

Tuition and Ancillary Fees Reporting

TABLE OF CONTENTS

Purpose and Application	1
Glossary	1
Background	4
Fees Prior to 2000-01	4
Fees From 2000-01 through 2003-04	5
Tuition Fee Freeze 2004-05 through 2005-06	6
Tuition Fee Framework, 2006-07 to 2009-10	6
Tuition Fee Framework, 2010-11 to 2011-12	7
Tuition Fee Framework, 2012-13	7
Requirements	8
Annual Fee Increases for Existing Programs of Instruction	8
Regular Fee Programs	9
High Demand Program Fees	10
Baccalaureate of Nursing	10
5.00% Average Tuition Fee Increase	10
Establishing Program Year or Level	12
Establishing Tuition Fees for Existing Programs of Instruction	13
Full-time Postsecondary Programs	13
College-University Collaborative Programs of Instruction	14
Full-time Tuition Short Programs of Instruction	15
Part-time Activity	15

Prior Learning Assessment and Recognition Activity	18
Establishing Tuition Fees for New Programs of Instruction	19
New Regular-Fee Programs of Instruction	19
New High Demand Programs of Instruction	19
Tuition Fees - College Employee Benefit.....	21
Project Hero	21
Tuition Fees for Auditing Students.....	22
Tuition Fees for International Students Excluding Exempt Students	22
Exempt Students.....	22
Tuition Fees for Students with Permanent Disabilities.....	26
Verifying Permanent Disability	27
Determining Eligibility for Reduced Fee	28
Communication	29
Reporting Requirements	29
Reporting of Tuition Fees	30
Tuition Fee Report	30
Institutional Aid: Tuition Fee Set-Aside	31
Required Aid for Students in High Demand Programs	31
Required Aid under the Student Access Guarantee	31
Other Eligible Tuition Fee Set-Aside Expenditures.....	33
Ineligible Uses of Tuition Fee Set-Aside Funds.....	34
Tuition Fee Set-Aside Reporting Requirements	35

Ancillary Fees	35
Protocol Agreements for Introducing New Compulsory Ancillary Fees and Increasing Existing Fees	36
Compulsory Ancillary Fees Exempt from the Protocol Agreements	37
Other Provisions Regarding Fees for Items Exempt from the Protocol Agreement	37
Non-Compulsory Ancillary Fees	38
Non-Compliance with the Ancillary Fee Policy	38
Ancillary Fees for Collaborative College-University Programs of Instruction	38
Ancillary Fee Reporting	38
Application and Registration Fees	38
Deferral Fees	38
Tuition and Ancillary Fees Refunds	39
Refunds of Full-time Programs of Instruction	39
Refunds of Full-time Co-op Placement Semester Fees and Part-time Course Fees	40
Summary of the Reporting Requirements	40
Errors and Adjustments	40
Further Information	41
Summary of Responsibilities	41
Colleges of Applied Arts and Technology	41
Ministry of Training, Colleges and Universities	41
Appendix A: Regular Programs: Maximum and Minimum Annual Base Tuition Fees and Maximum Annual Percentage Increases	43

Examples:	43
Appendix B: High Demand Programs and Collaborative Baccalaureate of Nursing Programs.....	46
Example of Year over Year Tuition Fee Increases	46
Examples:	46
Appendix C: Calculation of FTE	49
Calculation of FTE for maximum 5% enrolment-weighted average tuition fee.....	49
Example of calculating enrolment weighted average tuition fee increases	49
Calculation of FTE to identify the percentage of enrolment in high demand programs.....	50
Appendix D: Determination of Annual Base Tuition Fee where Program Level is Given by Year.....	51
A. For Programs with MTCU Codes beginning with ‘4’ or ‘7’ (one year’s duration).....	51
B. For Programs with MTCU Codes beginning with ‘5’	51
C. For Programs with MTCU Codes beginning with ‘6’	51
D. For Programs with MTCU Codes beginning with ‘8’	52
Appendix E: Determination of Annual Base Tuition Fee where Program Level is Given by Semester	54
A. For Programs with MTCU Codes beginning with ‘4’ or ‘7’ (one year’s duration).....	54
B. For Programs with MTCU Codes beginning with ‘5’	54
C. For Programs with MTCU Codes Beginning with ‘6’	54
D. For Programs with MTCU Codes beginning with ‘8’	55
Appendix F: Calculation of Full-time Postsecondary Tuition Fees for Programs and Semesters of Varying Lengths	57

Appendix G: Requirements for Protocol Agreements to Introducing or Increasing Compulsory Ancillary Fees.....	59
Appendix H: Examples of Compulsory Ancillary Fees that might be Approved through the Protocol Agreement.....	62
Appendix I: Compulsory Ancillary Fees Exempt from the Protocol Agreements	63
Appendix J: Tuition Fee Factors.....	66

Bold title in the Table of Contents denotes that the section has been revised.

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, effective 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 base funding, 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, and the allocation of tuition fee revenue increases towards quality improvements and student assistance.

Glossary

Ancillary fees: fees for items not covered by the tuition fees established for a course or program of instruction that students may be required to pay upon enrolment. Categories of ancillary fees are approved by the Ministry and are set out in this operating procedure. **Compulsory ancillary fees** are ancillary fees that a student is required to pay in order to enrol in or successfully complete any course or program of instruction eligible for base funding.

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.

Base funding (formerly "general purpose operating grant" or GPOG): 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.

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. The program enables individuals to train as apprentices in a specific trade while obtaining an associated college diploma.

Enrolment reporting periods: the reporting periods for full-time postsecondary programs of instruction correspond to each of the three semesters that make up an

academic year: summer semester (May 1 to August 31); fall semester (September 1 to December 31); and winter semester (January 1 to April 30). The enrolment reporting period for all other activities, i.e., part-time activity, prior learning assessment and recognition challenge process evaluations and portfolio assessments, and full-time tuition short activity, is April 1 to March 31. Further details are provided in the operating procedure [Enrolment and Graduate Reporting](#).

Full cost recovery course or program of instruction: a course or program of instruction for which the college does not report enrolment for base funding.

Full-time student: an individual who is enrolled in a college program of instruction for at least 70 per cent of the student contact hours or 66⅔ per cent 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 (formerly “additional cost recovery” or ACR): a program of instruction eligible for base funding for which colleges have the discretion to charge fees above the maximum permitted for regular fee programs. This discretion is allowed for applied degree, post-basic or Baccalaureate of Nursing programs and/or for basic programs which have been determined to meet each of the following three criteria:

1. there is high demand for instructional space;
2. graduates have above-average prospects for employment; and
3. graduates have the potential to earn an above-average income

International student: a foreign national who meets the requirements that authorize enrolment in an educational institution in Canada established under the *Immigration and Refugee Protection Act* (Canada).

Ontario Student Assistance Program (OSAP): supplementary financial assistance based on demonstrated financial need, operated by the province to help students from lower-income families meet the costs of postsecondary education.

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

Postsecondary program of instruction: a group of related courses leading to one of the following credentials: Ontario College Certificate, Ontario College Diploma, Ontario College Advanced Diploma, Ontario Graduate Certificate, a baccalaureate degree in an applied field of study or joint college/university programs that lead to the awarding of a degree by the university partner.

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

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.

Program of instruction: a group of related courses leading to a diploma, certificate or other document awarded by the board of governors.

Regular Program: a program of instruction eligible for base funding for which colleges may establish a tuition fee within the minimum and maximum fee specified by the policy (full-time basic and tuition short programs, part-time activity and prior learning assessment and recognition).

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

Tuition set-aside: a portion of tuition fee revenues resulting from tuition fee increases since 1995, which colleges must allocate to student assistance.

Tuition short program of instruction: a 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 certificate as defined in the Credentials Framework (see the *Minister's Binding Policy Directive on [Framework for Programs of Instruction](#): Appendix A*).

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 per cent over 1996–97 levels, with a maximum average increase of 10 per cent. 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 per cent 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); and
- basic postsecondary programs of instruction with:
 - demand for spaces;
 - strong employment prospects; and
 - expectation of high incomes for graduates.

Enrolment in basic postsecondary programs of instruction with additional cost recovery fees was not to exceed 15 per cent of a college's basic postsecondary enrolments, and a college was not to increase tuition for a returning student by more than 20 per cent 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 per cent 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 per cent 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 per cent 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 per cent, 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 15.00% of total enrolment in basic postsecondary programs. Enrolments in post-basic, applied 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 5.00%.

MAXIMUM ALLOWABLE FEE INCREASE		
Program Type	Program Year	
	First Year Levels	Continuing Year Levels
Regular Fee programs	up to the greater of \$100 or 4.50%	up to 4.00%
High Demand programs	up to 8.00%	up to 4.00%
TOTAL TUITION INCREASE	5.00%	

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

Tuition increases must be tied to quality improvements and the student access guarantee. Quality improvements and access for students will be ensured through multi-year accountability agreements that every institution is required to sign. The agreement sets out the institutions' commitment to quality, access and will include 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 are in financial need.

Tuition Fee Framework, 2010-11 to 2011-12

On March 29, 2010, the government announced that it was extending the 2006-07 to 2009-10 tuition fee framework for 2010-11 and 2011-12, and the framework will remain the same with the following exception:

The amount of tuition fee set-aside funding to be disbursed annually will 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 Honourable Glen Murray, Minister of Training, Colleges and Universities announced the tuition fee framework is extended for 2012-13 and remains the same as 2010-11 and 2011-12.

For 2012-13, the government will put in place a moratorium on increases to or new deferral fees. Existing deferral fee rates may not increase and no new deferral fees may be introduced.

Requirements

The board of governors of a college must approve tuition fees and ancillary fees for all programs of instruction and courses operated by the college.

All tuition and compulsory ancillary fees to be paid by students are to be published by colleges before the deadline for accepting offers of admission for new students, and by the registration deadline for returning students.

All students whose enrolment is eligible and reported for base funding and who are enrolled at the same time in the same program/course and same program level are to pay the same tuition fee established for their program of study. Where exceptions apply, these are detailed below under the appropriate program type.

In a given tuition year (September through August) for all students in the same program and program level or course intake, fees are not to be increased and new fees are not to be introduced following the deadline for accepting offers of admission (for new students) or the registration deadline (for returning students) for the initial semester of program or course delivery. That is, for students enrolled in intakes that include fall enrolment, all tuition and compulsory ancillary fees for the year are to be announced prior to the fall semester. Similarly, for students enrolled in intakes that begin with the winter semester and include no fall enrolment, all tuition and compulsory ancillary fees for the year are to be announced prior to the winter semester.

Tuition fees for full-time postsecondary enrolment apply to enrolments reported in the fall, winter and summer enrolment reporting periods. For example, the fees for 2012-13 apply to full-time postsecondary enrolment reported in the fall 2012, winter 2013 and summer 2013. 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.

Annual Fee Increases for Existing Programs of Instruction

As of September 1, 2006, tuition fees may increase annually between 4.00 and 8.00% depending on the program level and the type of program. The annual year-over-year fee increases for regular and high demand programs are given below.

Regular Fee Programs

Regular fee programs may increase between 4.00% and the greater of \$100 or 4.50% annually as given in the table below.

Table 1: Regular Programs: Maximum and Minimum Annual Base Tuition Fees and Maximum Annual Percentage Increase

Program Type	Maximum Allowable % Fee Increase		2012-13 Minimum	2012-13 Maximum
	First Year ³	Continuing Years ³		
Full-time Postsecondary Annual Base Tuition Fees ¹	Up to the greater of \$100 or 4.50%	Up to 4.00%	\$1,275.00	\$3,149.03
Full-Time Tuition Short Weekly Fees ²	Up to 4.50%	Up to 4.00%	\$35.65	\$88.06
Part-time Fee per Student Contact Hour ⁴	Up to 4.50%	Up to 4.00%	\$3.05	\$7.49
PLAR Fee per Challenge Process or Portfolio Assessment	Up to 4.50%	Up to 4.00%	\$20.00	\$172.83

¹ These are annual fees for most programs delivered in a standard two-semester program.

² A tuition short program of instruction is generally less than 52 weeks in duration.

³ For programs of more than one year's duration, 'first' year tuition fees are applied to all courses that make up the first year requirements; "Continuing year" fees are applied to advanced courses of subsequent years of study.

⁴ Part-time fees for high demand programs may be increased by 8.00% annually.

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

Note that with regard to full-time programs, the above minimum and maximums as well as the maximum allowable fee increases are applicable to the *base* annual tuition fee. Please see the section [Full-time Postsecondary Programs](#) on page 13 for a calculation of the total annual tuition fee paid by students using the base annual tuition fee.

Table 2: Example of Year-over-Year Tuition Fee Increases

Year	First Year or One-Year Programs	2 nd Year	3 rd Year	4 th Year
2005-06	\$1,820	\$1,820	\$1,820	\$1,820
2006-07	\$1,920	\$1,892	\$1,892	\$1,892
2007-08	\$2,020	\$1,996	\$1,967	\$1,967
2008-09	\$2,120	\$2,100	\$2,075	\$2,045
2009-10	\$2,220	\$2,204	\$2,184	\$2,158
2010-11	\$2,320	\$2,308	\$2,292	\$2,271
2011-12	\$2,424	\$2,412	\$2,400	\$2,383
2012-13	\$2,533	\$2,520	\$2,508	\$2,496

For regular fee programs, the maximum average annual fee in effect continues to be the same policy for first year and one-year programs, and continuing years of study and subject to the tuition increase cap of 5.00%.

Students who choose to change programs or move from a regular-fee program of instruction to a high demand program should be charged the tuition fee in effect in

2012-13 for the relevant program year to which they transfer. Students who repeat a year should be charged the same tuition fee as students starting the same program year.

High Demand Program Fees

High demand program fees may increase between 4.00% and 8.00% annually as given in the table below.

Table 3: High Demand Programs: Maximum Annual Percentage Increase

Maximum Annual % Increase	
First Year ¹ & One-Year Programs	Continuing Years
Up to 8.00%	Up to 4.00%

Table 4: Example of Year-over-Year Tuition Fee Increases

Year	First Year or One-Year Programs	2 nd Year	3 rd Year	4 th Year
2005-06	\$3,383	\$3,383	\$3,383	\$3,383
2006-07	\$3,653	\$3,518	\$3,518	\$3,518
2007-08	\$3,945	\$3,799	\$3,658	\$3,658
2008-09	\$4,260	\$4,102	\$3,950	\$3,804
2009-10	\$4,600	\$4,430	\$4,266	\$4,108
2010-11	\$4,968	\$4,784	\$4,609	\$4,436
2011-12	\$5,365	\$5,166	\$4,975	\$4,793
2012-13	\$5,794	\$5,579	\$5,372	\$5,174

Baccalaureate of Nursing

Tuition fees for the Collaborative Baccalaureate of Nursing programs may increase between 4.00% and 4.50% as given in the table below. This is consistent with the fee increases that universities may charge.

Table 5: Collaborative Baccalaureate of Nursing Programs: Maximum Annual Percentage Increase

Maximum Allowable Annual % increase,	
First Year ¹	Continuing Years
Up to 4.50%	Up to 4.00%

¹ Year of study is defined by the course level for which the tuition fee applies.

5.00% Average Tuition Fee Increase

The maximum average annual fee increase may not exceed 5.00% as adjusted for enrolment. The average tuition fee increase is to be calculated at each institution by multiplying every program's year-over-year tuition fee increase in percent by every

program's current year full-time equivalent enrolment (FTE). These results are to be added together and then divided by the institution's total FTE enrolment. Using this method, changes in enrolment are taken into account.

FA₁ = Fees in program A in 2011-12

FA₂ = Fees in program A in 2012-13

FB₁ = Fees in program B in 2011-12

FB₂ = Fees in program B in 2012-13

FA_{etc} = as above for all fees in all other programs in 2011-12

FA_{etc} = as above for all fees in all other programs in 2012-13

EA = Enrolment in program A in 2012-13

EB = Enrolment in program B in 2012-13

E_{etc} = Enrolment in all other programs

$$= \frac{EA * (FA_2 / FA_1 - 1) + EB * (FB_2 / FB_1 - 1) + (\text{changes in fees for all other programs})}{(EA + EB + \text{enrolment in all other programs})}$$

Example:

An example of calculating the enrolment-weighted average tuition fee increase is given below. [Appendix C](#) provides details on the conversion to FTE for enrolment in part-time, tuition short programs and PLAR as well as a more detailed example.

Program	Tuition Fee in 2011-12	Tuition Fee in 2012-13	% increase in Tuition Fee	Enrolment in 2012-13 (FTE)	% of Total Enrolment	Enrolment-weighted average increase
Program A	\$2,424	\$2,533	4.50%	2,850	69.94%	3.15%
Program B	\$2,419	\$2,527	4.50%	650	15.95%	0.72%
Program C	\$5,365	\$5,794	8.00%	575	14.11%	1.13%
Total				4,075	Enrolment-weighted Average Increase	5.00%

Tuition revenue as calculated on an FTE basis, net of enrolment change, should not exceed the 5.00% cap.

For the purposes of establishing fees for the 2012-13 academic year, institutions will be basing fee increases on projected enrolment for the academic year. Final reporting of fee levels will be based on enrolments as submitted in the annual enrolment audit reports. Note that the audit report is based on a fiscal year.

Fees for new programs are not included in the calculation of the 5.00% fee cap.

Colleges are to note that if any tuition fees are decreased for an academic year, fees may only be increased in subsequent academic years by the allowable limits given above.

Establishing Program Year or Level

As given above, maximum allowable tuition fee increases are differentiated by program level or year. The definition of program level is consistent with the definition of reporting enrolments as outlined in the annual *Enrolment and Graduate Reporting Operating Procedure* where colleges are directed to define the program level in years OR semesters.

- When program levels are defined as years (i.e., year 1, 2, 3 or 4), the enrolment for a given year would be the enrolment in at least two semesters for each level.
 - Where the program level has been defined by year, all programs with an MTCU code beginning with '4' or '7' indicating a program of one year's duration, one fee level will be determined annually with the beginning of each academic year.
 - All other programs (i.e., those MTCU codes beginning with a '5', '6' or '8') with a duration of greater than one academic year will be subject to tuition fees differentiated by program year with the appropriate increases applied annually with the beginning of each academic year. Students are subject to the fee that corresponds to the program year as consistent with the year reported for enrolment auditing purposes.
 - See [Appendix D](#).
- When program levels are defined as semesters (i.e., semester 1, 2, 3, 4, 5, 6, 7, 8), the enrolment for a given level would be the enrolment in one semester for each level.
 - Where the program level has been defined by semester, all programs with an MTCU code beginning with '4' or '7' indicating a program of one year's duration, one fee level will be determined annually with the beginning of each academic year. Students are subject to a single fee for program levels 1, 2 & 3 where the levels are offered consecutively in a single academic year.
 - For all other programs (i.e., those beginning with a '5', '6' or '8' in the MTCU code) with a duration of greater than one academic year, all

students in levels 1 & 2 are subject to the entry level program tuition fee. All other students in upper levels are subject to fees corresponding to upper years with no fee increases imposed between two consecutive program levels offered in the same academic year.

- See [Appendix E](#).

Example

A college offers a three-semester program for Chiropractic Health assistant (MTCU code 41505, Tuition Fee Factor =1.5). The annual base tuition fee in 2011-12 was \$2,424 and the college is applying the 4.50% increase for first-year and one-year programs. A cohort of students taking a three semester course will be taking the program in three consecutive semesters beginning in the winter semester, 2012. The students will pay the following fees:

- Winter, 2012 semester - \$1,266.50 (\$54.50 increase over 2011-12)
- Summer, 2012 semester - \$1,266.50 (\$54.50 increase over 2011-12)
- Fall, 2013 semester - \$1,323 (\$56.50 increase over 2012-13 fees)

More examples of applying the allowable increases over successive academic years and for different cohorts are given [Appendix D](#) and [Appendix E](#).

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; and
- 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. This may also be expressed in the form of the following equation:

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

Examples of Tuition Fee Calculations

A college that has established an annual tuition fee of \$2,533 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 annually
 $\$2,533 \times 2.0 \times 0.5 = \$2,533$.
- A student enrolled in the compressed 50-week program would pay
 $\$2,533 \times 2.0 \times 1.0 = \$5,066$.

Additional examples, illustrating how to calculate tuition fees for programs and semesters of varying lengths, are included in [Appendix F](#).

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. (See [Appendix J](#) for the information on where to access tuition fee factors for all programs sorted by MTCU code.)

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 beyond the maximum annual fee increases given in [Table 1: Regular Programs: Maximum and Minimum Annual Percentage Increase](#) and [Table 3: High Demand Programs: Maximum Annual Percentage Increase](#).

College-University Collaborative Programs of Instruction

For a student whose enrolment in a college-university collaborative program of instruction is eligible for base funding, 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 and Graduate Reporting](#).

- 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 the *Minister's Binding Policy Directive on [Framework for Programs of Instruction](#): Appendix A*).

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 base funding 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 and Graduate Reporting](#) for further details.

Part-time Activity

All students whose part-time enrolment is eligible and reported for base funding 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 base funding:

- Basic communication, mathematics and science skills
- Career planning or life skills
- Mandatory postsecondary
- Occupational certification
- Ontario Management Development Program (OMDP)
- 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.

Colleges may charge below the minimum part-time fee per student contact hour as given in [Table 1: Regular Programs: Maximum and Minimum Annual Base Tuition Fees and Maximum Annual Percentage Increase](#), but no less than a course fee of \$20, in the following situations:

- a student who is a member of the college staff;
- a student who is a senior citizen;
- a student who is taking a reduced load due to illness or a disability;
- a student who is enrolled in field placement courses;
- a student who is enrolled part-time in a full-time program of instruction, where the total fees for the part-time courses the student is taking would exceed the tuition fee if the student registered full-time in the program; and
- other exceptional circumstances, as determined by the college.

In the above situations, colleges may only selectively reduce part-time fees for specific students, consistent with the Ontario Human Rights Code and consistent with the principle of student contributions to operating costs that underlies the tuition fee policy.

The above enrolment would still be eligible for base funding.

Calculating High Demand Fees for Part-time Activity

The annual tuition fee increase for high demand part-time programs may not exceed 8%, the same fee applicable to one-year and first-year high demand programs. Any

increase applied to part-time program tuition fees is included in the calculation of the enrolment-weighted average increase not to exceed 5% annually.

Tuition 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.
 - The college may increase the fees for these two courses exclusive to the program by 8% annually. The increase to the third program may be up to 4.5%.
- 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.

Tuition 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.

As given above, if a program is common to both a regular-fee program and a high-demand fee program, the hourly tuition fee may increase by a maximum of 4.5%, consistent with the maximum annual tuition fee increase for regular part-time programs.

Enrolment Limits

Part-time enrolment in courses for basic programs with high demand fees is not to exceed 15 per cent 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 following formula:

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

Other Part-time Activity

Colleges may establish tuition fees at levels they deem appropriate for part-time activity that is not eligible for base funding.

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 base funding.

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.

After the first year of operation, the tuition fees for all new programs are subject to the allowable annual percentage increases as given in [Table 1: Regular Programs: Maximum and Minimum Annual Base Tuition Fees and Maximum Annual Percentage Increase](#) and [Table 2: Example of Year-over-Year Tuition Fee Increases](#). In their first year of operation, new programs will not be included in the calculation of the maximum average tuition increase (not to exceed 5 per cent).

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 and Maximum Annual Percentage Increase](#).

For college regular programs and part-time programs/activity, tuition fees are set such that the fee falls between the following minimum and maximum fees established for 2012-13.

- Full-time postsecondary program annual tuition fees are set between \$1,275.00 and **\$3,149.03**. The tuition fee factor is to be applied to the annual fee to calculate the tuition fee the student pays.
- Full-time tuition short weekly fees are set between \$35.65 and **\$88.06**.
- Part-time fee per student contact hour is set between \$3.05 and **\$7.49**.
- Prior Learning Assessment and Recognition fee is set between \$20.00 and **\$172.83** per assessment/challenge evaluation.

New High Demand Programs of Instruction

High demand programs include post-basic and applied 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; and
3. graduates have the potential to earn an above-average income

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 fee rates 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 on the Request for Approval for Funding Form the proposed fee and the comparator programs used to set the tuition fee level. The Ministry will review the appropriateness of the comparator programs chosen to set the tuition fee rate based on MTCU code and consider the maximum fees of high demand programs within the same family of MTCU code. 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.

Table 6 below provides the maximum fee for each occupational cluster.

Table 6: Maximum Allowable Fee for New Programs in each Occupational Cluster, 2012-13

Occupational Cluster	Maximum Annual Tuition fee
Applied Arts	\$18,852.05
Business	\$10,282.92
Health	\$21,422.79
Technology	\$21,936.93

Beginning in 2010-11, the tuition fee for new applied degree programs was compared against the college sector average applied degree tuition fee. In 2012-13, if the proposed tuition fee for a new applied degree program is at or below \$6,350.92 (the 2011-12 college sector average applied degree fee plus 8.00%), the ministry will approve the tuition fee.

Enrolment in new basic high demand programs will be included in the calculation to ensure that not more than 15.00 per cent of a college's basic postsecondary enrolment is in high demand programs. Enrolment in post-basic, applied degree and Baccalaureate of Nursing programs is not included in this calculation. As is currently set out in the *Minister's Binding Policy Directive on Tuition and Ancillary Fees*, corrective action will be taken for institutions found to have enrolment in excess of the maximum 15.00 per cent once audited enrolment information for a given year is available.

Fees for regular fee programs that are converted to high demand programs may only be increased by 8.00% in the initial year of conversion and onwards. For example, if annual fees for a regular fee program were \$2,533.00 and the college chooses to

convert the program to a high demand program, the maximum the college may charge in the first year of operating the program as high demand is \$2,735.64. The increase may only be applied to a cohort of students entering the program in the first year of the program. If the program is a basic program, once the conversion is in place all enrolment in the new high demand program will be included in the calculation of the 15.00 per cent enrolment limit in basic, high demand programs.

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; and
- Reimbursement of the tuition fees is not taken from revenues received from base funding, but from another source.

Project Hero

Project Hero is an initiative which offers free tuition to dependent children of Canadian Forces members who died while serving in an active mission since 2002.

To be eligible recipients must be:

- under age 26
- registered in a full-time college program of instruction that is eligible for base funding
- a Canadian citizen or permanent resident

This policy does not apply retroactively to students who were enrolled in a college program of instruction and may have been eligible before September, 2009. The first term for which any eligible student may be offered an award is the term beginning September, 2009.

For any student who meets the criteria for this initiative, colleges may offer an award for tuition fee expenses not to exceed a total of eight semesters. 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.
- All remaining program delivery expenses over and above tuition fees, including incidental/ancillary and administrative fees, are not covered by another source.
- Reimbursement of the tuition fees is not taken from revenues received from base funding, but from another source.

Tuition Fees for Auditing Students

Colleges may charge tuition fees as they deem appropriate for auditing students. Auditing students are not to be included in the enrolment report for funding purposes.

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 per cent 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 base funding.

An international student is a foreign national who:

- entered Canada on or after June 28, 2002, and
 - holds a study permit issued under the *Immigration and Refugee Protection Act*; or
 - satisfies one of the criteria outlined in article 188 of the regulations under the *Immigration and Refugee Protection Act*, which allow for study without a permit.

Or

- entered Canada before June 28, 2002, and holds a student authorization issued under the *Immigration Act*.

Exempt Students

International students are exempt from international student tuition fees under certain conditions, as determined at the time of the students' 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 base funding.

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

- (1) An international student holding a work permit for post-graduation work (usually up to a year work opportunities upon graduation).
- (2) An international student holding a work permit to complete his/her co-op or internship employment
- (3) An international student whose spouse and common-law partner has received a work permit as a result of the international student holding a valid study permit.
- (4) 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 Citizenship and Immigration Canada has accepted his or her application for permanent resident status.
- Protected Persons
 - an applicant who has been determined to be a Convention refugee or a person in need of protection by the Immigration and Refugee Board (IRB) or by the Minister of Citizenship and Immigration Canada. A student eligible for international fee exemption as a protected person is to present a protected person status document issued under section 31(1) of the *Immigration and Refugee Protection Act* or a "notice of decision" issued by the Minister of Citizenship and Immigration Canada or by the Immigration and Refugee Board.
 - Applicant for Convention refugee status prior to 1989: a person admitted to and remaining in Canada, who applied for Convention refugee status prior to January 1, 1989, and his or her spouse and dependants. The applicant must provide documentation from Citizenship and Immigration Canada indicating that his or her application for Convention refugee status

was made prior to January 1, 1989, or a letter indicating his or her exemption from the requirement for employment authorization. All refugee claimants who applied for Convention refugee status prior to 1989 should have been issued this letter.

- 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 the Canadian Department of Foreign Affairs and International Trade, 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; and
- 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;
- enrolled continuously at a college, university or other educational institution and dependent substantially on the financial support of the parent since before age 22 or since becoming a spouse or common-law partner if that occurred before age 22; or
- a person with a disability who has been financially supported substantially by his or her parents, and who is unable to be self-supporting because of the disability.

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 some time 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:
 - Canadian Department of Foreign Affairs and International Trade;
 - 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 (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 base funding.

Tuition Fees for Students with Permanent Disabilities

Beginning September 1, 2007, any student with a permanent disability who 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.

This policy does not apply to students who completed their program before September, 2007. The first term for which any eligible student may pay reduced fees is the term beginning September, 2007.

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 disabilities 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 disabilities 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

Accordingly, 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 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 president 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 and Graduate Reporting](#). This operating procedure excludes from funding eligibility any enrolments not conforming to the Minister's Binding Policy Directive on [Tuition and Ancillary Fees](#).

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 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; and
- international student tuition fees.

The college president will be required to sign-off on the survey 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 and have not increased by more than the maximum allowable percentages.

An electronic spreadsheet reporting form and instructions for completing and submitting the form will be sent to colleges.

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

Institutional Aid: Tuition Fee Set-Aside

Colleges are required to set aside a portion of tuition fee revenue for student assistance. The tuition fee set-aside policy requires that the amount of tuition fee set-aside funding to be disbursed annually will 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. More details are provided in the *Tuition Fee Set-Aside Expenditure Guidelines for Colleges, 2012-13*.

Required Aid for Students in High Demand Programs

The Student Access Guarantee requirements have replaced special requirements prior to 2007-08 for institutional student financial aid for high demand programs.

Required Aid under the Student Access Guarantee

Tuition fee set-aside funds, as well as income from Ontario Trust for Student Support or Ontario Student Opportunity Trust Fund endowments, or other institutional resources can be drawn upon by institutions in meeting the Ministry's required assistance to students under the Student Access Guarantee.

As part of its Tuition Framework, the Province partners with its provincially-funded colleges and universities to deliver the student access guarantee. Colleges' tuition increases must be linked to participation in the Student Access Guarantee. On June 22, 2012, the Ministry issued *2012-13 Student Access Guarantee Guidelines* directing colleges on how to participate for 2012-13.

Under the student access guarantee, it is the responsibility of institutions to ensure that students are able to get enough aid to cover their costs for tuition, books, compulsory fees, equipment and supplies when these are above the usual range of costs covered by OSAP. These are critical costs for students and they need assurance that the government and institutions will be able to provide the required level of assistance for those with established need.

To assist financial aid offices in identifying shortfalls in students' resources related to tuition, books, compulsory fees, equipment and supplies the Ministry provides financial aid offices with calculations of OSAP recipients' "tuition/book shortfalls".

Colleges are **required** to provide aid automatically towards Ministry calculated tuition/book shortfalls of students attending first-entry programs. In 2012-13, the "tuition/book shortfall" is defined as a student's remaining financial need after receipt of available OSAP assistance, that is due to tuition and compulsory ancillary fees above

\$5,364/year (\$6,344 for co-op programs) and/or book, equipment and supply costs above **\$1,106/year**. Colleges are required to meet their students' tuition/book shortfalls in accordance with the directions provided in the *2012-13 Student Access Guarantee Guidelines*.

In providing aid required under the Student Access Guarantee, colleges' aid can be provided through bursaries, need-based scholarships, work-study support or a combination of these forms of aid. For High Demand post-diploma programs, aid may also be provided through a line of credit with a private lending institution.

For more details, please refer to the *2012-13 Student Access Guarantee Guidelines*.

For 2012-13, automatic SAG payments towards students' tuition/book shortfalls will be reduced by the introduction of the 30% Off Ontario Tuition grant. The Tuition Grant will be integrated into the OSAP assessment and will reduce unmet need.

Required Aid for Special Bursaries

- **Effective for 2012-13, responsibility for funding Special Bursaries is transferred to colleges and universities to be funded from institutional funds or Tuition Set-Aside funds.**
- **The objectives of the Special Bursary program are:**
 - **To assist financially needy students studying on a part-time basis who are attending approved publicly-assisted Ontario universities and colleges of applied arts and technology.**
 - **To encourage financially needy students to pursue postsecondary studies for the first time.**
 - **To encourage financially needy students to pursue academic upgrading or training programs that will enable them to advance their employment-related skills on a full-time or part-time basis.**
- **To promote continued focus on delivering these types of aid, the Ministry will set targets for 2012-13 Special Bursary expenditures at postsecondary institutions. These will vary depending on the institution's historic levels of Ontario Special Bursary expenditures as well as enrolment share.**
- **For more details about Special Bursary eligibility criteria, targets, and administration please refer to the *Addendum to 2012-13 Tuition Set-Aside Expenditure Guidelines: Institution-Funded Special Bursaries*.**

Required Aid for Work Study

- **Effective for the 2012-13 academic year, responsibility for funding Work Study is being transferred to colleges and universities, to be resourced from Tuition Set-Aside or other institutional funds.**
- **Institutions currently offer a combination of Tuition Set-Aside funded work study placements and work study placements jointly funded by the Ministry and institutional matching funds. Institutions wishing to maintain current levels of overall Work Study placements can do so by directing additional Set-Aside and institutional funds to this format of assistance.**
- **However, institutions also have the option to increase Tuition Set-Aside assistance provided to students through other formats instead, such as bursaries.**

Other Eligible Tuition Fee Set-Aside Expenditures

Institutions are to direct the remaining portion of tuition fee set-aside funds, to providing student assistance to students who are in financial need as determined by financial aid offices. All students, including out-of-province students, whose enrolment is eligible and reported for base funding **or students who qualify for a special bursary** are eligible to receive set-aside assistance.

Institutions may reserve a maximum of 5 per cent of total tuition fee set-aside funds for financial aid administration overhead expenditures.

Institutions are expected to disburse all tuition fee set-aside funds annually in the given academic year. No positive balances or negative balances are expected to be carried forward by institutions between reporting periods.

Students are to be assessed on the basis of consistently applied financial need criteria as determined by financial aid officers. As long as the needs criteria are met, no student is to be refused financial assistance while funds remain. However, this does not preclude management of the timing of expenditures over the course of the academic year.

Tuition fee set-aside funds are used to supplement OSAP assistance received by students where this assistance is insufficient to cover a student's costs, or to assist other students with demonstrated financial need. The demonstrated financial need of students is to be determined using the OSAP assessment or other comparable budget calculation tool to assess whether students' costs exceed their resources.

Tuition fee set-aside funds are to be disbursed to students in the form of bursaries, student scholarships, work study, or employment between academic semesters (e.g.,

summer employment) **or special bursaries**. Colleges are to allocate funds to each type of assistance in accordance with local needs.

- **Bursaries** are non-repayable funds which are used to supplement OSAP assistance received by students if they still have a shortfall in resources, or to assist other students with demonstrated financial need.
- **Student Scholarships** are non-repayable funds, given based on merit, to supplement OSAP assistance received by students if they still have a shortfall in resources, or to assist other students with demonstrated financial need. (The matching funds for the Ontario Graduate Scholarship program, effective 2001-02, cannot be drawn from set-aside funds.)
- **Work Study** consists of part-time employment for students on or near campus while they are enrolled in a program of instruction, to supplement OSAP assistance received by students, or to assist other students with demonstrated financial need. Colleges are to ensure that work study programs encourage self-help and self-development and give students a way of enhancing their résumés in preparation for the transition to full-time employment.
- **Employment Between Academic Terms** (e.g., summer employment) provides eligible students with work on campus during the period between academic semesters. Students must be in receipt of OSAP assistance during the prior academic year OR must have demonstrated financial need. The demonstrated financial need is to be determined using the OSAP assessment or other comparable budget calculation tool. Students must also be returning to the postsecondary institution in the subsequent study period.
- **Special Bursaries are non-repayable funds given to financially needy students to assist with direct educational costs for attending a program part-time, or for academic upgrading or training.**

The policy has been revised to include the disbursement of emergency assistance as eligible expenditures.

In reporting sources of revenue in the College Financial Information System (CFIS), colleges are to include the gross amount of tuition fee revenue, inclusive of revenue set aside for student assistance. Further details on the College Financial Information System reporting procedures are documented in the operating procedure [College Financial Information System](#).

Ineligible Uses of Tuition Fee Set-Aside Funds

Ineligible uses of tuition fee set-aside funds include, but are not limited to:

- loans for students (however, this does not preclude bursaries to offset in-school interest);
- allocation to a student or students without proof of need;
- co-op placements with employers other than the college; and
- bursary programs that target programs, faculties, and/or specific students.

Tuition Fee Set-Aside Reporting Requirements

Colleges are to report annually on the expenditure of tuition fee set-aside funds, including a breakdown by type of assistance, number of recipients, and Ontario Student Assistance Program recipient status, and the method used for assessing students' financial need.

Detailed expenditure and reporting guidelines are to be distributed to colleges under separate cover.

Ancillary Fees

The following ancillary fee policies apply to all students in full-time and part-time courses, and programs of instruction funded through base 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 base funding 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; and
- those learning services made universally available to all students and generally considered mandatory for an academic institution such as library services, academic counselling or basic information technology services.

Ancillary fees are fees charged to support those services and activities not supported by base funding, 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 those 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 base funding.

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 G);
- be approved by the college's board of governors;
- be announced through the college's calendar and/or college website before the deadline for accepting offers of admission. The fee announcements are to provide a breakdown of all 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 Fees

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 student government 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 which would increase total compulsory ancillary fees by more than 20% in one academic year must be approved through 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 I](#), 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 G](#). 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. Examples of compulsory ancillary fees not exempt from protocol agreements are given in [Appendix H](#).

Compulsory Ancillary Fees Exempt from the Protocol Agreements

Compulsory ancillary fees that are exempt from the requirements of the protocol for introducing and increasing fees are listed below.

- Existing and future fees established by student governments, including those resulting from referenda sponsored by them.

This would include student activity fees as listed in [Appendix I](#). 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 or 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.

- Existing fees established through referenda, where the sponsor of the referenda was the college administration or a combination of the college administration and students. (College administrations are not to proceed with referenda concerning compulsory ancillary fees in the future unless provided for within the protocol).
- Existing and future system-wide fees that are established through a formal agreement and provide that the students affected at all Ontario colleges pay a comparable fee for a comparable service.
- Existing and future fees for program compulsory materials and equipment retained by students and services given in [Appendix I](#).

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 increase, including the reasons for its compulsory nature, at the time the fee is submitted to the board of governors for approval.

- Provide the above rationale to student governments, as well as any other information necessary for student governments 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 governments in connection with concerns about any of these fees.

Non-Compulsory Ancillary Fees

Colleges are to ensure that the voluntary nature of non-compulsory fees is made clear in all communications and invoicing.

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 base funding 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 base funding, ancillary fees are to be established in accordance with the ancillary fee policy applicable to one or the other of the collaborating institutions.

Ancillary Fee Reporting

Colleges are required to report compulsory ancillary fees exclusive of program specific ancillary fees to the Ministry on an annual basis. An electronic spreadsheet reporting form and instructions for completing and submitting the form will be sent to colleges.

Application and Registration Fees

Application fees, confirmation fees, tuition deposits and registration fees other than those collected by the Ontario College Application Service are to be treated as partial prepayment of the tuition fee.

Deferral Fees

For 2012-13, the Ministry will place a moratorium on increases to, or the introduction of new deferral fees. Deferral fees refer to both lump-sum and

percentage-based fees that are charged if a student does not pay tuition and/or ancillary fees in full before payment deadlines.

Tuition and Ancillary Fees Refunds

The tuition and ancillary fee refund policy applies to students whose enrolment in courses and programs of instruction is eligible and reported for base funding, as well as to students whose enrolment is not eligible and/or reported for base funding (i.e., international students and other full cost recovery activity).

Colleges are to publish and make available to students details of their tuition and ancillary fee refund policy.

For the purpose of calculating tuition fee refunds, a student will be considered to have withdrawn from a course or program of instruction on the day on which the formal notification of withdrawal was received by the appropriate office or official of the college, as defined by the college.

Refunds of Full-time Programs of Instruction

A college cannot require a student to waive his or her entitlement to a refund as a condition of the student's enrolment in a full-time program. Students who submit formal notification of withdrawal from a full-time program of instruction are entitled to a refund of tuition and ancillary fees as follows:

- For Canadian and other students exempt from international student fees: within 10 business days (**not to be prorated**) of the beginning of a semester or the beginning of the period for which the student paid fees in the case of a non-semestered or continuous intake program of instruction,
 - a refund of the full tuition and ancillary fees for the semester or program period less \$100; and
 - a refund in full of any tuition and ancillary fees paid in advance for subsequent semesters.
- For students paying international student fees: within 10 business days (**not to be prorated**) of the beginning of a semester or the beginning of the period for which the student paid fees in the case of a non-semestered or continuous intake program of instruction,
 - a refund of a portion of the full tuition and ancillary fees paid for the semester or program period, calculated according to the following equation:

$$\text{Refund} = \text{fees paid} - \frac{\text{international student tuition fee}}{\text{tuition fee for Canadian citizens}} \times \$100$$

and

- a refund in full of any tuition and ancillary fees paid in advance for subsequent semesters.
- For all students: after 10 business days, a refund in full of any fees paid in advance for subsequent semesters. This also applies to students who do not register on a semester basis. For example, a student who withdraws after 10 days of a 52-week non-semestered program of instruction beginning in the fall is to receive a refund in full of any fees paid in respect of the winter and summer enrolment reporting periods.

Refunds of Full-time Co-op Placement Semester Fees and Part-time Course Fees

Refunds for co-op education semesters and part-time courses are at the discretion of the board of governors.

Summary of the Reporting Requirements

Fall 2012:	2012-13 Tuition and Ancillary Fee Report
Fall 2012:	2011-12 Tuition Fee Set-Aside Report
Winter 2013:	Fiscal Year 2012-13 Students with Disabilities - Tuition Compensation Report
Summer 2013:	2012-13 Audited Enrolment Report

In addition to the reporting requirements above, the Ministry may request for information purposes ad hoc summary reports from colleges on tuition and ancillary fees, revenues, and other information related to tuition policy specific to the institution or program.

Errors and Adjustments

If a college has identified an error in its application of the binding policy directive on tuition and ancillary fees policy 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 Training, Colleges and Universities. Corrective action is to be determined, on a case-by-case basis, by the Ministry in consultation with the college.

Further Information

For further information regarding this operating procedure, click on the contact link to consult with the appropriate [Ministry contact](#), listed in the Contacts section on the web site.

Summary of Responsibilities

Colleges of Applied Arts and Technology

The college is responsible for:

- Ensuring that tuition and ancillary fees for all programs of instruction and courses operated by the college have been approved by the board of governors.
- Ensuring that information is made available to the college community regarding tuition and ancillary fees and the use of revenues from tuition and ancillary fee increases.
- Ensuring that tuition and related fee reports are completed and submitted to the Ministry in a timely manner.
- Utilizing revenue from tuition fee increases for student-aid purposes and program quality improvements.
- Ensuring that financial aid is available to Ontario students who would otherwise face financial need, and who are enrolled in programs of instruction with high demand fees.

Ministry of Training, Colleges and Universities

The Ministry is responsible for:

- Communicating to colleges the legislative and policy framework, and expected outcomes pertaining to tuition and related fees.
- Providing advice to government, regarding the needs of students and colleges related to tuition and related fees.
- Monitoring the activities of colleges to confirm that they are in compliance with legislation, government policies, and related operating procedures, and working with colleges to facilitate corrective action in cases of non-compliance.
- Providing information on tuition and related fees to colleges as needed.

- Notifying colleges of best practices that have been identified and encouraging their implementation by colleges.

Appendix A: Regular Programs: Maximum and Minimum Annual Base Tuition Fees and Maximum Annual Percentage Increases

Program Type	Maximum Allowable % Fee Increase		Minimum	Maximum
	First Year ³	Continuing Years ³		
Full-time Postsecondary Annual Base Tuition Fees¹	Up to the greater of \$100 or 4.50%	Up to 4.00%	\$1,275.00	\$3,149.03
Full-Time Tuition Short Weekly Fees²	Up to 4.50%	Up to 4.00%	\$35.65	\$88.06
Part-time Fee per Student Contact Hour⁴	Up to 4.50%	Up to 4.00%	\$3.05	\$7.49
PLAR Fee per Challenge Process or Portfolio Assessment	Up to 4.50%	Up to 4.00%	\$20.00	\$172.83

¹ These are annual fees for most programs delivered in a standard two-semester program.

² A tuition short program of instruction is generally less than 52 weeks in duration.

³ For programs of more than one year's duration, 'first' year tuition fees are applied to all courses that make up the first year requirements; "Continuing year" fees are applied to advanced courses of subsequent years of study.

⁴ Part-time fees for high demand programs may be increased by 8.00% annually.

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

Example of Year over Year Tuition Fee Increases

Year	First Year or One-Year Programs	2 nd Year	3 rd Year	4 th Year
2005-06	\$1,820	\$1,820	\$1,820	\$1,820
2006-07	\$1,920	\$1,892	\$1,892	\$1,892
2007-08	\$2,020	\$1,996	\$1,967	\$1,967
2008-09	\$2,120	\$2,100	\$2,075	\$2,045
2009-10	\$2,220	\$2,204	\$2,184	\$2,158
2010-11	\$2,320	\$2,308	\$2,292	\$2,271
2011-12	\$2,424	\$2,412	\$2,400	\$2,383
2012-13	\$2,533	\$2,520	\$2,508	\$2,496

Examples:

Existing Programs

1. A college offers a two-year (4 semesters) diploma program for Energy Systems Engineering Technicians. In 2011-12 the annual base tuition fee for the program was \$2,424. The tuition fee factor is 2.0
 - The maximum increase may be the greater of \$100 or 4.50 per cent above the 2011-12 level. The college decides to raise the fee by 4.50 per cent to \$2,533.
 - A student entering the first year of the program as a full-time student will pay in 2011-12:

Annual Base Tuition Fee	X	Tuition Fee Factor	X	Portion of Program	=	Annual Fee Paid by Student
\$2,533	X	2.0	X	.5	=	\$2,533

2. Using the same example as given above, a college offers the Energy Systems Engineering Technician in a compressed 50-week format. As in the example above, the program had an annual base tuition fee of \$2,424. The Tuition Fee Factor is 2.0
- The maximum increase in 2012-13 may be the greater of \$100 or 4.50 percent above the 2011-12 level. The college decides to raise the fee by 4.50 per cent to \$2,533.
 - A student entering the compressed 50-week program would pay in 2012-13:

Annual Base Tuition Fee	X	Tuition Fee Factor	X	Portion of Program	=	Annual Fee Paid by Student
\$2,533	X	2.0	X	1	=	\$5,066

3. A college offers a one-year (2 semesters) certificate program in Forest Operations. In 2011-12 the annual base tuition fee for the program was \$2,424. The Tuition Fee Factor is 1.25.
- The maximum increase in 2012-13 may be the greater of \$100 or 4.50 per cent above the 2010-12 level. The college decides to raise the fee by 4.50 per cent to \$2,533.
 - A student entering the first year of the program as a full-time student will pay in 2011-12:

Annual Base Tuition Fee	X	Tuition Fee Factor	X	Portion of Program	=	Annual Fee Paid by Student
\$2,533	X	1.25	X	1	=	\$3,166

New Programs

4. A college decides to offer a two-year (4 semesters) diploma program in Apparel Manufacturing Management and has received approval for funding from the Ministry. The college decides to set the annual base tuition fee for the new program at \$3,000 beginning in 2012-13. This is within the minimum and maximum allowable fee for regular-fee programs. The tuition fee factor is 2.5.
- A student entering the program in 2012-13 will pay an annual fee of:

Annual Base Tuition Fee	X	Tuition Fee Factor	X	Portion of Program	=	Annual Fee Paid by Student
\$3,000	X	2.5	X	.5	=	\$3,750

Appendix B: High Demand Programs and Collaborative Baccalaureate of Nursing Programs

High Demand Programs: Maximum Annual Percentage Increase

Maximum Allowable Annual % Increase	
First Year ¹ & One-Year Programs	Continuing Years
Up to 8.00%	Up to 4.00%

Collaborative Baccalaureate of Nursing Programs: Maximum Annual Percentage Increase

Maximum Allowable Annual % Increase	
First Year ¹	Continuing Years
Up to 4.50%	Up to 4.00%

¹ Year of study is defined by the course level for which the tuition fee applies.

Example of Year over Year Tuition Fee Increases

Year	First Year or One-Year Programs	2 nd Year	3 rd Year	4 th Year
2005-06	\$3,383	\$3,383	\$3,383	\$3,383
2006-07	\$3,653	\$3,518	\$3,518	\$3,518
2007-08	\$3,945	\$3,799	\$3,658	\$3,658
2008-09	\$4,260	\$4,102	\$3,950	\$3,804
2009-10	\$4,600	\$4,430	\$4,266	\$4,108
2010-11	\$4,968	\$4,784	\$4,609	\$4,436
2011-12	\$5,365	\$5,166	\$4,975	\$4,793
2012-13	\$5,794	\$5,579	\$5,372	\$5,174

Examples:

Existing Programs

1. A college offers a three-year (six semesters) diploma in Game Development. In 2011-12 the annual base tuition fee for the program was \$7,000. The Tuition Fee factor is 3.0
 - The maximum increase in 2012-13 may be 8% above the 2011-12 levels or \$560.
 - A student entering the first year of the program as a full-time student will pay in 2012-13:

Annual Base Tuition Fee	X	Tuition Fee Factor	X	Portion of Program	=	Annual Fee Paid by Student
\$7,560	X	3.0	X	1/3	=	\$7,560

2. A college offers a one-year, post-basic program in Microcomputer Systems. In 2011-12 the annual base tuition fee for the program was \$4,000. The Tuition Fee factor is 1.5
- The maximum increase in 2012-13 may be 8% above the 2011-12 levels for a total annual base tuition fee of \$4,320.
 - A student entering the first year of the program as a full-time student will pay in 2012-13:

Annual Base Tuition Fee	X	Tuition Fee Factor	X	Portion of Program	=	Annual Fee Paid by Student
\$4,320	X	1.5	X	1	=	\$6,480

New Programs

3. A college has decided to offer a post-basic program in Geographic Information Systems (GIS) beginning in 2012-13 subject to the Ministry's approval for funding. The tuition fee factor is 1.5.
- The college submits for approval an annual base tuition fee of \$7,500, which does not exceed the fee set by other colleges offering comparable programs (i.e., same MTCU code family) and therefore approved by the Ministry.
 - A student entering the program in 2012-13 will pay an annual fee of:

Annual Base Tuition Fee	X	Tuition Fee Factor	X	Portion of Program	=	Annual Fee Paid by Student
\$7,500	X	1.5	X	1	=	\$11,250

4. A college has decided to offer a post-basic program in Videography and Documentary production beginning in 2011-12. The college will be delivering the program in 3 semesters and the tuition fee factor is 1.0.
- The maximum annual base tuition fee for an existing program with the same MTCU code family is \$6,000. The maximum total tuition fee for all three semesters of the program and for which the college will receive Ministry approval is \$6,000.
 - Assuming the college adopts a total annual tuition fee of \$6,000, a student entering the program in 2012-13 will pay the following tuition fee for one semester of the program:

Annual Base Tuition Fee	X	Tuition Fee Factor	X	Portion of Program	=	Annual Fee Paid by Student
\$6,000	X	1.0	X	$\frac{1}{3}$	=	\$2,000

Conversion of Regular-fee programs to High Demand Programs

5. A college has determined that its two-year diploma program for Audio Technician, offered as a regular-fee program, meets the criteria for high demand programs. The college therefore decides to convert its existing regular program to a high demand program. The regular base tuition fee charged in 2011-12 was \$2,424. The Tuition Fee Factor is 2.0. The fees as they impact each cohort are given in the table below:

Year	Regular		High Demand	
	1 st Year	2 nd Year	1 st Year	2 nd Year
2011-12	\$2,424	2,412.80	n/a	n/a
2012-13	n/a	\$2,520.96	\$2,617.92	n/a

- A student entering the newly established high-demand program in 2012-13 will pay:

Annual Base Tuition Fee	x	Tuition Fee Factor	x	Portion of Program	=	Annual Fee Paid by Student
\$2,617.92	x	2.0	x	.5	=	\$2,617.92

Appendix C: Calculation of FTE

Calculation of FTE for maximum 5% enrolment-weighted average tuition fee

Tuition fee increases are not to exceed a maximum average of 5.00 per cent for any program. For this purpose, the enrolment-weighted average will be calculated using full-time equivalent enrolments (FTE) for each program type (full-time, part-time, Tuition Short, PLAR, Baccalaureate of Nursing) to be calculated as follows:

- Full-time enrolment headcount for all semesters combined divided by 2;
- Part-time student contact hours (SCH) divided by 840 SCH;
- Tuition short trainee days divided by 140 trainee days;
- Baccalaureate of Nursing FTE for all semesters combined divided by 2

The following example illustrates the calculation of FTE and a sample of the enrolment weighted average tuition fee increase.

Example of calculating enrolment weighted average tuition fee increases

Program Type	Enrolment			2011-12 Base Tuition Fee	2012-13 Base Tuition Fee	FTE	% of Total FTE Enrolment	% Fee Increase	Enrolment Weighted Increase
	Fall 2012	Winter 2013	Summer 2013						
Full-time Basic – 1 st year, one-year; Regular Fee	4,000 (head count)	3,500 (head count)	500 (head count)	\$2,424	\$2,533	$\frac{(4,000 + 3,500 + 500)}{2}$ = 4,000 FTE	55.87%	4.50%	2.51%
Full-time Basic – continuing years; Regular Fee	1,700	1,500	500	\$2,412.80	\$2,509.31	$\frac{(1,700 + 1,500 + 500)}{2}$ = 1,850 FTE	25.84%	4.00%	1.03%
Full-time Basic – 1 st year, one-year; High Demand	950	850	50	\$5,141	\$5,552.28	$\frac{(950 + 850 + 50)}{2}$ = 925 FTE	12.92%	8.00%	1.03%
Full-time Basic – continuing years; High Demand	150	100	50	\$4,258	\$4,428.32	$\frac{(150 + 100 + 50)}{2}$ = 150 FTE	2.09%	4.00%	0.08%
Part-time	155,000 Student Contact Hours (SCH)			\$5.63 per Student Contact Hour	\$5.88 per Student Contact Hour	$\frac{155,000}{840}$ = 185	2.58%	4.50%	0.12%
Tuition Short	7,000 Trainee Days			\$66.17/week	\$69.14/week	$\frac{7,000}{140}$ =50	0.70%	4.50%	0.03%
Total FTE						7,160	Enrolment Weighted Average Percentage Tuition Fee Increase		4.81%

Calculation of FTE to identify the percentage of enrolment in high demand programs

The policy requires colleges to limit enrolment in full-time basic high demand programs to 15.00% of total full-time enrolment in basic programs. To recognize variation in the timing of program delivery and duration, the calculation is based on headcount reported for each semester or year pro-rated for the program duration reported for that program. The calculation is demonstrated below and based on the reporting guidelines outlined for *Enrolment and Graduate Reporting*. The calculation is illustrated below.

Example 1: A college has a three-year program delivered in 15-week semesters in fall and winter. The full program duration is 90 weeks and the semesters are offered in a schedule that coincides with one semester per enrolment count date. The calculation of enrolment based on pro-rated program duration is as follows:

$$\begin{array}{r}
 \text{Fall Semester (Academic} \\
 \text{Year 1)} \\
 \left(\frac{30 \text{ wks}}{90 \text{ wks}} \times 60 \text{ students} \right) + \left(\frac{30 \text{ wks}}{90 \text{ wks}} \times 50 \text{ students} \right) + \left(\frac{30 \text{ wks}}{90 \text{ wks}} \times 50 \text{ students} \right) = 53.3 \text{ FTE} \\
 \text{Winter Semester (Academic} \\
 \text{Year 1)} \\
 \text{Fall Semester} \\
 \text{(Academic Year 2)}
 \end{array}$$

Example 2: A college offers a one-semester program of 15 weeks. The program is offered twice in an academic year, but is delivered such that the full program is offered once in the fall semester. The second offering takes place over the winter and summer term with seven weeks counted towards the winter semester and 8 weeks counted towards the summer semester. Note that total enrolment for two terms considers two annual enrolment audit cycles.

- 60 students were enrolled in the winter in-take semester of Academic Year 1 (and reported in the summer semester of the audit cycle)
- 50 students were enrolled in the fall semester of Academic Year 2
- 50 students were enrolled in the winter in-take semester of Academic Year 2

The calculation of enrolment based on pro-rated program duration is as follows:

$$\begin{array}{r}
 \text{Summer (Academic Year 1)} \\
 \left(\frac{8 \text{ wks}}{15 \text{ wks}} \times 60 \text{ students} \right) + \left(\frac{15 \text{ wks}}{15 \text{ wks}} \times 50 \text{ students} \right) + \left(\frac{7 \text{ wks}}{15 \text{ wks}} \times 50 \text{ students} \right) = 105.3 \\
 \text{Fall (Academic Year 2)} \\
 \text{Winter (Academic Year 2)} \\
 \text{Total}
 \end{array}$$

Appendix D: Determination of Annual Base Tuition Fee where Program Level is Given by Year
A. For Programs with MTCU Codes beginning with '4' or '7' (one year's duration)

Academic Year	Regular Fee Program	Example of High Demand Fee Program
2005-06	\$1,820	\$3,000
2006-07	\$1,920	\$3,240
2007-08	\$2,020	\$3,499
2008-09	\$2,120	\$3,778
2009-10	\$2,220	\$4,080
2010-11	\$2,320	\$4,406
2011-12	\$2,424	\$4,758
2012-13	\$2,533	\$5,138

B. For Programs with MTCU Codes beginning with '5'

Academic Year	Regular Fee Program		Example of High Demand Fee Program	
	Year 1	Year 2	Year 1	Year 2
2005-06	\$1,820	\$1,820	\$3,000	\$3,000
2006-07	\$1,920	\$1,892	\$3,240	\$3,120
2007-08	\$2,020	\$1,996	\$3,499	\$3,368
2008-09	\$2,120	\$2,100	\$3,778	\$3,638
2009-10	\$2,220	\$2,204	\$4,080	\$3,929
2010-11	\$2,320	\$2,308	\$4,406	\$4,243
2011-12	\$2,424	\$2,412	\$4,758	\$4,582
2012-13	\$2,533	\$2,520	\$5,138	\$4,948

C. For Programs with MTCU Codes beginning with '6'

Academic Year	Regular Fee Program			Example of High Demand Fee Program		
	Year 1	Year 2	Year 3	Year 1	Year 2	Year 3
2005-06	\$1,820	\$1,820	\$1,820	\$3,000	\$3,000	\$3,000
2006-07	\$1,920	\$1,892	\$1,892	\$3,240	\$3,120	\$3,120
2007-08	\$2,020	\$1,996	\$1,966	\$3,499	\$3,368	\$3,244
2008-09	\$2,120	\$2,100	\$2,075	\$3,778	\$3,638	\$3,502
2009-10	\$2,220	\$2,204	\$2,184	\$4,080	\$3,929	\$3,783
2010-11	\$2,320	\$2,308	\$2,292	\$4,406	\$4,243	\$4,085
2011-12	\$2,424	\$2,412	\$2,400	\$4,758	\$4,582	\$4,412
2012-13	\$2,533	\$2,520	\$2,508	\$5,138	\$4,948	\$4,765

D. For Programs with MTCU Codes beginning with '8'

Academic Year	Example of High Demand Fee Program			
	Year 1	Year 2	Year 3	Year 4
2005-06	\$3,000	\$3,000	\$3,000	\$3,000
2006-07	\$3,240	\$3,120	\$3,120	\$3,120
2007-08	\$3,499	\$3,368	\$3,244	\$3,244
2008-09	\$3,778	\$3,638	\$3,502	\$3,373
2009-10	\$4,080	\$3,929	\$3,783	\$3,642
2010-11	\$4,406	\$4,243	\$4,086	\$3,934
2011-12	\$4,758	\$4,582	\$4,412	\$4,249
2012-13	\$5,138	\$4,948	\$4,765	\$4,588

Examples of Fee Increases as they would be applied with different in-take semesters through the year are given below.

Example 1: A 2-semester program with MTCU code beginning with '4'

Cohort	2010-11			2011-12			2012-13		
	F	W	S	F	W	S	F	W	S
Cohort 1	\$1,160	\$1,160							
Cohort 2			\$1,160	\$1,212.20 (+4.5%)					
Cohort 3				\$1,212.20 (+4.5%)	\$1,212.20				
Cohort 4						\$1,212.20 (+4.5%)	\$1,266.74 (+4.5%)		

Example 2: A 3-semester program with MTCU code beginning with '4'

Cohort	2010-11			2011-12			2012-13		
	F	W	S	F	W	S	F	W	S
Cohort 1	\$1,160	\$1,160	\$1,160						
Cohort 2		\$1,160	\$1,160	\$1,212.20 (+4.5%)					
Cohort 3			\$1,160	\$1,212.20 (+4.5%)	\$1,212.20				
Cohort 4				\$1,212.20 (+4.5%)	\$1,212.20	\$1,212.20			
Cohort 5					\$1,212.20 (+4.5%)	\$1,212.20	\$1,266.74 (+4.5%)		

Example 3: A 4-semester program with MTCU code beginning with '5'

Cohort	2010-11			2011-12			2012-13		
	F	W	S	F	W	S	F	W	S
Cohort 1	\$1,160	\$1,160		\$1,206.40 (+4%)	\$1,206.40				
Cohort 2		\$1,160	\$1,160		\$1,206.40 (+4%)	\$1,206.40			
Cohort 3			\$1,160		\$1,212.20 (+4.5%)	\$1,206.40	\$1,260.68 (+4%)		
Cohort 4					\$1,212.20 (+4.5%)	\$1,212.20		\$1,260.68 (+4%)	\$1,260.68
Cohort 5		\$1,160		\$1,212.20 (+4.5%)	\$1,206.40		\$1,260.68 (+4%)		
Cohort 6			\$1,160	\$1,212.20 (+4.5%)	\$1,206.40	\$1,206.40			
Cohort 7				\$1,212.20	\$1,212.20	\$1,206.40	\$1,260.68		

Example 4: A 5-semester program with MTCU code beginning with '5'

In this example, the college has determined that students will pay entry-level fees for the first three semesters and upper level fees for the final two semesters of the program.

Cohort	2010-11			2011-12			2012-13		
	F	W	S	F	W	S	F	W	S
Cohort 1	\$1,160	\$1,160	\$1,160	\$1,206.40 (+4%)	\$1,206.40				
Cohort 2		\$1,160	\$1,160		\$1,212.20 (+4.5%)	\$1,206.40	\$1,260.68 (+4%)		
Cohort 3			\$1,160	\$1,212.20 (+4.5%)	\$1,212.20		\$1,260.68 (+4%)	\$1,260.68	
Cohort 4				\$1,212.20 (+4.5%)	\$1,212.20	\$1,212.20	\$1,260.68 (+4%)	\$1,260.68	
Cohort 5		\$1,160		\$1,212.20 (4.5%)	\$1,212.20		\$1,260.68 (+4%)	\$1,260.68	

Appendix E: Determination of Annual Base Tuition Fee where Program Level is Given by Semester
A. For Programs with MTCU Codes beginning with '4' or '7' (one year's duration)

Academic Year	Regular Fee Program	Example of High Demand Fee Program
	Semester 1, 2 & 3	Semester 1, 2 & 3
2005-06	\$1,820	\$3,000
2006-07	\$1,920	\$3,240
2007-08	\$2,020	\$3,499
2008-09	\$2,120	\$3,778
2009-10	\$2,220	\$4,080
2010-11	\$2,320	\$4,406
2011-12	\$2,424	\$4,758
2012-13	\$2,533	\$5,138

B. For Programs with MTCU Codes beginning with '5'

Academic Year	Regular Fee Program		Example of High Demand Fee Program	
	Semester 1 & 2 ¹	Semester 3 & 4	Semester 1 & 2 ¹	Semester 3 & 4
2005-06	\$1,820	\$1,820	\$3,000	\$3,000
2006-07	\$1,920	\$1,892	\$3,240	\$3,120
2007-08	\$2,020	\$1,996	\$3,499	\$3,368
2008-09	\$2,120	\$2,100	\$3,778	\$3,638
2009-10	\$2,220	\$2,204	\$4,080	\$3,929
2010-11	\$2,320	\$2,308	\$4,406	\$4,243
2011-12	\$2,424	\$2,412	\$4,758	\$4,582
2012-13	\$2,533	\$2,520	\$5,138	\$4,948

C. For Programs with MTCU Codes Beginning with '6'

Academic Year	Regular Fee Program			Example of High Demand Fee Program		
	Semester 1 & 2 ¹	Semester 3 & 4	Semester 5 & 6	Semester 1 & 2 ¹	Semester 3 & 4	Semester 5 & 6
2005-06	\$1,820	\$1,820	\$1,820	\$3,000	\$3,000	\$3,000
2006-07	\$1,920	\$1,892	\$1,892	\$3,240	\$3,120	\$3,120
2007-08	\$2,020	\$1,996	\$1,966	\$3,499	\$3,368	\$3,244
2008-09	\$2,120	\$2,100	\$2,075	\$3,778	\$3,638	\$3,502
2009-10	\$2,220	\$2,204	\$2,184	\$4,080	\$3,928	\$3,783
2010-11	\$2,320	\$2,308	\$2,292	\$4,406	\$4,243	\$4,085
2011-12	\$2,424	\$2,412	\$2,400	\$4,758	\$4,582	\$4,412
2012-13	\$2,533	\$2,520	\$2,508	\$5,138	\$4,948	\$4,766

¹ Where a program is delivered in an odd number of semesters, it is at the college's discretion to determine which semesters will have entry-level fees applied and which semesters will have upper level fees applied while ensuring that students will experience fee increases only once for two semesters offered consecutively in a single academic year.

D. For Programs with MTCU Codes beginning with '8'

Academic Year	Example of High Demand Fee Program			
	Semester 1 & 2	Semester 3 & 4	Semester 5 & 6	Semester 8 & 9
2005-06	\$3,000	\$3,000	\$3,000	\$3,000
2006-07	\$3,240	\$3,120	\$3,120	\$3,120
2007-08	\$3,499	\$3,368	\$3,244	\$3,244
2008-09	\$3,778	\$3,638	\$3,502	\$3,373
2009-10	\$4,080	\$3,929	\$3,783	\$3,642
2010-11	\$4,406	\$4,243	\$4,086	\$3,934
2011-12	\$4,758	\$4,582	\$4,412	\$4,249
2012-13	\$5,138	\$4,948	\$4,766	\$4,588

Examples of fee increases as they would be applied with different in-take semesters through the year are given below.

Example 1: A 3-semester program with MTCU code beginning with '4'

Cohort	2010-11			2011-12			2012-13		
	F	W	S	F	W	S	F	W	S
Cohort 1	\$1,160	\$1,160	\$1,160						
Cohort 2		\$1,160	\$1,160	\$1,212.20 (+4.5%)					
Cohort 3			\$1,160	\$1,212.20 (+4.5%)	\$1,212.20				
Cohort 4				\$1,212.20 (+4.5%)	\$1,212.20	\$1,212.20			
Cohort 5					\$1,212.20 (+4.5%)	\$1,212.20	\$1,266.74 (+4.5%)		

Example 2: A 4-semester program with MTCU code beginning with '5'

Cohort	2010-11			2011-12			2012-13		
	F	W	S	F	W	S	F	W	S
Cohort 1	\$1,160	\$1,160		\$1,206.40 (+4%)	\$1,206.40				
Cohort 2		\$1,160	\$1,160		\$1,206.40 (+ 4%)	\$1,206.40			
Cohort 3			\$1,160		\$1,212.20 (+ 4.5%)	\$1,206.40	\$1,254.65 (+4%)		
Cohort 4					\$1,212.20 (+4.5%)	\$1,212.20		\$1,254.65 (+4.5%)	\$1,254.65
Cohort 5		\$1,160		\$1,212.20 (+4.5%)	\$1,206.40		\$1,254.65 (+4%)		

Example 3: A 5-semester program with MTCU code beginning with '5'

In this example, the college has determined that students will pay entry-level fees for the first three semesters and upper level fees for the final two semesters of the program.

Cohort	2010-11			2011-12			2012-13		
	F	W	S	F	W	S	F	W	S
Cohort 1	\$1,160	\$1,160	\$1,160	\$1,212.20 (+4.5%)	\$1,212.20				
Cohort 2		\$1,160	\$1,160		\$1,212.20 (+4.5%)	\$1,206.40	\$1,260.68 (+4%)		
Cohort 3			\$1,160	\$1,212.20 (+4.5%)	\$1,212.20		\$1,260.68 (+4%)	\$1,260.68	
Cohort 4				\$1,212.20 (+4.5%)	\$1,212.20	\$1,212.20	\$1,260.68 (+4%)	\$1,260.68	
Cohort 5		\$1,160		\$1,212.20 (+4.5%)	\$1,212.20		\$1,260.68 (+4%)	\$1,260.68	

Appendix F: Calculation of Full-time Postsecondary Tuition Fees for Programs and Semesters of Varying Lengths

To calculate the tuition fee for a full-time postsecondary student:

1. Multiply the annual base tuition fee for the program of instruction by the tuition fee factor for the same program.
2. Multiply the result by the portion of the total program for which fees are being charged.

This may also be expressed in the form of the following equation:

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

For students in programs with tuition fee factors of 1.0 per standard academic year consisting of two semesters, the tuition fee for two semesters is equal to the annual base fee.

The tuition fee factor is not to be applied to existing programs of instruction to increase the fees students are to pay in one academic year beyond the maximum annual fee increases given in [Table 1: Regular Programs: Maximum and Minimum Annual Percentage Increase](#) and [Table 3: High Demand Programs: Maximum Annual Percentage Increase](#).

Some examples follow.

- A two-year (four-semester) diploma program with a tuition fee factor of 2.25 and an annual fee of \$2,533, the tuition for one year (two semesters) would be

$$\text{tuition} = \$2,533 \times 2.25 \times 0.5 = \$2,849 \text{ per year}$$

This would be considered a regular fee.

- Tuition for a one-semester program of instruction with a tuition fee factor of 0.5 and an annual fee of \$2,533 would be

$$\text{tuition} = \$2,533 \times 0.5 \times 1.0 = \$1,266$$

- Tuition for one semester of a diploma program with a tuition fee factor of 3.0, delivered in five semesters, would be

$$\text{tuition} = (\text{annual base fee for the program}) \times 3.0 \times 1/5$$

If the tuition paid by students is less than \$1,889.41 per semester, then the annual fee is less than \$3,149.03 which is below the maximum allowable annual tuition fee for regular fee programs. The program is a regular fee program.

- If a program has two semesters of normal duration, a third semester of eight weeks (i.e., approximately half the length of semester of normal duration), a tuition fee factor of 1.25, and a standard fee of \$2,533, then typically (i.e., unless one of the semesters is compressed relative to the others) tuition for each of the semesters of normal duration would be

$$\text{tuition} = \$2,533 \times 1.25 \times 2/5 = \$1,266 \text{ per semester}$$

and the tuition for the eight-week semester would be

$$\text{tuition} = \$2,533 \times 1.25 \times 1/5 = \$633 \text{ per semester}$$

Appendix G: Requirements for Protocol Agreements to Introducing or Increasing Compulsory Ancillary Fees

Definitions

“Student governments” is defined:

- as the minimum number of student organizations that have both elected leadership and by-laws setting out their methods of operation;
- are recognized by the college board of governors; and
- when viewed in combination at an individual college, represent all students who are eligible to vote for a student organization.

A college may have several student organizations recognized by the board of governors. For example, a college student body may be represented by an aboriginal students' organization as well as a second student government representing non-aboriginal students.

“Student government representatives” is defined as one representative from each of the student governments.

General

A college board of governors may not unilaterally change the text of a protocol agreed to by its administration and student government representatives, but shall refer any concerns back to those who developed the text.

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

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 government 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 government 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 government 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 I](#), 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 government representatives jointly identify representative(s) for students who pay compulsory ancillary fees, but are not represented through any of the college's student governments. 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 government representatives involved in the development of the protocol, who, in turn, serve on behalf of the majority of students paying compulsory ancillary fees; and
- 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 government representatives. Should this first phase of mediation prove unsuccessful, then the board of governors may make a written request to the Minister of Training, Colleges and Universities for assistance.

Appendix H: Examples of Compulsory Ancillary Fees that might be Approved through the Protocol Agreement

The following is a list of examples of compulsory ancillary fees that a college may wish to introduce and which are subject to the protocol agreement. The list is not intended to be exhaustive.

1. Health/Insurance Fees

Any health insurance fees levied by the college to insure students (in contrast to fees that may be levied by the student government for health plans) are subject to the protocol agreement.

2. Information Technology Fees

Eligible information technology fees are those fees over and above basic information technology infrastructure needed to operate academic services, computing and learning centre services. Compulsory ancillary fees levied to support information technology are understood to be supporting enhancements to basic information technology infrastructure not already funded through tuition fees, base funding and/or capital grants.

3. Convocation or Graduation Fees

4. Alumni Fees

5. Student ID Fees

Appendix I: Compulsory Ancillary Fees Exempt from the Protocol Agreements

Ancillary fees exempt from the protocol agreements are divided into two categories: 1) program compulsory which are compulsory fees for students in applicable programs; and 2) institutional compulsory which are compulsory for all students. 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%. Institutional fees are included in the calculation of the annual increase.

Program Compulsory Fees

1. 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.

2. 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.

3. 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.

4. **Fees for materials which are used in the production of items which become the property of students**
5. **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.

6. **Fees for co-op programs**

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

Institutional Compulsory Fees

7. **Fees levied by student governments such as the fees listed below**

a. **Health fees**

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

b. **Student activity fees**

Student activity fees that are levied by individual student councils and are to be determined by the student government representatives 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 or 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.

c. **Athletic fees**

Student athletic fees that are levied by individual student councils and are to be determined by the student government representatives 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.

d. Fees to support the construction, maintenance and/or lease of capital facilities owned/operated by the student government

Eligible fees include those amounts approved by student government representatives and the college's board of governors as contributions towards the capital costs of construction, renovation or leasing facilities to be owned/operated by the student government.

Appendix J: Tuition Fee Factors

To access tuition fee factors and MTCU codes, please go to the following website:

<http://caat.edu.gov.on.ca/>

User name: caatsite

Password: 900Mowat

Select: Programs

APS-MTCU Table: June 2012