

## POLICY 2.4 – Student Fees

**Policy Category:** Financial

**Effective Date:** June 24, 2008

**Supersedes:** June 2, 2004

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### POLICY

- 1.00 Student fees fall into three basic categories: tuition fees, non-tuition-related ancillary fees, and supplementary fees.
- 1.01 **Tuition Fees** cover instruction, library facilities, examinations, diplomas, use of laboratory supplies, apparatus, basic materials, and articles of instruction.
- 1.02 **Compulsory Non-Tuition-Related Ancillary Fees**, as governed by the Ministry of Education and Training, are fees levied to cover the costs of items that are not normally paid for out of the University's operating or capital revenue.
- (a) Changes to these fees are regulated by the [Protocol](#) that was established between the University and student government representatives. Some examples are:
- Student Development Centre
  - Financial Aid Office
  - First Year Programs (Centre for New Students)
  - First Nations Service
  - Child Care Services
  - Western Foot Patrol
  - Intercollegiate Athletics
  - Campus Recreation
  - Student Health Services
  - Thompson Recreation & Athletic Centre
  - Off Campus Housing Office
- (b) Non-tuition related ancillary fees that are exempt from the Protocol include fees for learning material and clothing retained by the student, fees for material used in the production of items which become the property of the student, field trip fees, student organization fees, and fees approved by referenda. These include the following and others that may be approved from time to time:

Student Organization Fee  
Student Health Plan \*  
UCC Operating Fee  
UCC Expansion Fund  
CanCopy  
University Health Insurance Plan for International Students \*  
Faculty of Arts Field Trip Fee  
Faculty of Dentistry - Dental Kit Fees  
Computer Access Fee in Law  
Music Lesson Fees  
Holster Kit Fee in Kinesiology  
Voluntary Student Levies in Faculties/Schools, such as:  
    Engineering, Music, Kinesiology, Science, Social Science,  
    Ivey School of Business  
Placement Fees in the Engineering Industry Internship Program,  
    Science Industry Internship Program, Medicine, and the  
    graduate program in Library & Information Science

\* (Refundable with proof of other coverage, by a specified deadline.)

1.03 **Supplemental Fees** are fees or charges which are incurred by the individual student as a result of a request for specific services (e.g., transcripts) or the result of other actions (e.g., deferment of fees). Some samples of fees in this category are:

Deferred payment charges  
Deregistration fee  
Diploma mailing fee  
Diploma replacement fee  
Distance Education fee  
Duplicate education deduction tax certificate fee  
Education Technical Proficiency Diagnostic Exam  
Graduate and Undergraduate application fees  
Identification card fees and deposit  
Late registration fee  
Late payment penalty  
Leave of Absence fee  
Letter of Permission fee  
Registrar's "fax" fee  
Registration Cancellation fees  
Reinstatement fees  
Removal of Academic Sanction fee  
Returned cheque charges  
Special examination fees  
Supplemental examination fee  
Thesis binding fee  
Transcript fee  
Transcript evaluation fee

**PROCEDURE**

2.00 Student fees must be approved as follows:

- (a) All tuition fees [1.01] must be approved by the Board of Governors
- (b) All compulsory non-tuition-related ancillary fees [1.02] must be approved by the Board of Governors. According to the [Protocol](#) that was established between the University and student government representatives:
  - i) these fees are reviewed annually by the Student Services Committee (SSC) as prescribed in the [SSC Protocol](#).
  - ii) The SSC makes its report to the Property & Finance Committee (P&F) of the Board of Governors.
  - iii) The Property & Finance Committee makes recommendations to the Board of Governors with respect to all compulsory non-tuition-related ancillary fees.
- (c) Compulsory non-tuition-related ancillary fees that are exempt from the Protocol [1.02(b)] must be approved by the Board of Governors.

The Board of Governors will consider collection of fees for other organizations with the provision of the following information, submitted to the Secretary of the Board of Governors for presentation to the March meeting of P&F each year (organization will be informed of the submission deadline by the Secretary of the Board by the preceding November 1 each year):

- i) a copy of the organization's audited financial statements for the immediately preceding fiscal year;
- ii) a copy of the budget for the fiscal year to which the fees relate, including a projected balance sheet; and
- iii) a fee proposal

If the annual budget of the organization is less than \$1,000,000, a review engagement report from an external accountant will be acceptable *in lieu* of item i) above. If these conditions cannot be met by the stated deadline, the proposed fees will not be considered for implementation in the forthcoming academic year.

- (d) Supplemental Fees [1.03] must be approved by the President and reported annually to the Property & Finance Committee of the Board of Governors, in conjunction with the annual operating budget.
- 3.00 All fees covered by this Policy will be collected by the Office of the Registrar or by the relevant unit within the University, in conjunction with the Office of the Registrar.
- 4.00 All fees covered by this Policy are listed on the World Wide Web at:  
<http://www.registrar.uwo.ca>
- 5.00 In cases where a student fails to resolve a debt, academic sanctions as described in the Academic Regulations Section of the University Calendar may be imposed.