

Guidelines to Queen's Compulsory Course Related Fees

Context

The Ontario Ministry of Advanced Education and Skills Development 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 provincial protocol. Course related fees are fees charged, in addition to tuition, to cover the costs of field-trips, work placements, and learning materials, etc. In cases where access to a resource is required, students should be allowed to utilize means of access other than purchase where possible. Instructors are encouraged to facilitate this, for example by placing reading materials on reserve in the library. Course related fees are reviewed and approved by the Board of Trustees annually.

Questions regarding these guidelines and Queen's course related fees can be directed to the Office of the Provost via provost@queensu.ca

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, are generally **not permitted**.

Fees for Digital Learning Resources

Fees for most digital learning resources, 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 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**. For the purposes of these guidelines, and in alignment with the definition provided by the Ministry, 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.

Third Party Fees

Fees for products or services paid directly by the student to third parties must align with provincial guidelines. All such fees must be submitted, through the Office of the Provost, for approval by the Board of Trustees.