Tuition Fee Framework and Ancillary Fee Guidelines

Publicly-Assisted Universities

Ministry of Training, Colleges and Universities
2019-20 and 2020-21

Defined Terms:

The following terms are used in the guidelines:

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.

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 Governing Body: The term student governing body 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 except students who have voluntarily opted out of being represented by the student governing body.

Student Governing Body Representatives: The term student governing body representatives is defined as one or more representatives from each of the student governing bodies as defined above.

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 10% Tuition Fee reduction in 2019-20 and the Tuition Fee freeze in 2020-21, as set by the Ministry of Training, Colleges and Universities. These guidelines will be in effect for the 2019-20 and 2020-21 academic years.

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: Tuition Fee Framework Rate of Decrease and Freeze

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: 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 and the *Ontario Operating Funds Distribution Manual,* these guidelines will apply.

Section 1:

Tuition Fee Framework Rate of Decrease and Freeze

The new tuition fee framework will provide students with a 10% reduction in tuition fees in 2019-20 as compared to 2018-19. The 10% tuition fee reduction will be applied to all publicly funded programs at each year of study for funding-eligible students.

1. A: 2019-20 Tuition Fee Decrease

In 2019-20, tuition fees for all years of study are to be decreased by 10% for the following enrolment activity that is eligible and reported for operating funding:

- existing full-time and part-time regular fee programs
- new programs that were approved for implementation in 2019-20 and future years.

1. B: 2020-21 Tuition Fee Freeze

During the 2020-21 tuition fee freeze:

- institutions are expected to charge the same full-time and part-time tuition fees that they charged in 2019-20, for each program and year of study
- students enrolled in the first year of a program in 2020-21 are to pay the same tuition as students enrolled in first year of the program in 2019-20.

1. C: Examples

The 10% tuition reduction and tuition freeze will apply to all funding eligible programs and all years of study. The tables below illustrate the implementation of the tuition reduction in 2019-20 and the tuition freeze in 2020-21. In these examples, the 2019-20

tuition in any given year of study is 10% less than the tuition for the same year of study from 2018-19.

The table below illustrates the application of the reduction for programs that have the same tuition fees for each year of study.

Table: Programs with same tuition fee for all years of study

Full-Time Annual Tuition	2018-19	2019-20 (10% reduction)	2020-21 (tuition freeze)
Year 1	$7,000	$6,300	$6,300
Year 2	$7,000	$6,300	$6,300
Year 3	$7,000	$6,300	$6,300
Year 4	$7,000	$6,300	$6,300

For programs where students are charged different tuition fees according to the year of study, the table below illustrates how the 10% tuition fee reduction will be applied.

Table: Programs with different tuition fees for all years of study

Full-Time Annual Tuition	2018-19	2019-20 (10% reduction)	2020-21 (tuition freeze)
Year 1	$10,600	$9,540	$9,540
Year 2	$10,300	$9,270	$9,270
Year 3	$9,990	$8,991	$8,991
Year 4	$9,700	$8,730	$8,730

1. D: Impact on Setting Tuition for Recently Approved Programs

The intent of the policy is that all students will see a 10% reduction in tuition fees relative to 2018-19.

In the case of approved new programs starting in 2019-20, tuition fees approved under the assumptions of the previous framework should reflect a 10% reduction from imputed 2018-19 levels.

Section 2:

Application of the Tuition Fee Framework

2. A: Exemptions to the 10% Tuition Fee Reduction

The 10% Tuition Fee reduction will 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 most 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. B: 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.

2. C: 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.

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.

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 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
- 10% of change in average tuition fee multiplied by previous year's enrolment.

$$\mathrm{TSA}_{\mathrm{CY}} = TSA_{PY}\, x\, \frac{Enrolment_{PY}}{Enrolment_{PY-1}} + \left(Tuition_{CY} - Tuition_{PY}\right) x Enrolment_{PY}\, x 10\%$$

The above equation is to be used when calculating an institution's Tuition Set Aside obligation: The current year's Tuition Set Aside is equal to the Tuition set-aside from the previous year, times the quotient of the previous year's enrolment divided by the enrolment of the year before the previous year, plus the difference between tuition of the current year and tuition of the previous year, times enrolment of the previous year, times 10 percent.

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

$Tuition_{PY}$ = Average tuition fee for the previous year

Section 4:

Tuition Billing Policy

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% 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).

  - Information regarding collection of tuition deposits must also display available options for students who are unable to make a deposit payment.

- 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.
  - 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.

Subject to the subsequent payments below, 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:

1. **Students without an Entitlement from the Ontario Student Assistance Program (OSAP) One Month Prior to Study Period Start1**

   - These students shall not have their subsequent payment(s) due sooner than:
     - Mid-November for the winter term
     - One (1) month prior to the start date of the respective term for all other terms.
     - 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.

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

   - These students shall not have their subsequent payment(s) due sooner than the start date of the respective term.

[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.

- Universities shall automatically administer per-term billing.
- 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).

3. 4. C: Deferral and Late Fees

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

Deferral and/or 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 2012-13 moratorium on increases to, or the introduction of, deferral fees have not been in effect since the 2014-15 academic year. For clarity, the use of deferral and/or late fees must be compliant with the provisions in these guidelines.

While bearing in mind the need to ensure timeliness of tuition fee payments, deferral and/or late fees shall be reasonable and transparent to students. The Ministry will be monitoring the reasonableness of these fees.

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

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).

In 2012-13, the Ministry placed a moratorium on the introduction of new program/flat fees as well as changes to the existing program/flat fee structures.

After consultations with institutions and student groups, the ministry updated the program/flat fee policy. For universities that charge tuition on a program/flat fee basis, the updated policy set a threshold of a minimum of 80% of a normal course load to charge program/flat fees. After a phasing in period in 2014-15 and 2015-16, this policy took full effect in the 2016-17 academic year.

Universities that 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 or decrease as per the rate specified under the Tuition Fee Framework.

Section 6:

Ancillary Fee Policy

6. A: Compulsory Ancillary Fee Policy

These policies were updated in 2019. 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 (e.g., a program completion letter or statement).

[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.

6. A.2: Compulsory Ancillary Fees

A compulsory ancillary fee is a non-tuition-related fee which is levied to cover the costs of items which are not normally paid for out of operating or capital revenue.

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

- be approved by the governing body
- be announced prior to collection through the institution's calendar and/or published fee schedule(s)
- be collected for the purpose of delivering an essential service as per Ministry of Training, Colleges and Universities' ancillary fee classification framework (see 6.A.3).

The fee announcement must provide a breakdown of all compulsory 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 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
- Respond with a full explanation to inquiries made by student governing bodies in connection with concerns about any ancillary fee.

Compulsory 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 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. A.3: Ancillary Fee Classification Framework

All ancillary fees are subject to the following classification framework. The classification framework outlines which types of fees can be charged on a compulsory basis. The governing bodies of institutions will be responsible for ensuring that they are in compliance with these guidelines. Program-related fees are outside the scope of the framework and remain allowable compulsory ancillary fees for students registered in applicable programs.

For any fee that does not meet the compulsory ancillary fee requirements outlined below, institutions must provide students with the option to opt-out of paying the fee. Institutions must ensure that students are able to opt-out of these fees online, prior to collecting payment for fees.

To ensure transparency and clarity, institutions are expected to itemize the individual functions for which fees are charged. Bundling fees together (e.g. charging a ‘student activity fee’ that encompasses funding for multiple services) is not permitted. Notwithstanding the fees named below, institutions remain subject to the prohibition on charging compulsory tuition-related ancillary fees.

Institutions also remain subject to the requirement that the introduction of new compulsory ancillary fees or the increase of existing compulsory ancillary fees must be conducted according to ancillary fee protocols. The introduction of new non-compulsory ancillary fees, or the increase to existing non-compulsory ancillary fees, will not be subject to ancillary fee protocols requirements.

The ancillary fee framework provides the following distinctions among fees:

Essential Services – fees that may be charged on a compulsory basis:

- Athletics and recreation
- Career services
- Student buildings
- Health and counselling
- Academic support
- Student ID cards
- Student achievement and records
- Financial aid offices
- Campus safety programs

- **Health and dental plans** – these can be charged on a compulsory basis, but institutions must allow students to opt-out if they provide proof of pre-existing coverage.

- **Student transit passes** – If an institution has a compulsory ancillary fee to support student transit passes that was established prior to January 17, 2019, compulsory ancillary fees may be charged for the duration of the agreement and any subsequent renewals of these agreements. Renewals are understood to be subsequent contracts between the same parties creating uninterrupted service to students.

  No compulsory ancillary fee may be charged to support a student transit pass that did not have a fully executed agreement in place by January 17, 2019 (with the exception of agreements considered renewals as noted above).

  All other transit passes may only be implemented on an opt-out basis.

Non-essential – All fees not included in the above categories must be optional.

Institutions are required to comply with the following definitions of essential services for which ancillary fees may be charged on a compulsory basis:

Athletics and Recreation

Fees supporting the operating and capital costs of athletic facilities made available to the broader student body may be charged on a compulsory basis.

Career Services

Fees to support career related services made available to the broader student body, including career counselling, information sessions, job fairs, job boards and job placement may be charged on a compulsory basis.

Student Buildings

Fees that support spaces and facilities that host student activities and services and which are not supported through the government operating and capital grant may be charged as compulsory ancillary fees. A facility that is restricted to specific students who pay separate costs for access may not be supported through a compulsory ancillary fee, e.g. student residences.

Health and Counselling

On campus access to health professionals for basic medical care, mental health, and counselling and basic health resources may be supported through compulsory ancillary fees. Services for disabilities or mental health assessments necessary to support academic accommodations and achievement cannot be supported by a fee – these are considered services that are normally paid out of operating revenues.

Academic Support

Academic support includes services such as peer tutoring or improving writing skills that are not provided through academic program delivery and are not funded by government operating and capital grants. Fees that fall under this category may be charged as compulsory.

Technology that provides academic support may be charged on a compulsory basis. Institutions are responsible for providing details about the technology service(s). All other technology fees may only be implemented on an opt-out basis.

Student ID Cards

Student ID cards identify individuals as students at their college or university and are used for access to services and facilities such as athletic centres, library and media services, and meal plans. The cards may also be required for exams and accessing academic records. The cost of issuing the student ID cards may be charged as a compulsory ancillary fee.

Student Achievement and Records

Fees related to the administrative costs of producing documents of student achievement such as diplomas and transcripts as well as the costs related to convocation may be charged as compulsory ancillary fees. No ancillary fees may be charged for the general administrative costs of maintaining student records for internal purposes.

Financial Aid Offices

Fees that support enhanced financial aid office services to students may be charged on a compulsory basis. This might include the development of a student-facing app or hotline that helps students navigate, understand, and monitor the status of their financial aid. Fees to support general operating costs of the financial aid office, including the cost of bursaries or other financial aid awards, are not allowed as such services would be considered tuition-related fees and therefore ineligible as compulsory ancillary fees.

Campus Safety

Fees that support programs and services that promote on campus safety, including the prevention of sexual violence, are an allowable compulsory ancillary fee. Such programs and services may include but are not limited to walk safe programs which

provide students, faculty and staff free night-time accompaniment to those who are uncomfortable or who are unable to walk home alone.

As transparency and choice are important for all students, universities are encouraged as a best practice to also apply the principles of the ancillary fee classification framework to student categories that are ineligible for provincial operating grant funding (such as most international students) where feasible and appropriate.

6. B: Ancillary Fee Protocol

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

All approved ancillary fee protocols, with signatures of representatives of the institution's administration and student governing body 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
315 Front Street West
16th Floor
Toronto, Ontario
M7A 0B8
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 governing body 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 governing bodies involved in the development of the protocol, who in turn, serve on behalf of the majority of students paying compulsory ancillary fees who have not opted out of student governing body membership.
- All student governing body representatives are eligible to participate in the development and approval of a protocol.
- In instances where students who pay compulsory ancillary fees were not given the option of being represented through any student governing body, the administration and the serving student governing body 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 governing body representatives. Any concerns related to the protocol shall be directed to the institution's administration 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 the approval of the protocol. However, the terms of the protocol will still apply to the students represented by the non-participating student governing body.

Institutions with a multi-campus facility can have multiple ancillary fee protocols to address the different compulsory ancillary fees at their institution.

An ancillary fee protocol may provide the opportunity for a review process.

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

All compulsory ancillary fees are required for inclusion in an ancillary fee protocol. This includes all fees classified as essential under the ancillary fee classification framework, excluding the exemptions listed in the next section.

6. B.3: Exemptions from Protocols

Below are ancillary fees that are exempt from inclusion in a protocol. However they remain subject to requirements of the ancillary fee classification framework (6.A.3) concerning eligibility, transparency, compulsory status and opt-out.

- Existing fees established through referenda where the sponsor of the referenda was the university administration or a combination of the university administration and students[4].
- Fees established by student governing bodies, 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

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

must advise student governing bodies 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 conditions attached to the use of learning resources by faculty and students, to ensure consistency 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 governing body acts as a broker are considered student governing body 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:

1. 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.

2. 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 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.

Any university that does not comply with the tuition requirements specified in this framework, or is not in compliance with the policies on billing, program/flat fees, or ancillary fees, 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.