead for the institution.

Tuition short program of instruction: A basic postsecondary program that generally is less than 52 weeks in duration, is designed to prepare students for employment or career advancement or to provide vocational updating or academic upgrading and normally leads to a college certificate as defined in the Credentials Framework (see the Minister's Binding Policy Directive in Appendix A, Framework for Programs of Instruction.)

Background

Fees prior to 2000–01

Prior to 1997–98, the ministry established one standard tuition fee for each of the following types of activity: postsecondary, post-diploma, tuition short, approved part-time activity, and prior learning assessment and recognition challenge process evaluations and portfolio assessments.

In 1997–98, a one-year policy determined that tuition fees could be raised by up to 20% over 1996–97 levels, with a maximum average increase of 10%. This policy established a new framework of minimum, maximum, and maximum average tuition fees. Colleges had the discretion to establish tuition fees for each program of instruction at any level between the minimum and maximum fee, as long as the college's enrolment-weighted average did not exceed the maximum average regulated tuition fee.

Tuition fees applicable to full-time and part-time international students were deregulated in 1996–97. Colleges were allowed the discretion to establish tuition fees for international students at levels colleges deemed appropriate, with certain exceptions.

A requirement that colleges set aside a portion of tuition fee revenue generated from increases in the tuition fee rates since 1995–96 was introduced. The revenues set aside were to be used for assistance to Ontario students who were in financial need, as determined by financial aid offices.

In 1998, a two-year policy for 1998–99 and 1999–2000 was established that increased the maximum average regulated tuition fee by 10% of 1997–98 levels, in each year of the two-year policy.

In 1998, the ministry also allowed institutions to establish additional cost recovery fees for programs of instruction that met certain criteria. Colleges had the discretion to establish tuition fees for these programs at levels they deemed appropriate. A college could introduce additional cost recovery fees for:

- post-basic programs of instruction
- basic postsecondary programs of instruction identified for support under the Access to Opportunities Program (ATOP)
- basic postsecondary programs of instruction with:
 - demand for spaces
 - strong employment prospects
 - expectation of high incomes for graduates

Enrolment in basic postsecondary programs of instruction with additional cost recovery fees was not to exceed 15% of a college's basic postsecondary enrolments, and a college was not to increase tuition for a returning student by more than 20% per year until such time as the student could reasonably be expected to complete his or her program. Enrolment in programs of instruction with additional cost recovery fees is not included in the calculation of the college's enrolment-weighted average.

For additional cost recovery fee programs of instruction, the Ontario Student Assistance Program covered tuition and ancillary fees to a limit of \$4,500 for students with financial need. Colleges were required to make financial aid available to Ontario students who would otherwise face financial need for the amount of tuition and ancillary fees above \$4,500. With some modifications, this policy is still in effect.

Fees from 2000–01 through 2003–04

In the 2000-01 academic year a five-year tuition fee policy was introduced. The maximum average regulated tuition fee for each category of activity could be increased each year by 2% of the 1999–2000 maximum average regulated tuition fee from 2000–01 to 2004–05. Colleges could increase their average enrolment-weighted tuition fees up to these levels but were not required to do so. The yearly increases to maximum tuition fees for each category of activity were equal to 2% of the 1999–2000 maximum regulated tuition fee.

At the end of this five-year policy, in 2004–05, the maximum average and maximum regulated tuition fees in each category were to have increased by no more than 10% of the 1999–2000 regulated tuition fee in the same category.

Colleges could carry forward any unused portion of past maximum average tuition fee increases. Notwithstanding this carry-forward provision, year-over-year increases for returning students could not exceed 20%, until such time as these students could reasonably be expected to complete their program of instruction.

The tuition fee set-aside policy continued. Colleges were required to set aside a portion of tuition fee revenue generated from increases in the tuition fees since 1995-96 to 2003-04. As before, the revenues set aside were to be used for assistance to Ontario students in financial need as determined by financial offices at each college.

Tuition fee freeze 2004–05 through 2005–06

On April 8, 2004, the five-year tuition fee policy was discontinued with the government's announcement of a college and university tuition fee freeze for 2004–05 and 2005–06, while a new funding framework, including a new tuition fee policy, was developed.

During this period, regulated and additional cost recovery fees for programs of instruction and part-time activity that were eligible and reported for funding through the general-purpose operating grant were frozen at the actual 2003–04 levels for any existing program.

Fees for new additional cost recovery programs were established based on the fee for comparable programs already within the sector. Fees for new regulated-fee programs were established within the minimum and maximum fee range specified by the policy.

The amount of tuition fee revenue to be set-aside for student assistance was frozen at the 2003–04 levels; colleges were required to set aside a portion of tuition fee revenue generated from increases in the tuition fees since 1995–96 to 2003–04. As before, the revenues set aside were to be used for assistance to Ontario students in financial need as determined by financial offices at each college.

Tuition fee framework, 2006–07 to 2009–10

On March 8, 2006, the government announced the new tuition fee framework. The new framework was a regulated framework for all publicly funded programs which allowed for tuition fee differentiation based on program and program year.

The policy continued to recognize that some high demand programs may support a higher tuition fee. Enrolment in basic postsecondary high demand programs was limited to 15% of total enrolment in basic postsecondary programs. Enrolments in post-basic, baccalaureate degree and Baccalaureate of Nursing programs were excluded from this calculation.

Fees could increase by a maximum of the percentages given below with the maximum average tuition fee increase not exceeding 5%.

Maximum allowable fee increase

Note: If necessary, colleges were expected to round down tuition fee changes to ensure that they did not exceed the above maximum allowable increases.

Program Type	Program Year	
	First Year Levels	Continuing Year Levels
Regular fee programs	up to the greater of \$100 or 4.5%	up to 4%
High demand programs	up to 8%	up to 4%
Total tuition increase	5%	5%

Tuition increases were to be tied to quality improvements and the Student Access Guarantee. Quality improvements and access for students were ensured through multi-year accountability agreements that every institution was required to sign. The agreement set out the institutions' commitment to quality, access and included the Student Access Guarantee.

The new tuition framework came into effect in the 2006–07 academic year and was in place until 2009–10.

Colleges continued to be required to set aside a portion of tuition fee revenue for student assistance. Beginning in 2006–07, the amount of revenue to be set aside was frozen at 2005–06 levels. As previously, the revenues set aside were to be used for assistance to Ontario students who were in financial need.

Tuition fee framework, 2010–11 to 2011–12

The 2006–07 to 2009–10 tuition fee framework was extended for 2010–11 and 2011–12, and the framework would remain the same with the following exception:

The amount of tuition fee set-aside funding to be disbursed annually would be set at the previous year's tuition fee set-aside levels plus 10% of the additional fees resulting from tuition fee increases in the current year, with adjustments to be made for annual enrolment changes, i.e. increased/decreased by the annual percentage increase/decrease in full-time equivalent (FTE) enrolment.

Tuition fee framework, 2012–13

On March 8, 2012, the tuition fee framework was extended for 2012–13 and remained the same as 2010–11 and 2011–12.

For 2012–13, the government put in place a moratorium on new and increased deferral fees. Existing deferral fee rates could not increase and no new deferral fees could be introduced.

The tuition fee set-aside requirement remained the same.

Tuition fee framework, 2013–4 to 2016–17

On March 28, 2013, the government announced a four-year tuition fee framework. The maximum allowable overall average tuition fee increase for all students at an institution was 3%. Subject to this overall average tuition fee increase maximum:

- Tuition for regular fee programs at colleges could increase by up to 3%
- Tuition for high demand programs could increase by up to 5%, except for students who were enrolled in high demand programs in 2012–13. For these students, annual increases were limited to 4%. This helped ensure that students already enrolled in high demand programs would not see increases that were higher than what would have been permitted under the existing framework.

Program type	Maximum allowable annual base increase in tuition fees
Full-time regular fee program Part-time regular fee per student contact hour (SCH)	3% for all students
Full-time high demand program Part-time high demand fee per student contact hour (SCH)	5% for new students 4% for students in 2012-13
Full-time Collaborative Baccalaureate of Nursing Part-time Collaborative Baccalaureate of Nursing fee per student contact hour (SCH)	3% for all students
Full-time and part-time tuition short tuition weekly fees	3% for all students
PLAR fee per challenge process or portfolio assessment	3% for all students
Overall average tuition increase	3%

The moratorium on increases to, or the introduction of, new deferral fees continued until changes were fully implemented.

The tuition fee set-aside requirement remained the same.

Tuition fee framework, 2017–18 and 2018–19

On December 15, 2016, the government announced an extension of the existing tuition fee framework including the tuition fee set-aside requirement for two years, from 2017-18 to 2018-19.

Tuition fee framework, 2019–20 and 2020–21

In 2019-20, tuition fees decreased by 10%. In 2020–21, a tuition freeze was implemented. During the 2019–20 tuition fee reduction and 2020-21 tuition freeze, regular fee programs could not be converted to high demand programs.

The tuition fee set-aside requirement remained in effect.

Tuition fee framework, 2021–22 and 2022–23

In 2021–22 and 2022–23, a tuition freeze will be implemented. Regular fee programs are not to be converted to high demand programs during the tuition fee freeze (similar to the requirements noted above for 2019–20 and 2020–21).

Tuition fees for out-of-province students may increase by up to 3% in 2021–22 and by up to 5% in 2022–23.

The tuition fee set-aside requirement remains in effect.

Requirements

Tuition fees for full-time postsecondary enrolment applies to enrolments reported in the fall, winter and summer enrolment reporting periods. For example, the fees for 2021–22 apply to full-time postsecondary enrolment reported in the fall 2021, winter 2022 and summer 2022 semesters, and similarly for 2022–23. These fees also apply to programs of instruction and part-time activity that begin the academic year in August. For all other activity the effective date is September 1, 2021.

Tuition fee freeze

In 2021–22 and 2022–23, for students who are not international students or out-of-province students, a tuition fee freeze will be implemented for all years of study in respect of:

- existing full-time and part-time regular fee programs
- existing full-time and part-time high demand programs
- tuition short weekly fees
- prior learning assessment and recognition (PLAR) fees

The tuition fee freeze is to be implemented by year of study (not cohort).

Students are to pay the same tuition fees as students in the same program and program year paid in 2020–21.

Students are to pay the same tuition short weekly and PLAR fees as in 2020–21.

During the tuition fee freeze regular fee programs are not to be converted to high demand programs.

Table 1: Regular programs: maximum and minimum annual base tuition fees

Program type	Minimum	2021–22 maximum	2022–23 maximum
<p>Full-time postsecondary annual base tuition fees</p> <p>Annual fees for most programs in a standard two semester program.</p>	\$1,275.00	\$3,384.07	\$3,384.07
<p>Full-time tuition short weekly fees</p> <p>A short program of instruction is generally less than 52 weeks.</p>	\$35.65	\$94.62	\$94.62
<p>Part-time fee per student contact hour</p>	\$3.05	\$8.02	\$8.02
<p>PLAR fee per challenge process or portfolio assessment</p>	\$20.00	\$185.72	\$185.72

Note: In full-time programs, the above minimum and maximums apply to the **base** annual tuition fee.

Out-of-province student

Tuition fees for out-of-province students may increase by up to 3% in 2021–22 and by up to 5% in 2022–23.

The increase for out-of-province students is to be applied by respective year of study (not cohort).

Beginning with the 2021–22 fall term submission due at the end of November 2021, a college may report the new tuition fee for an out-of-province student by indicating that the student is not an Ontario resident, using the data element called **Ontario Resident OSAP:**

Y – Ontario resident

N – Out-of-province resident

For part-time program fees, the college should submit the out-of-province tuition fee for each program in the College Fee Submission beginning in 2021–22. For programs with both Ontario and out-of-province students, the college will enter two entries/rows for the same program.

An out-of-province student is a student who is a Canadian citizen, a permanent resident within the meaning of the *Immigration and Refugee Protection Act (Canada)*, or a protected person within the meaning of subsection 95(2) of that Act, but who does not meet the residency requirement set out in section 6 of Ontario Regulation 70/17: *Ontario Student Grants and Ontario Student Loans*.

The text of that section, as of the date of the issuance of this document, is as follows:

6 (1) An individual meets the residency requirement for a grant or student loan if, on or before the day the period of study of the approved program of study in which the individual is or is to be enrolled begins, either the individual or one of his or her expected contributors,

- (a) has resided in Ontario for a period of at least 12 consecutive months; and
- (b) has not resided in another province or territory in Canada for a period of 12 or more consecutive months since completing the 12-month period of residency in Ontario required under clause (a).

(2) In determining whether an individual or his or her expected contributor has resided in Ontario or in another province or territory of Canada for 12 consecutive months for the purposes of subsection (1), the time that the individual or spouse spent in full-time studies at a post-secondary institution shall not be included.

(3) Despite subsection (1), an individual who does not meet the residency requirement described in that subsection shall be deemed to meet the residency requirement for the purposes of issuing a grant or student loan if,

- (a) neither the individual, nor any of his or her other expected contributors, has resided in any province or territory of Canada other than Ontario for 12 or more consecutive months; and
- (b) the individual,
 - (i) is or will be attending an approved institution in Ontario on a full-time basis and, as of the day the application is made, the individual resides in Ontario, or
 - (ii) has previously received a grant or student loan under the Act.

If changes to the OSAP residency requirement occur following the issuance of this document, the new OSAP residency requirement shall be applied for the purpose of determining whether a student is an out-of-province student.

Establishing tuition fees for existing programs of instruction

Full-time postsecondary programs

Calculating full-time tuition fees for programs of instruction

The calculation of the tuition fee consists of three parts:

- tuition fee factor
- portion of the program covered by the tuition fee
- annual base tuition fee for the program of instruction

The tuition fee is calculated for a full-time postsecondary student by multiplying the annual fee for the program of instruction by the tuition fee factor for the same program and then multiplying the result by the portion of the total program represented by the period for which fees are being charged. The calculation is shown in this equation:

$$\text{Tuition fee} = (\text{annual base fee for the program}) \times (\text{tuition fee factor}) \\ \times (\text{portion of program})$$

Example of tuition fee calculation

A college that has established an annual tuition fee of \$2,850 for all of its postsecondary programs of instruction may offer two different delivery modes for a program with a tuition fee factor of 2.0; one with the traditional schedule of two semesters per year for two years, and the other in a compressed 50-week format.

A student enrolled in the two-year delivery format would pay \$2,850 annually.

Calculated by:

$$\$2,850 \text{ multiplied by } 2.0 \text{ multiplied by } 0.5 = \$2,850$$

Also shown by:

$$\$2,850 \times 2.0 \times 0.5 = \$2,850$$

A student enrolled in the compressed 50-week program would pay \$5,700 calculated by:

$$\$2,850 \text{ multiplied by } 2.0 \text{ multiplied by } 1.0 = \$5,750$$

Also shown by:

$$\$2,850 \times 2.0 \times 1.0 = \$5,700$$

Tuition fee factor

Each postsecondary program is assigned a tuition fee factor by the ministry. With few exceptions the tuition fee factor is 1.0 for one year programs, 2.0 for two year programs, 3.0 for three year programs and 4.0 for four year programs. The annual tuition fee is the fee that would be paid by a student in a program with a tuition fee factor of 1.0 per academic year consisting of two semesters.

The tuition fee factor is not to be applied to existing programs of instruction to increase the fees students are to pay in an academic year.

Tuition fees for program standard implementation

If an existing program is being revised as a result of a program standard implementation the tuition fee cannot be increased if a new MTCU code is assigned. Programs that remain in the same MTCU code or are re-classified to another MTCU code are considered to be existing, not new programs. A college's submission to the ministry for a program standard implementation is not considered a new program and the proposed tuition fee should not be higher than the existing tuition.

College-university collaborative programs of instruction

For a student whose enrolment in a college-university collaborative program of instruction is eligible for the Core Operating Grant, a tuition fee is to be established as follows:

- When a student is enrolled and reported simultaneously at both a college and a university, the tuition fee is to be the weighted average of the tuition fees for the program of instruction of both institutions. The weighting used to calculate the tuition fee is the same as that used for enrolment reporting purposes outlined in the operating procedure Enrolment Reporting and Audit Guidelines.
- When a student is enrolled and reported sequentially first at one institution and then at the other, the tuition fee for a given semester or year is to be established according to the policy of the institution where the student is currently enrolled.
- When a student is enrolled and reported only at one institution, where elements of the joint program are delivered by the partnering institution under terms agreed to by the two institutions, the tuition fee is to be established according to the policy applicable to the enrolment reporting institution.

Full-time tuition short programs of instruction

Tuition short programs of instruction are generally less than 52 weeks in duration, are designed to prepare students for employment or career advancement or to provide vocational updating or academic upgrading, and normally lead to a certificate as defined in the Credentials Framework (see Appendix A, the Minister's Binding Policy Directive on Framework for Programs of Instruction.)

Calculating full-time tuition fees for tuition short programs of instruction

The tuition fee for a full-time student enrolled in a tuition short program of instruction where enrolment is eligible and reported for the Core Operating Grant is calculated by multiplying the number of program weeks by the weekly fee.

Weekly fee

The weekly fee is the tuition established for a period equivalent to five trainee days. Colleges are to pro-rate the fees established for programs with delivery schedules other than five hours per day and five days per week. Refer to the operating procedure Enrolment Reporting and Audit Guidelines for further details.

Part-time activity

All students whose part-time enrolment is eligible and reported for the Core Operating Grant and who are enrolled at the same time in the same course are to pay the same tuition fee. Exceptions for specific students are set out below.

As set out in the Minister's Binding Policy Directive on Funding of Part-time Activity, the following categories of part-time activity are recognized for Core Operating Grant funding:

- basic communication, mathematics and science skills
- career planning or life skills
- compulsory postsecondary
- occupational certification
- other vocational
- postsecondary elective
- prior learning assessment and recognition challenge process/portfolio assessment
- prior learning assessment and recognition portfolio development
- tuition short

All part-time activity that received ministry approval prior to 2003–04, including activity in the Miscellaneous and Post-diploma Health categories, will continue to be eligible for funding.

Calculating regular tuition fees for part-time activity

The course tuition fee for a student enrolled in a regular-fee part-time course is calculated by multiplying the total student contact hours by the part-time fee per student

contact hour for the course. The part-time fee per student contact hour is calculated by dividing the annual full-time tuition fee by the number of hours in the program for the year of study.

Calculating part-time high demand fees for courses exclusive to the program of instruction

A student admitted and enrolled part-time in a high demand fee program of instruction is to pay high demand fees for courses that are exclusive to that program of instruction.

The part-time fee for each course that is exclusive to the program of instruction is determined by pro-rating the full-time program tuition fee for the semester or year over all courses in the program for that same semester or year, in proportion to student contact hours or credit hours for the course.

The following examples illustrate the application of high demand fees to part-time activity:

- A program of instruction with high demand fees has three courses with equal student contact hours in each course. Of the three courses in the program, only two are exclusive to the program. The total high demand fee for the full-time program is \$6,000. The college may charge \$2,000 for each course that is exclusive to the program.
- A high demand fee program of instruction has a tuition fee of \$10,000 for full-time students. The program consists of nine 1-semester courses, all of which are exclusive to the program. Eight of the courses are delivered with three instructional hours per week, and the ninth course runs six hours per week. Pro-rating on the basis of student contact hours, the college is to charge \$1,000 per course for each of the three-hours-per-week courses, and \$2,000 for the six-hours-per-week course.

Calculating part-time high demand fees for courses not exclusive to a single program of instruction

For courses that are not exclusive to a single program of instruction, the lowest tuition fee for all programs that share the course will apply. For example, if a course were

common to a program of instruction with high demand fees and a program of instruction with regular tuition fees, the regular tuition fee would apply. If the course is common to two or more full-time programs of instruction with high demand fees, the lowest of the fees calculated by pro-rating the fees of the programs, is to apply.

Enrolment limits

Part-time enrolment in courses for basic programs with high demand fees is not to exceed 15% of a college's part-time basic postsecondary enrolment. A college's part-time basic postsecondary high demand enrolment as a percentage of total part-time basic postsecondary enrolment is defined by:

- The total SCH in part-time basic postsecondary courses with high demand fees

divided by:

- Total SCH in part-time basic postsecondary courses with high demand and regular tuition fees

Also shown by:

$$\frac{\text{total SCH in part-time basic postsecondary courses with high demand fees}}{\text{total SCH in part-time basic postsecondary courses with high demand and regular tuition fees}}$$

Other part-time activity

Colleges may establish tuition fees at levels they deem appropriate for part-time activity that is not eligible for the Core Operating Grant.

Prior learning assessment and recognition activity

Fees may be charged for the following prior learning assessment and recognition activities:

- challenge process: one challenge process evaluation is done for each course for which a prior learning assessment and recognition candidate is seeking academic credit
- portfolio assessment: one portfolio assessment is done for each course for which a prior learning assessment and recognition candidate is seeking academic credit
- portfolio development courses: fees for portfolio development courses are to be determined in the same manner as for part-time activity eligible for the Core Operating Grant

All students seeking credit for the same course at the same time through portfolio assessment are to pay the same fee.

All students seeking credit for the same course at the same time through challenge process evaluation are to pay the same fee.

The prior learning assessment and recognition fee is not to exceed the part-time fee that would be charged for a course for which credit is being sought.

Establishing tuition fees for new programs of instruction

The protocol for establishing fees for new programs of instruction is given below. New programs are subject to the provisions for calculating tuition fees as given above under [Establishing tuition fees for existing programs of instruction](#) under the relevant subsection.

New regular fee programs of instruction

An annual tuition fee is established for each full-time regular-fee program of instruction, such that the tuition fee falls between the minimum and maximum established by the ministry as shown in [Table 1: Regular Programs: Maximum and Minimum Annual Base Tuition Fees](#).

New high demand programs of instruction

High demand programs include post-basic and baccalaureate degree programs (those programs with MTCU codes beginning with 7 or 8 respectively) and Baccalaureate of Nursing programs. College boards of governors may approve new high demand basic programs provided they meet the following criteria:

1. there is high demand for instructional space
2. graduates have above-average prospects for employment
3. graduates have the potential to earn an above-average income
4. the aggregate enrolment in all basic postsecondary programs that are designated as high demand can only comprise up to 15% of basic full-time enrolment at the college (enrolment in post-basic, baccalaureate degree and Baccalaureate of Nursing programs is not included in this calculation)

College boards of governors may set the tuition fee for new high demand programs at a level commensurate with the tuition charged for comparable programs in other Ontario colleges. Fees should not exceed the maximum fees charged by other comparable Ontario college programs. Comparable programs will be identified by the assigned ministry program code (MTCU code) used to identify programs that are broadly similar in their vocational objectives and titles.

Colleges requesting funding approval from the ministry for any new high demand program are required to indicate the proposed fee on the Request for Approval for Funding Form and in the Program Funding Approval and Administration Module (PFAAM). The ministry will review the appropriateness of the comparator programs chosen to set the tuition fee rate based on the MTCU code and consider the maximum fees of high demand programs within the same MTCU code family. Where no comparison exists within the MTCU code family, the maximum fees for the occupational cluster will be used. The ministry has the final authority on all decisions of comparability.

The tuition fee for new baccalaureate degree programs is compared against the college sector average baccalaureate degree tuition fee.

The highest fee per occupational cluster (which includes the average baccalaureate degree tuition fee comparator) and the highest fee per MTCU code family files are available in PFAAM.

Tuition fees - college employee benefit

Colleges may extend as an employee benefit tuition fee bursaries for part or all of tuition fee expenses to the dependents of employees. Students receiving the benefit are eligible to be included in the enrolment audit if the following criteria are met:

- the student or another source pays the same tuition fee as other students enrolled in the same program/course in the same term and the same program level
- the remaining program delivery expenses over and above tuition fees are not covered by another source
- reimbursement of the tuition fees is not taken from revenues received from the Core Operating Grant, but from another source

Tuition fees for international students excluding exempt students

Colleges may establish fees for international students at levels colleges deem appropriate, with exemptions as noted below. Year-over-year increases of the annual tuition fee for returning international students is not to exceed 20% until such time as these students could reasonably be expected to complete their program of instruction. The enrolment of students who pay international student fees is not eligible to be reported for the Core Operating Grant.

Exempt students

International students are exempt from international student tuition fees under certain conditions as determined within ten business days of the beginning of the period of a

student's enrolment in a college course or program of instruction. Exempt students are to pay the regular or high demand tuition fees and their enrolment is eligible for the Core Operating Grant.

Note: The following students are not exempt from international student tuition fees:

- an international student holding a work permit for post-graduation work (usually up to a year work opportunities upon graduation)
- an international student holding a work permit to complete his/her co-op or internship employment
- an international student whose spouse or common-law partner has received a work permit as a result of the international student holding a valid study permit
- an international student holding an off-campus work permit allowing them to work up to 20 hours a week at paid employment and full-time during scheduled breaks, for example, during the summer and holiday breaks, and reading week off-campus

Categories of individuals exempt from international student tuition fees are as follows:

- Canadian citizen: a citizen of Canada as defined in the [Citizenship Act](#) or a person registered as an Indian as defined in the [Indian Act](#).
- Permanent resident: a permanent resident as defined in the [Immigration and Refugee Protection Act](#). This includes:
 - a person who has been granted "permanent resident" status and has not had that status revoked; or
 - a person who has met all the preliminary requirements for permanent resident status and presents a copy of the letter which confirms that Immigration, Refugees and Citizenship Canada has accepted his or her application for permanent resident status.

- Protected persons

Refugee protection is conferred on a person when:

- the person has been determined to be a Convention refugee or a person in similar circumstances under a visa application and becomes a permanent resident under the visa or a temporary resident under a temporary resident permit for protection reasons
- the Board determines the person to be a Convention refugee or a person in need of protection or
- except in the case of a person described in subsection 112(3), the minister allows an application for protection

A protected person is a person on whom refugee protection is conferred under subsection (1), and whose claim or application has not subsequently been deemed to be rejected under subsection 108(3), 109(3) or 114(4).

- A person who is a spouse or dependent family member of a Canadian citizen or a permanent resident.
- Official visitor and spouse or dependent family members and staff: an official visitor is a foreign representative who, with official accreditation from Global Affairs Canada, has entered Canada or is in Canada to carry out official duties:
 - as a diplomatic agent or consular officer; or
 - as a government-accredited representative or official of a country other than Canada, of the United Nations or any of its agencies, or of any intergovernmental organizations of which Canada is a member.

A spouse or dependent family member or a member of the staff of any such official visitor is also exempt from international student tuition fees.

- Foreign worker and spouse or dependent family members: a foreign worker is a foreign national who is authorized to work in Canada having been issued a work permit. For purposes of this category, a foreign worker is to present a valid work permit which names a Canadian employer situated in Ontario and the prospective occupation, and is valid for at least six months. The family member must present the foreign worker's work permit. If a student has a work permit without naming a specific Canadian employer situated in Ontario, the student and his/her family members are not exempted from international student fees.
- Foreign clergy member and spouse or dependent family members: a person who will be providing services to a religious congregation in Ontario for at least six months and the family members of such personnel.
- Foreign military and spouse or dependent family members: a member of a foreign military force or of a civilian component thereof, admitted to Canada under the Visiting Forces Act, and the family members of such personnel.
- Institutional exchange student: a person admitted to and remaining in Canada under provisions of the [Immigration and Refugee Protection Act](#), who is studying in Canada under a formal agreement between a provincially assisted institution in Ontario and a postsecondary institution in another country, provided that, under such agreement, the number of places made available in postsecondary educational institutions in Ontario normally equals the number of places made available to Ontario residents in the other country or institution as the case may be.

Family members are defined consistent with the regulations under the [Immigration and Refugee Protection Act](#) for purposes of exemption as:

- a spouse or common-law partner
- a dependent child, or the dependent child of a spouse or common-law partner
- a dependent child of the dependent child referred to above

A dependent child is a child who is a biological child who has not been adopted by a person other than the spouse or common-law partner, or an adopted child, and who is in one of the following situations of dependency:

- under age 22 and not a spouse or common-law partner; or
- 22 years of age or older, has depended substantially on the financial support of the parent since before the age of 22 and is unable to support themselves financially due to a physical or mental condition. (The financial dependency must have been ongoing since before the age of 22. It is not necessary for the physical or mental condition to have existed before the age of 22.)

Where changes to federal legislation regarding immigration and refugee status are in conflict with the fee exemption eligibility requirements described in this document, federal legislation is to take precedence.

For **all categories** of individuals who are exempt from paying international student tuition fees, the status they hold (e.g., permanent resident, protected person, Convention refugee, worker) that enables them to be eligible for exemption is to be valid and their permits/documents current during the academic period for which they have sought exemption. Otherwise, they will be subject to the international student tuition fees.

In cases where a permit will expire partway through the first semester, the student should be advised to obtain an extension before the semester starts in order to be exempt from the international fee for the first semester. Where a requirement for fee exemption eligibility is met partway through a semester, the exemption is to apply to the next semester of the student's enrolment. For example, if a student's permit is current for the first semester, but will expire sometime during the second semester, the student is to be exempt from the international fee for the first semester but should obtain an extension on the permit before the second semester starts in order to be exempt from the international student tuition fees for the second semester.

Where the status of a student who was eligible for exemption from international student tuition fees changes partway through his or her program of instruction due to circumstances beyond the student's control (e.g., as in the case of the dependent of a diplomat whose parent is reassigned to another country), the exemption is to continue while the student completes the original course or program of instruction for which he or she was granted exemption from international student fees. The continuation of the fee exemption does not apply to any other course or program of instruction that the student may undertake following completion of the original course or program.

The following students are not considered automatically eligible for exemption from international student tuition fees, but colleges may choose to waive, in full or in part, the international student tuition fees:

- International students holding scholarships or awards from international agencies or foundations.
- Students who are sponsored and financially assisted by one of the following agencies:
 - Global Affairs Canada
 - Canadian International Development Agency (CIDA)
 - foundations registered as charitable organizations either in Canada or in another industrialized country
 - United Nations or any of its affiliated financial aid agencies such as the Food and Agriculture Organization of the United Nations (FAO), the United Nations Educational, Scientific and Cultural Organization (UNESCO), etc., or
 - other international financing/funding agencies such as the World Bank, the Asian Development Bank, the Caribbean Development Bank, the African Development Bank, etc.

Enrolment of these students is not eligible for the Core Operating Grant.

Tuition fees for students with permanent disabilities

Any student with a permanent disability who is eligible for the Core Operating Grant and requires a reduced course load as a learning accommodation, and therefore takes additional semesters to complete a program is eligible to pay a reduced tuition fee of \$20 per course once the student has paid the equivalent in tuition fees as a student completing the program in the approved duration.

Implementation of the operating procedure is to be consistent with any academic policies in place at the college.

'Approved program duration' is understood to mean the duration of the program as submitted to and approved by the ministry at the time the funding approval was granted.

Verifying permanent disability

For the purposes of this policy, the definition of permanent disability is:

a functional limitation caused by a physical or mental impairment that restricts the ability of a person to perform the daily activities necessary to participate in studies while enrolled in what the institution considers to be a full course load for the period of study in question, which impairment is expected to remain with the person for the expected duration of the person's postsecondary studies.

A student is required to identify himself or herself to the appropriate person at a college's accessibility services office and present documentation confirming the disability and the need for a reduced course load as a learning accommodation. Such documentation must satisfy the college that it meets the following criteria:

- Medical documentation from an appropriate health care professional (e.g., a legally qualified psychiatrist/medical practitioner that indicates a permanent disability); or

- A learning disability assessment from a qualified assessor supporting the student's permanent learning disability (e.g., a registered psychologist or psychological associate).
- Attention Deficit Disorder (ADD) and/or Attention Deficit Hyperactivity Disorder (ADHD) may be diagnosed by a registered psychologist with ADD/ADHD training; a neuro-psychologist; a psychological associate; and/or a relevantly trained medical doctor. The ADHD assessment should outline the diagnosis and the impact of the hyperactivity or the lack of attention on learning.

A student must identify himself or herself at least by January 15 to be eligible to receive a reduced fee in respect of the spring term of the previous academic year and the fall and winter terms of the current academic year. Students registered for the academic year beginning in the winter term may identify themselves by June 15 of the spring term to be eligible to receive the reduced fee. Colleges will be compensated for any adjustments to amounts reported to the ministry in respect of these students.

Determining eligibility for reduced fee

Upon a student self-identifying to the accessibility services office, the college is expected to have in place a process by which all college personnel are informed as necessary of the student's potential eligibility. The determination of when a student with a permanent disability is eligible for the reduced tuition fee of \$20 is made using the following rules:

- The total tuition fees to be paid before a student is eligible to pay the reduced fee must equal the tuition fees a student completing the same program in the approved duration would pay if taking the program in the **same academic years and terms as well as delivery format (i.e., compressed)**. This includes any applicable annual tuition fee increases.
- Only the fees paid towards successfully completed courses will be included in this calculation.

- If a student paid part-time fees for the term in which the failure occurred, the amount of fees paid towards the course is equivalent to what the student paid. This amount should be deducted from the cumulative total of fees paid.
- If the student paid full-time fees for the term in which the failure occurred, the value of the failed course should be calculated by pro-rating the full-time fees based on student contact hours per course taken in that term. This amount should be deducted from the cumulative total of fees paid.
- The fees paid towards any courses/semesters from which a student withdraws are not included in the cumulative total of fees paid.
- Students transferring with advanced standing between postsecondary institutions and/or programs must have paid the equivalent in fees as a student undertaking the same program of study in the approved program duration with the same advanced standing before being eligible for the reduced fee.
 - The calculation of fees to be paid in order to be eligible for the reduced fee is not calculated in relation to fees already paid. Calculating fees to be paid is to be based on the amount of fees to be paid to complete the program in the ministry approved duration.
- Students returning to a program after a period of interruption must have their standing first evaluated according to the academic policies of the college to determine their program level. Once this has been determined they will pay the equivalent in fees as a student undertaking the program of study in the approved program duration entering at the same program level and academic term before being eligible for the reduced fee. This is the same approach to calculating eligibility as for students transferring with advanced standing.
 - As noted above, the calculation of fees to be paid in order to be eligible for the reduced fee is **not** calculated in relation to fees already paid. Calculating fees to be paid is to be based on the amount of fees to be paid to complete the program in the ministry approved duration.

Students eligible to pay the reduced fee will pay full tuition fees to repeat courses that were previously unsuccessfully completed or which are repeated voluntarily by the student, but do not represent part of the requirements for program completion.

A student is required to pay all applicable ancillary fees for each semester in which they are enrolled at a college.

Communication

Colleges must make all reasonable efforts to ensure that students are aware of this policy. This must include making the policy publicly available by posting on the college's website or included in other publications made publicly available regarding general fee information. Students are expected to identify themselves to appropriate college administrators when they believe themselves to be eligible to pay the reduced fee.

Reporting requirements

Colleges are required to report to the ministry annually the amount of tuition fees foregone for each semester as a result of extending the reduced tuition fee to eligible students with permanent disabilities for the fiscal year (April 1st to March 31st). This will mean that the report will cover the spring term of one academic year and the fall and winter terms of the next academic year. Attestation by the college executive head verifying the accuracy of the data submitted to the ministry will be required.

Adjustments to the winter term of the previous reporting cycle may be reported. These adjustments may only be in respect of students who began their studies for the academic year in the winter term and did not identify themselves before January 15 of the previous reporting cycle.

The ministry is to communicate details of reporting requirements to colleges in a separate communication sent directly to colleges.

Reporting of tuition fees

Colleges are to report regular and high demand tuition fees in their audited enrolment reports as detailed in the operating procedure Enrolment Reporting and Audit Guidelines. This operating procedure excludes from funding eligibility any enrolments not conforming to the [Minister's Binding Policy Directive on Tuition and Ancillary Fees](#).

Colleges will be responsible for determining provincial residency status if tuition fees for the purpose of applying any tuition fee increase for out-of-province students. An additional data field in the College Statistical Enrolment Report (CSER) for provincial residency will be provided to identify out-of-province students.

In expressing an opinion on the enrolment data submitted, a college auditor must be satisfied that the college is in compliance with the binding policy directive and related operating procedure. An auditor's report without reservation or qualified items will be accepted as evidence that the college has a satisfactory system for establishing and collecting student fees in accordance with the [Minister's Binding Policy Directive on Tuition and Ancillary Fees](#) and this operating procedure.

Tuition fee report

Colleges are required to report tuition fees and enrolment for the following:

- regular fee postsecondary programs of instruction
- high demand fee programs of instruction
- tuition short programs of instruction
- part-time activity
- prior learning assessment and recognition challenge process evaluations and portfolio assessments
- international student tuition fees

The college executive head will be required to attest to the report confirming that the tuition for regular fee postsecondary programs of instruction, high demand fee programs, tuition short programs, part-time activity and prior learning assessment are within the allowable minimum and maximum for regular fee programs, the required freeze and annual increases for out-of-province students.

The ministry is to share a summary of tuition fee information with stakeholders upon request.

Ancillary fees

The following ancillary fee policies apply to all students in full-time and part-time courses, and programs of instruction eligible for provincial government funding including those with regular and high demand tuition fees. Full cost-recovery programs are not subject to this policy.

Distinction between tuition fees and ancillary fees

Tuition fees are recognized as the student's contribution towards covering those activities supported by the Core Operating Grant and capital grants. Together, these revenues are understood to support the general costs of program delivery (in-class and field placement) as well as the general operating costs of college administration and capital expenditures.

These revenues are understood to support the following items and services and therefore no ancillary fees may be charged for them:

- program supplies (including lab supplies) consumed over the course of program delivery as well as equipment and instruments not retained by students
- those learning services made universally available to all students and generally considered compulsory for an academic institution such as library services, academic counselling or basic information technology services

With certain exceptions given below, compulsory ancillary fees may be increased or expanded to include new fees, only through the implementation of a protocol agreement that has been agreed to by representatives of the college's administration and the student governing body and approved by the college's board of governors.

Ancillary fees are fees charged to support those services and activities not supported by the Core Operating Grant, capital grants and tuition fees. The college's board of governors has the final approval for all ancillary fees as specified in the [Minister's Binding Policy Directive on Tuition and Ancillary Fees](#).

Compulsory ancillary fees

Compulsory ancillary fees are ancillary fees that a student is required to pay in addition to tuition fees in order to enrol in, or successfully complete any course or program eligible for the Core Operating Grant.

Except for those ancillary fees exempt from the protocol agreements detailed on the following pages, all other compulsory ancillary fees levied by a college must:

- be non-tuition-related as described above
- have been approved according to the protocol agreement ([see Appendix A](#))
- be approved by the college's board of governors
- be announced through the college's calendar and/or college's website before the deadline for accepting offers of admission for new students, and by the deadline for returning students. The fee announcements are to provide a breakdown of all compulsory and non-compulsory ancillary fees and explain their purposes sufficiently to allow the students to understand clearly what materials, services or facilities are being made available through payment of the fees

Protocol agreements for introducing new compulsory ancillary fees and increasing existing compulsory ancillary fees

Compulsory ancillary fees that fall under essential fee categories (see the [Minister's Binding Policy Directive on Tuition and Ancillary Fees](#)) may be increased or created only through the implementation of a protocol agreement that has been agreed to by representatives of the college's administration and student governing body representatives, and approved by the college's board of governors.

The protocol agreement sets out the means by which students will be involved in decisions to increase compulsory ancillary fees or to introduce new ones. Any increase or expansion in the rate of compulsory ancillary fees that would increase total compulsory ancillary fees by more than 20% in one academic year must be approved through a student referendum. The referendum must itemize each compulsory ancillary fee to be increased/introduced and the amount of the increase contributed by each fee. Students are to have the opportunity to vote for/against individual fee increases. All compulsory ancillary fees, with the exception of program compulsory ancillary fees outlined in [Appendix B](#), are included in the annual calculation of total fee increases. Program compulsory fees are not to be included in a referendum on ancillary fee increases.

The minimum requirements for a protocol agreement document are provided in [Appendix A](#). Colleges are to make available to the ministry upon request copies of all current approved protocol agreements, showing the approval signatures and the date of approval.

Ancillary fees exempt from the protocol agreements

Ancillary fees that are exempt from the requirements of the protocol for introducing and increasing fees are listed below:

- non-essential ancillary fees for which students must be given the opportunity to opt-out at the time of billing
- existing and future program compulsory and institution compulsory fees in [Appendix B](#)
- fees for transcripts and for convocation ceremonies including items such as cap and gown rentals for graduation

Other provisions regarding fees for items exempt from the protocol agreement

For those ancillary fees exempt from the protocol agreement, colleges are expected to limit fee increases to reflect the reasonable cost of providing service to students.

Colleges are also required to:

- provide a full rationale for each new fee or fee at the time the fee is submitted to the board of governors for approval
- provide the above rationale to student governing bodies, as well as any other information necessary for student governing bodies to understand the purpose of the fee, the costs included in calculating the fee level, the total revenue available from the fee, and the process used for developing the fee
- respond with a full explanation to inquiries made by student governing bodies in connection with concerns about any of these fees

Non-compliance with the ancillary fee policy

Should a college levy an ancillary fee that is contrary to the provisions outlined above, and if, in the case of fees governed by the protocol for introducing or increasing compulsory ancillary fees, no resolution can be achieved through discussions among

signatories to the protocol agreement, then the college's Core Operating Grant will be reduced by an amount corresponding to the revenue raised by the fee or the fee increase.

Ancillary fees for collaborative college-university programs of instruction

For a student enrolled in a full-time college-university collaborative program of instruction whose enrolment is eligible and reported for the Core Operating Grant, ancillary fees are to be established in accordance with the ancillary fee policy applicable to the collaborating institution reporting the enrolment.

Ancillary fee reporting

Colleges are required to report compulsory ancillary fees exclusive of program specific ancillary fees to the ministry on an annual basis.

Errors and adjustments

If a college has identified an error in its application of the [Minister's Binding Policy Directive on Tuition and Ancillary Fees](#) or this operating procedure, the college is to report the error to the Manager of the Colleges Finance Unit, Postsecondary Finance and Information Management Branch, Ministry of Colleges and Universities. Corrective action is to be determined, on a case-by-case basis by the ministry in consultation with the college.

Appendix A: Requirements for protocol agreements to introducing or increasing compulsory ancillary fees

General

A college board of governors may not unilaterally change the text of a protocol agreed to by its administration and student governing body representatives but shall refer any concerns back to the appropriate college staff and student governing body representatives.

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

Colleges with multi-campus facilities may wish to have multiple protocol documents to address the different compulsory ancillary fee configurations at their colleges.

Protocol agreement requirements

Student governing body representatives and the college administration are to work together to develop a protocol agreement. A protocol agreement will come into effect provided all of the following requirements are met:

- The college administration and student governing body representatives reach agreement on the text of a protocol.
- The students eligible to participate in the development and approval of a protocol include all student governing body representatives.
- It specifies that in the event that a proposed increase or expansion in the rate of compulsory ancillary fees increases the total compulsory ancillary fees by more than

20% in one academic year, the increase and/or new fees must be approved through a student referendum. The referendum must itemize each compulsory ancillary fee to be increased/introduced and the amount of the increase contributed by each fee. Students should have the opportunity to vote for/against individual fee increases. All compulsory ancillary fees with the exception of program compulsory ancillary fees outlined in Appendix B, are included in the annual calculation of total fee increases. Program compulsory fees are not to be included in a referendum on ancillary fee increases.

- It specifies that a review of all fees take place at regular 5-year intervals to ensure that the reason for introducing a given fee remains current. Based on the review, advice will be provided to the board of governors by the administration and students on the structure of fees. Any fee identified as supporting a service no longer deemed necessary or desirable should be discontinued.
- The administration and the student governing body representatives jointly identify representative(s) for students who pay compulsory ancillary fees but are not represented through any of the college's student governing bodies. These representatives would be involved in the development and approval of a protocol
- Student agreement to the protocol is obtained through, at minimum, the support of the majority of student governing body representatives involved in the development of the protocol, who, in turn, serve on behalf of the majority of students paying compulsory ancillary fees
- The protocol has the approval of the college board of governors.

All colleges must endeavour to finalize their protocol agreements as this will facilitate the determination of ancillary fees on an annual basis.

Mediation

If a college's administrative representatives and students cannot reach agreement on a long-term protocol, the assistance of the board of governors should be obtained in pursuing mediation agreeable to both the administration and student governing body representatives. Should this first phase of mediation prove unsuccessful, then the board of governors may make a written request to the Minister of Colleges and Universities for assistance.

Appendix B: Program compulsory ancillary fees exempt from the protocol agreements

Program compulsory fees are not included in the calculation of annual fee increases that may result in a referendum if the increase in the rate of compulsory fees is above 20%.

Program compulsory fees

Fees for travel and accommodation expenses for compulsory field placements

Institutions may charge a compulsory ancillary fee for the reasonable, direct costs of travel and accommodation of students on compulsory field placements. Compulsory ancillary fees cannot be charged for such things as salaries and benefits or travel and accommodation of faculty, or for any specific tuition-related activities for any compulsory field placements.

Fees for travel and accommodation expenses for compulsory field trips

Institutions may charge a compulsory ancillary fee for the reasonable, direct costs of travel and accommodation of students on compulsory overnight field trips. For compulsory trips not extending overnight, no ancillary fee may be charged. Compulsory ancillary fees cannot be charged for such things as salaries and benefits or travel and accommodation of faculty, or for any specific tuition-related activities for any compulsory field trips.

Fees for program specific learning materials, equipment and clothing retained by students

For additional clarification with respect to lab fees, only fees which support the purchase of equipment, learning materials or supplies that the student retains upon completion of the lab are eligible. Ancillary fees may not be charged for any lab supplies consumed over the course of program delivery.

Fees for materials which are used in the production of items which become the property of students

Fees for materials for which the college acts as a broker for a vendor providing material to students such as leases for laptop computers

In such brokering cases, fees paid by students to the college do not produce net revenue for the college, but instead are set and levied through an agreement with a vendor. The college is neither the manufacturer nor the supplier of the material provided.

Fees for co-op programs

Colleges may not charge a tuition fee for co-op work placement semesters. Colleges may charge an ancillary fee in respect of co-op work placement semesters in recognition of the costs of administering co-op placements and related services.

Institutional compulsory fees

Fees levied by student governing bodies:

Health fees

Any health insurance fees levied by the student governing body (in contrast to fees levied by the college) are exempt from the protocol agreement.

Student activity fees

Student activity fees that are levied by individual student councils and are to be determined by the student governing body and the college's board of governors.

Student activity fees are those fees, the revenue from which is not applied to the costs of instruction in any course or program normally offered for credit toward an eligible degree, diploma or certificate, but is applied to the costs of enhancing the cultural, social or recreational life of the students, or to provide other non-academic services to students. This definition excludes academic services, computing and learning centre services.

Athletic fees

Student athletic fees that are levied by individual student councils and are to be determined by the student governing body and the college's board of governors. Athletic fees are those fees, the revenue from which is not applied to the costs of instruction in any course or program normally offered for credit toward an eligible degree, diploma or certificate, but is applied to the costs of providing athletic or recreational services to students or the costs of athletic associations or the costs of institutional athletic teams.

Fees to support the construction, maintenance and/or lease of capital facilities not normally eligible for capital grants

Eligible fees include those amounts approved by student governing body and the college's board of governors as contributions towards the capital costs of construction, renovation or leasing facilities not normally eligible for capital grants.