

Ministry of Training,  
Colleges and Universities

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MEMORANDUM TO: Executive Heads of Provincially-Assisted Universities,  
Hearst, NOSM and Dominicain

CC: Vice President – Finance, COU, CUPA

FROM: Nancy Naylor  
Assistant Deputy Minister  
Postsecondary Education Division

DATE: JUL 08 2011

SUBJECT: Compulsory Ancillary Fees

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I am writing to clarify and confirm the Ministry's policy regarding compulsory ancillary fees and to address an issue that has been brought to the Ministry's attention.

The Ministry understands that there may be misinterpretation of the current Compulsory Ancillary Fee Policy at some institutions with regards to compulsory purchase of online products by students for the administration of assignments, tests and examinations, with a direct link to the students' final grade.

As you are aware, Section 5.2 of the current *Ontario Operating Grants Distribution Manual* (hereafter referred to as the Manual) defines what constitutes a compulsory ancillary fee, a compulsory course and a tuition-related compulsory ancillary fee.

The Ministry has been informed that at a few institutions, faculty may have made it a requirement that students purchase access to online applications in order to access online assignments, tests and/or examinations that are required for successful completion of a credit course. These types of fees fall into the category of tuition-related compulsory ancillary fees. The costs associated with the administration of assignments, tests and examinations should be paid for out of operating revenue, and students should not be required to purchase these applications.

The Ministry is mindful of new circumstances such as the emergence of online learning tools and resources, and appreciates the interest of institutions to enhance the learning environment and experience for students. However, institutions are reminded that as they adapt to new learning methods and technologies, they must do so while being attentive to Ministry policies regarding ancillary fees. The Ministry appreciates the continuous engagement of students, student groups, and institutions in this regard.

I would also like to urge that you communicate the ancillary fee policy provisions as they relate to new learning methods to your academic departments. This will ensure that students are not inadvertently charged tuition-related ancillary fees.

As well, I would like to take this opportunity to reiterate the Ministry's policy in regards to non-tuition-related compulsory ancillary fees levied by a university or a related institution. As you are aware:

- All compulsory ancillary fees must be non tuition-related; approved by the governing body; and be announced prior to collection through the university's calendar or published fee schedule, with the announcement including a breakdown of all compulsory non-tuition-related ancillary fees and their purpose.
- It is the responsibility of the institutions to ensure that such fees are levied and collected appropriately.
- Compulsory non-tuition-related ancillary fees can neither be increased nor expanded to include new fees, except through the implementation of a protocol which has been agreed to by representatives of the institution's administration and student government representatives, and has received approval from the institution's governing body.
- The protocol sets out the means by which students are to be involved in decisions to increase the existing compulsory non-tuition-related ancillary fees or to introduce new ones.
- Compulsory non-tuition-related ancillary fees which are exempt from requiring a protocol are limited to existing and future fees established by student governments, including those resulting from referenda sponsored by them; existing fees established through referenda where the sponsor of the referenda was the university administration or a combination of the university administration and students; existing and future system-wide fees; existing and future fees for the materials and services listed in the Manual; and existing and future fees for the total costs of placing students in jobs for work terms.

The Ministry appreciates institutions' continued diligence in ensuring that Ministry policies are followed. The compulsory ancillary fee policy as outlined in the Manual is still the guiding principle and authoritative source in this regard.

If you have any questions or comments regarding the compulsory ancillary fee policy, please direct them to Itan Farrokhyar at (416) 314-3868 or by email at [Itan.Farrokhyar@Ontario.ca](mailto:Itan.Farrokhyar@Ontario.ca).

Thank you in advance for your cooperation.

A handwritten signature in cursive script, appearing to read "Nancy Naylor".

Nancy Naylor