

<b>SUBJECT</b>	<b>NON-REFUNDABLE ACCEPTANCE DEPOSIT</b>
<b>MEETING DATE</b>	<b>APRIL 13, 2017</b>

Forwarded to the Board of Governors on the Recommendation of the President

**APPROVED FOR SUBMISSION**



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 Santa J. Ono, President and Vice-Chancellor

**For Information**

<b>Report Date</b>	March 17, 2017
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**Presented By** Dr. Angela Redish, Provost and Vice-President Academic *pro tem*  
 Dr. Hugh Brock, Associate Provost Academic Innovation  
 Dr. John Innes, Dean, Faculty of Forestry

**EXECUTIVE SUMMARY**

A non-refundable acceptance deposit of \$1,000 for the **Master of International Forestry (MIF)** program and the **Master of Sustainable Forest Management (MSFM)** program was approved by the President in March 2017.

A non-refundable acceptance deposit will be payable within 30 days of notification of acceptance into the program. The acceptance deposit is credited towards the first tuition instalment. If the student does not commence the program, the deposit is forfeited.

**INSTITUTIONAL STRATEGIC PRIORITIES SUPPORTED**

- Learning     
  Research     
  Innovation     
  Engagement     
  International  
 (Internal / External)
- or  Operational

**DESCRIPTION & RATIONALE** Please refer to the attached memorandum approved by the President.  
 Attachment 1: Non-Refundable Acceptance Deposit for the Master of International Forestry (MIF) program and the Master of Sustainable Forest Management (MSFM) program

**SCHEDULE** A non-refundable acceptance deposit for the Master of International Forestry  
 Implementation Timeline (MIF) program and the Master of Sustainable Forest Management (MSFM) program will be effective for all incoming students commencing study after May 1, 2017.

# THE UNIVERSITY OF BRITISH COLUMBIA



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## MEMORANDUM

TO: Dr. Santa J. Ono, President and Vice-Chancellor

FROM: Dr. Angela Redish, Provost and Vice-President Academic *pro tem*

DATE: March 3, 2017

RE: Non-Refundable Acceptance Deposit for the MASTER OF INTERNATIONAL FORESTRY (MIF) program and the MASTER OF SUSTAINABLE FOREST MANAGEMENT (MSFM) program

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It is hereby requested that the President approve the implementation of a non-refundable acceptance deposit of \$1,000 for domestic and international students applying to the MASTER OF INTERNATIONAL FORESTRY (MIF) and MASTER OF SUSTAINABLE FOREST MANAGEMENT (MSFM) programs. The deposit will be applied toward the student's first tuition instalment.

### BACKGROUND

The MASTER OF INTERNATIONAL FORESTRY (MIF) and the MASTER OF SUSTAINABLE FOREST MANAGEMENT (MSFM) programs are full-time, three-term professional graduate programs offered by the Faculty of Forestry. The MIF and MSFM programs are now open for registration with students commencing their programs in September 2017 and July 2017, respectively. If approved, the non-refundable acceptance deposit will be effective for all MIF and MSFM students commencing after May 1, 2017.

The MIF is a full-time 10-month professional master's program taught in modular format. It is cohort-based with one intake in September of each year; the first cohort enrolled in September 2015 with 11 students graduating in 2016. The second cohort of students enrolled in September 2016 and are expected to complete their programs in 2017 Summer Term. Tuition for the MIF is based on three instalments collected over three terms (September, January and May).

The MSFM is a full-time nine-month professional master's program taught in modular format with major design projects. It is cohort-based with one intake each year in Summer Term 2. The first cohort of MSFM students enrolled in 2012 and 63 students have graduated from the program to date. Tuition for the MSFM is based on three installments collected over three terms (July, September and January).

## **RATIONALE**

Providing an acceptance deposit will encourage good faith acceptance of an offer of admission into the MIF and MSFM programs. This will ensure that applicants accepting an offer of admission are serious about attending the University and will encourage applicants to make their decision to enrol in a timely manner. Having greater certainty about the number of newly admitted MIF and MSFM students who intend to register will enable the Faculty to allocate resources and plan for courses, instructors and classrooms, accordingly. The acceptance deposit will reduce the Faculty's risk of potential financial loss caused by students not registering and having unfilled seats. The Master of Geomatics for Environmental Management (MGEM), in the Faculty of Forestry, has already been approved to require a \$1,000 non-refundable deposit payable when an admission offer is accepted. Other programs, including the professional master's programs in the Faculty of Applied Science (Master of Community and Regional Planning, Master of Engineering Leadership, Master of Health Leadership and Policy, and Master of Urban Design), require non-refundable deposits of \$5,000 to confirm acceptance of the admission offer (this deposit is credited to the first tuition payment).

The non-refundable deposit will reduce the Faculty's risk of potential financial loss caused by students accepting their offer of admission and not registering, which has the potential of leaving seats unfilled. The Master of Engineering in Clean Energy Engineering program, in the Faculty of Applied Science, requires a \$5,000 non-refundable acceptance deposit. With the non-refundable acceptance deposit in place, the Faculty has had very few students accept an offer of admission and not register. This practice has permitted earlier and better "onboarding" of students leading up to the commencement of the program.

The Faculty of Forestry does not foresee any hardship resulting from this deposit requirement. Potential students, typically early career professionals, are simply being asked to pay part of the first tuition instalment a few months prior to the commencement of the program. MIF and MSFM students will be required to pay a non-refundable acceptance deposit of \$1,000 within 30 days of notification of acceptance to hold a position in the program. Tuition for the MIF and MSFM programs for the 2017/18 academic year is \$17,941.31 for domestic students and \$30,356.57 for international students.

## **SCHEDULE OF IMPLEMENTATION**

The deposit, if approved, will be effective for the academic year 2017/18, for incoming students commencing study July 1, 2017 (MSFM) and September 1, 2017 (MIF). The non-refundable acceptance deposit of \$1,000 will be payable within 30 days of notification of acceptance into the program via credit card through UBC's ePayment system.

Consultations with students regarding the MASTER OF INTERNATIONAL FORESTRY (MIF) and the MASTER OF SUSTAINABLE FOREST MANAGEMENT (MSFM) programs' tuition were completed in preparation for the Board of Governors' approval of the tuition in June 2012. The tuition or mandatory fees for the programs are not being proposed to change, hence no additional student consultation was undertaken.

This memo will be presented to the Board of Governors in April 2017, as an information item.

cc Dr. Hugh Brock  
Dr. John Innes