

Guidelines to Queen's Compulsory Course Related Fees

Context

The Ministry of Training, Colleges and Universities (MTCU) regulates the fees that universities are permitted to charge students. These guidelines are a reference for Queen's faculty and staff to evaluate whether specific course related fees are allowable under the MTCU protocol.

For the purposes of these guidelines, and in alignment with the definition provided by MTCU, compulsory courses are defined as those courses which a student is required to take in order to fulfill the requirements of his or her program or degree. Note that electives and other "non-core" courses are not deemed as compulsory.

Fees for Materials

Fees for compulsory textbooks, novels, and reading packages **are permitted**.

Fees for learning materials and clothing retained by the student, or materials used in the production of items that become the property of the student, **are permitted**. This includes materials such as dental kits, clickers, art supplies, lab coats and manuals, etc.

Fees for consumable / disposable items, such as laboratory chemicals and supplies, are **not permitted**.

Fees for Digital Learning Resources

Fees for digital learning resources that are the property of the student and which can include test / assessment tools **are permitted**.

Note that the University Registrar has drafted the following statement on such bundled assessment materials:

"The cost of assessment materials bundled with electronic learning materials is exempt from the requirements for approval according to an ancillary fee protocol. The University notes that such costs to students in need are offset by funding from the Queen's General Bursary. Nevertheless, if students find it an exceptional hardship to afford the cost of assessment materials bundled with electronic learning materials required for a course and to be used to create a significant portion of the final grade, they may appeal for an increase in their General Bursary assessment."

Field Trips

Charging fees for the reasonable, direct costs of travel and accommodation of students on compulsory field trips within the province of Ontario **is permitted**.

Charging fees not directly related to the students' costs (e.g. travel / accommodation for instructors) **is not permitted**.

Charging fees related to field trips for compulsory courses, as defined above, outside the province of Ontario is generally **not permitted**. In exceptional circumstances, exemptions may be granted by the ministry for reasonable costs of out-of-province field trips in compulsory courses for institutions located near inter-provincial or international borders.

Charging fees for field trips for non-compulsory courses, such as electives and other “non-core” courses, **is permitted**.