

Complete Policy Title: Guidelines for Work Placement Fees	Policy Number (if applicable):
Approved by: USFC	Date of Most Recent Approval:
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Responsible Executive: AVP, Institutional Research & Analysis	Enquiries:

DISCLAIMER: *If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails*

Scope:

This purpose of these Guidelines is to provide guidance on fees for Work Placement Fees that are charged to students for resources provided to students upon enrollment in programs that feature work placement options.

Definition:

Work placements include co-op and internship opportunities for McMaster students. Each individual program is responsible for setting their own work placement fees.

This policy was created in accordance with the section 6.B.3 of the MTCU *Tuition Fee Framework and Ancillary Fee Guidelines for Publicly-Assisted Universities 2019-20 and 2020-21*. The MTCU outlines that an ancillary fee may be charged in respect of work terms in recognition of the costs of administering work placements and related services. Students may not be charged a tuition fee for work term semesters.

As per the MTCU guidelines, the following are applicable types of Work Placement fees to students who are in a co-op specific program or secure a work placement through their program:

- Program Administrative fee (annual fee)
- Placement fee (per work term)

The following type of fees are covered under section 6.A.3 of the *Tuition Fee Framework and Ancillary Fee Guidelines for Publicly-Assisted Universities 2019-20 and 2020-21*.

- Society Career Support Enhancement Fee (annual fee)

Program Administrative Fees

Program Administrative fees cover the expenses of running a program that features work placements. Students are charged this fee upfront when they are enrolled in a specific program. This can include Co-op and Internship programs. The following types of program administration service costs are considered eligible:

- Salaries and benefits of the portion of each position directly related to the provision of placement services. This includes placement directors, officers, assistants and administrative and support staff.

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- Non-salary expenditures attributable to the provision of placement services including travel, telephone, mailing/postage, printing, photocopying, publicity, computing, equipment, furnishing, supplies, and external meetings
 - The following activities are examples of applicable recoveries for a Program Administrative fee:
 - o General resume review while enrolled in a co-op program
 - o Providing students with interview/career coaching and materials
 - o Administration of work placement specific events (e.g. career networking)

Placement Fees

Placement fees (per work term) cover the expenses of placing students in jobs for work terms. This fee is levied when a student goes on a work placement. The following types of work placement service costs are considered eligible:

- Salaries and benefits of the portion of each position directly related to the provision of work-term activity. This includes placement directors, officers, assistants and administrative and support staff
- Non-salary expenditures attributable to the provision of work-term activities including travel, telephone, mailing/postage, printing, photocopying, publicity, computing, equipment, furnishing, supplies, and external meetings
- Maintenance costs related to spaces used for placement services, administrative and professional placement staff, and interviewing or meeting rooms used in the placement function. This also includes the costs of utilities, custodial service, and security for this space.
- The costs of space used for the portion of time for other purposes should be adjusted according to the proportion of usage for placement service
- The following activities are examples of applicable recoveries for a Placement fee:
 - o On or Off-site Work Placement evaluation
 - o Administration of interviews between students and employers
 - o Student and employer recruitment support

Society Career Support Enhancement Fees

Society Career Support Enhancement fees (annual fee) are fees that have been passed through referendum in a particular Independent Student Organization. Members of an applicable Independent Student Organization are charged this fee when they enroll each year. These fees are used to enhance career, experiential learning and co-op services for the members of the society and are covered in Section 6.A.3 of the *Tuition Fee Framework and Ancillary Fee Guidelines for Publicly-Assisted Universities 2019-20 and 2020-21*.

Procedure:

- Proposed Work Placement Fees should be brought to the University Student Fees Committee on a case-by case basis for discussion, review and approval.
- When proposed Work Placement Fees are brought to the University Student Fees Committee, there should be a detailed breakdown of how the specific fee was created to ensure only eligible and related costs are being captured in the fee to students.
- See Appendix A for a list of all Work Placement Fees at McMaster as of 2018/19.

Appendix A – McMaster Work Placement Fees as of 2019/20

Work Placement Fee	Owner	2018/19	2019/20	*DRAFT 2020/21
Program Administrative & Placement Fees				
Faculty of Science Co-op Admin Fee (annual fee)	Manager, Science Career & Co-op Office	\$ 150.00	\$ 150.00	\$ 150.00
Faculty of Science Placement Fee (per work term)	Manager, Science Career & Co-op Office	\$ 650.00	\$ 650.00	\$ 650.00
FHS Co-op Admin Fee (annual fee)	Director, Education Services (FHS)		\$ 150.00	\$ 150.00
FHS Placement Fee - BIOPHARM (per work term)	Director, Education Services (FHS)	\$ 866.67	\$ 866.67	\$ 866.67
Faculty of Engineering Co-op Admin Fee (per year)	Director, Admin & Finance - Engineering	\$ 100.00	\$ 100.00	\$ 100.00
Engineering Work Term Fee (per work term)	Director, Admin & Finance - Engineering	\$ 300.00	\$ 300.00	\$ 300.00
Engineering Work Term Fee (new employer) - <i>Students who secure their own work term, with an employer ECES has never worked with before</i> (per work term)	Director, Admin & Finance - Engineering	\$ 125.00	\$ 125.00	\$ 125.00
B-Tech Co-op Fee (per work term)	Director, Admin & Finance - Engineering	\$ 600.00	\$ 600.00	\$ 600.00
Engineering Graduate Co-op Fee (per work term)	Director, Admin & Finance - Engineering	\$1,200.00	\$1,200.00	\$1,200.00
MBA Co-op Program Fee (per work term)	Director, Admin - DeGroote School of Business	\$1,750.00	\$1,750.00	\$1,750.00
Master Economics Co-op Fee (per work term)	Director, Finance & Admin - Social Sciences	\$2,336.00	\$2,336.00	\$2,336.00
Society Career Support Enhancement Fees				
Centre for Bus Career Dev Services	DeGroote Commerce Society	\$ 134.59	\$ 134.59	\$ 134.59
Engineering Career and Co-op Education	Engineering Society	\$ 45.00	\$ 45.00	\$ 45.00
Humanities Career Services & Academic Support	Humanities Society	\$ 35.00	\$ 35.00	\$ 35.00
Science Career and Co-op Education	Science Society	\$ 25.30	\$ 25.88	\$ 26.48
Social Sciences Experiential Education Initiative	Social Sciences Society	\$ 50.00	\$ 50.00	\$ 50.00