

SUBJECT	NON-INSTRUCTIONAL FEES 2018-2019
MEETING DATE	DECEMBER 5, 2017

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

**APPROVED FOR
SUBMISSION**



Santa J. Ono, President and Vice-Chancellor

DECISION REQUESTED	<p>IT IS HEREBY REQUESTED that the UBC Board of Governors approve, according to the fee schedule attached and marked "Schedule B":</p> <p><i>i. Tuition-related fees effective May 1, 2018</i></p> <p><i>ii. Mandatory fees effective September 1, 2018</i></p> <p>"Schedule C" has been approved by the President and the approved memo is circulated for information.</p>
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Report Date	October 5, 2017
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Presented By Andrew Szeri, Provost and Vice-President Academic
 Deborah Buszard, Deputy Vice-Chancellor and Principal, UBC Okanagan
 Louise Cowin, Vice-President Students
 Andrew Simpson, Vice-President Finance & Operations
 Cynthia Mathieson, Provost and Vice-Principal Academic, UBC Okanagan

EXECUTIVE SUMMARY

A 0-2% increase is proposed for tuition-related fees effective May 1, 2018 and mandatory fees effective September 1, 2018. This applies to non-instructional fees in both UBC Vancouver and UBC Okanagan campuses. This modest increase in non-instructional fees reflects an increase in the cost of delivering services.

Increases in selected administrative fees (non-mandatory) have been approved by the President and are attached for information.

Under the Guidelines of Policy 71, the Vancouver and Okanagan campuses, directed by the Vice-President Students and Associate Vice-President Students, Okanagan jointly conducted a consultation and engaged with the student body with respect to the non-instructional fees proposal. A communication campaign was conducted between October 10, 2017 and November 7, 2017, which provided information and encouraged feedback regarding the 2018-2019 non-instructional fees proposal. The proposed non-instructional fee increases were included in the 2018-2019 tuition proposal and consultation process.

INSTITUTIONAL STRATEGIC PRIORITIES SUPPORTED

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

DESCRIPTION & RATIONALE

The recommendation for the increases are based on the following principles:

1. Fees are generally harmonized at both campuses, except in approved exceptions such as Athletics & Recreation.
2. Mandatory fee increases abide by the Tuition Limit Policy set by the Ministry of Advanced Education, Skills and Training.

SCHEDULE B

To reflect an increase in the cost of delivering services, a 2% inflationary increase is proposed for some of the tuition-related and mandatory fees.

SCHEDULE C

The President has approved a 2% inflationary increase for the following selected administrative services (non-mandatory) to reflect increases in the cost of delivering services:

- Diploma Certification
- Diploma Certification – Same Day
- Distance Education and Tech Special Examination
- Duplicate Income Tax Receipt – T2202A
- Faxes – Canada/USA
- Faxes – International
- Parchment Replacement
- Parchment Replacement – rush order
- Review of Assigned Standing (per course)

SCHEDULE Implementation Timeline

Academic year of 2018-2019, effective May 1, 2018 for tuition-related fees and administrative fees, and September 1, 2018 for other mandatory fees.

CONSULTATION
Relevant Units, Internal & External Constituencies

In compliance with Policy 71, the Vice-President Students and Associate Vice-President Students, Okanagan consulted with the elected student leadership and the student body regarding the proposed increases in non-instructional fees.

A communication campaign, including a student consultation website, was developed to provide information and to encourage feedback regarding the proposed increase in tuition and related fees. The formal consultation was conducted over the period of October 10, 2017 to November 7, 2017.

Previous Report Date

December 6, 2016

Decision

The Board of Governors approved, according to the fee schedule attached and marked "Schedule B":

- Tuition-related fees effective May 1, 2017
- Mandatory fees effective September 1, 2017

Action / Follow Up

N/A

SCHEDULE B
UBC VANCOUVER & OKANAGAN
PROPOSED ADMINISTRATION FEES FOR 2018-19
BOG Approval

	2017-18 Actual	Increase	2018-19 Proposed
Program and Course Fees			
<i>Effective May 1, 2018</i>			
Co-op Work Term Fee	\$745.00	2.0%	\$759.75
Co-op Workshop	\$242.25	2.0%	\$247.00
Distance Education Course Administration Fee (per course)	\$50.25	2.0%	\$51.25
English Foundation Program (per EAP 103 and EAP 104)	\$5,363.75	2.0%	\$5,471.00
Field Trips	Variable	Variable	Variable
Student Accident Insurance	\$7.00	0.0%	\$7.00
Visual Arts (VISA) studio fee (per course)	\$33.00	2.0%	\$33.50
<i>Effective September 1, 2018</i>			
Go Global Application and Administration Fee (applies also to VIRS)	\$415.00	0.0%	\$415.00
Faculty Fees			
<i>Effective September 1, 2018</i>			
Applied Science			
B.A.Sc. Annual Professional Activities Fee	\$112.00	2.0%	\$114.00
B.A.Sc. Biomedical Engineering (Years 2-4) Annual Program Fee	\$750.00	2.0%	\$765.00
Dentistry			
Dentistry, Short-Term Visiting Students	\$55.00	2.0%	\$56.00
Domestic Annual Clinic Fee (D.M.D. Program, Combined Master of Science in Craniofacial Science/Diploma in Clinical Dental Specialty, Combined Doctor of Philosophy in Craniofacial Science/Diploma in Clinical Dental Specialty, excluding years 2 & 3 for Pediatric Dentistry)	\$28,971.00	2.0%	\$29,550.25
International Annual Clinic Fee (D.M.D. Program, Combined Master of Science in Craniofacial Science/Diploma in Clinical Dental Specialty, Combined Doctor of Philosophy in Craniofacial Science/Diploma in Clinical Dental Specialty, excluding years 2 & 3 for Pediatric Dentistry)	\$33,389.25	2.0%	\$34,057.00
Domestic Annual Clinic Fee (Years 2 & 3 only, Combined Master of Science in Craniofacial Science/Diploma in Pediatric Dentistry, Combined Doctor of Philosophy in Craniofacial Science/Diploma in Pediatric Dentistry)	\$14,485.25	2.0%	\$14,774.75
International Annual Clinic Fee (Years 2 & 3 only, Combined Master of Science in Craniofacial Science/Diploma in Pediatric Dentistry, Combined Doctor of Philosophy in Craniofacial Science/Diploma in Pediatric Dentistry)	\$16,694.50	2.0%	\$17,028.25
Annual Patient Innovation Fee (D.M.D. Domestic Program, D.M.D. International Dental Degree Completion Program, Combined Master of Science in Craniofacial Science/Diploma in Clinical Dental Specialty, Combined Doctor of Philosophy in Craniofacial Science/Diploma in Clinical Dental Specialty, excluding years 2 & 3 for Pediatric Dentistry)	\$3,656.00	2.0%	\$3,729.00
Annual Patient Innovation Fee (Years 2 & 3 only, Combined Master of Science in Craniofacial Science/Diploma in Pediatric Dentistry, Combined Doctor of Philosophy in Craniofacial Science/Diploma in Pediatric Dentistry)	\$1,827.75	2.0%	\$1,864.25
Annual Clinic Fee (D.M.D. International Dental Degree Completion Program)	\$33,389.25	2.0%	\$34,057.00
Annual Clinic Fee (B.D.Sc. Dental Hygiene Program)	\$9,750.50	2.0%	\$9,945.50
Education			
Criminal Records Review	\$44.25	2.0%	\$45.00
Verification letter to be sent to a Canadian certification authority outside of BC:			
Records more than 2, yet less than 11, years old	\$56.00	2.0%	\$57.00
Records 11 years or older	\$112.00	2.0%	\$114.00
Verification letter to be sent to a certification authority outside of Canada:			
Records more than 2, yet than less 11, years old	\$112.00	2.0%	\$114.00
Records 11 years or older	\$224.50	2.0%	\$228.75
Land and Food Systems			
Annual Dietetics Internship Fee	\$1,687.00	2.0%	\$1,720.00
B.Sc. (FNH) International Nutrition Major, Administrative fee, Year 3	\$1,081.00	2.0%	\$1,102.00
Medicine			
Dean's Letter of Reference, single copy	\$47.25	2.0%	\$48.00
Dean's Letter of Reference, additional copies processed at the same time	\$10.00	0.0%	\$10.00
Confirmation of Graduation form	\$10.00	0.0%	\$10.00
Faxing single copy: Canada and USA	\$10.00	0.0%	\$10.00
Faxing single copy: International	\$10.00	0.0%	\$10.00
Health Administration Fee (one-time) (GCGSC)	\$140.25	2.0%	\$143.00
Non-credit activity course for visiting foreign medical students	\$281.00	2.0%	\$286.50
Program Lab Fee (GCOMPT)	\$2,907.00	2.0%	\$2,965.00
Replacement ID cards	\$10.00	0.0%	\$10.00
Pharmaceutical Sciences			
B.Sc. (Pharm.) Practice Fee, Years 2 and 3	\$63.00	2.0%	\$64.25
B.Sc. (Pharm.) Practice Fee, Year 4	\$179.50	2.0%	\$183.00
Doctor of Pharmacy Entry-to-Practice Program, Practice Fee	\$1,040.25	2.0%	\$1,061.00
Doctor of Pharmacy Flexible Program, Practice Fee, Years 1 and 2	\$1,040.25	2.0%	\$1,061.00

SCHEDULE B
UBC VANCOUVER & OKANAGAN
PROPOSED ADMINISTRATION FEES FOR 2018-19
BOG Approval

	2017-18 Actual	Increase	2018-19 Proposed
Mandatory Student Fees			
<i>Effective May 1, 2018</i>			
iMED - Direct Billing	\$9.36	2.0%	\$9.55
iMED - New International Student Medical Insurance (1 month)	\$60.00	0.0%	\$60.00
iMED - New International Student Medical Insurance (2 months)	\$120.00	0.0%	\$120.00
iMED - New International Student Medical Insurance (3 months)	\$180.00	0.0%	\$180.00
iMED - New International Student Medical Insurance (4 months)	\$240.00	0.0%	\$240.00
iMED - New International Student Medical Insurance (one-term exchange)	\$252.00	0.0%	\$252.00
iMED - New International Student Medical Insurance (5 months)	\$300.00	0.0%	\$300.00
iMED - New International Student Medical Insurance (6 months)	\$360.00	0.0%	\$360.00
<i>Effective September 1, 2018</i>			
Athletics and Recreation Fee-Vancouver (per year)	\$217.50	2.0%	\$221.85
Athletics and Recreation Fee-Okanagan (per year)	\$149.05	2.0%	\$152.03
Application Fees			
<i>Effective for applications to be received for 2019W and 2020S sessions</i>			
Undergraduate			
Undergraduate Domestic Application Fee	\$68.00	2.0%	\$69.25
Undergraduate Domestic Application Fee who are jointly applying for student housing	\$118.00	1.1%	\$119.25
Undergraduate Re-admission and/or Change of Faculty (UBC students)	\$68.00	2.0%	\$69.25
Undergraduate International Application Fee	\$114.00	2.0%	\$116.25
Undergraduate International Application Fee who are jointly applying for student housing	\$164.00	1.4%	\$166.25
B.Com. Personal Profile Fee	\$84.00	2.0%	\$85.50
Dental Hygiene Degree Completion	\$224.50	2.0%	\$228.75
Dental Hygiene Supplemental Application Fee	\$114.00	2.0%	\$116.25
Dental Medicine (D.M.D.) Application Fee	\$228.75	2.0%	\$233.25
International Dental Degree Completion (D.M.D. IDDCP) Application Fee	\$458.50	2.0%	\$467.50
Education Domestic Application Fee	\$68.00	2.0%	\$69.25
Education International Application Fee	\$102.00	2.0%	\$104.00
Education Re-Admission Application Fee	\$39.00	2.0%	\$39.75
Land and Food Systems Integrated Dietetics Program Application Fee	\$57.00	2.0%	\$58.00
Law Application Fee	\$89.75	2.0%	\$91.50
Medicine Application Fee (BC Residents)	\$119.75	2.0%	\$122.00
Medicine Application Fee (Out of Province Applicants)	\$177.00	2.0%	\$180.50
Medicine Evaluation Fee for Out of Province Transcripts	\$34.00	2.0%	\$34.50
Medical Laboratory Science Application Fee (current or former UBC students)	\$68.00	2.0%	\$69.25
Medical Laboratory Science Application Fee (non UBC students)	\$102.00	2.0%	\$104.00
Medical Laboratory Science Application Fee (International)	\$148.50	2.0%	\$151.25
Midwifery Supplemental Application Fee	\$119.75	2.0%	\$122.00
Music Supplemental Application Fee	\$68.00	2.0%	\$69.25
Nursing Supplemental Application Fee	\$122.00	2.0%	\$124.25
Nursing Prior Learning Assessment and Recognition (PLAR) Administration Fee	\$57.00	2.0%	\$58.00
Entry-to-Practice Doctor of Pharmacy Supplemental Application Fee	\$143.00	2.0%	\$145.75
Doctor of Pharmacy Flexible Program Supplemental Application Fee	\$143.00	2.0%	\$145.75
Graduate			
Graduate Domestic Application Fee (per department, except as below)	\$102.00	2.0%	\$104.00
Graduate International Application Fee (per department, except as below)	\$165.00	2.0%	\$168.25
Combined M.Sc. in Craniofacial Science/Clinical Specialty Diplomas Application Fee (Domestic)	\$102.00	2.0%	\$104.00
Combined M.Sc. in Craniofacial Science/Clinical Specialty Diplomas Application Fee (International)	\$281.00	2.0%	\$286.50
Combined Ph.D. in Craniofacial Science/Clinical Specialty Diplomas Application Fee (Domestic)	\$102.00	2.0%	\$104.00
Combined Ph.D. in Craniofacial Science/Clinical Specialty Diplomas Application Fee (International)	\$281.00	2.0%	\$286.50
Educational Technology (M.E.T.) Application Fee	\$102.00	2.0%	\$104.00
Certificate in Technology-Based Distributed Learning (T.B.D.L.) Application Fee	\$44.75	2.0%	\$45.50
Certificate in Technology-Based Learning for Schools (T.B.L.S.) Application Fee	\$44.75	2.0%	\$45.50
Health Administration (M.H.A.) Application Fee	\$143.00	2.0%	\$145.75
Landscape Architecture (M.L.A.) Supplemental Application Fee	\$68.00	2.0%	\$69.25
Rehabilitation Sciences (M.O.T. and M.P.T.) Supplemental Application Fee	\$114.00	2.0%	\$116.25
Sauder School of Business Application Fee for Master's level programs (E.M.B.A., M.B.A, P.M.B.A, and M.M.)	\$140.25	2.0%	\$143.00
Master of Management at University of British Columbia Okanagan (M.M.)	\$140.25	2.0%	\$143.00

SCHEDULE C
UBC VANCOUVER & OKANAGAN
ADMINISTRATION FEES FOR 2018-19
President Approval

	2018-19 Domestic	2018-19 International
Acceptance Deposits		
<i>Effective 2018W session</i>		
Undergraduate		
Domestic Students (except below)	\$500.00	N/A
International Students (except below; partial refund available)	N/A	\$1,000.00
Vantage College Students (partial refund available)	N/A	\$3,000.00
Dentistry		
B.D.Sc. Dental Hygiene Program	\$300.00	\$300.00
Pharmacy		
Doctor of Pharmacy Entry-to-Practice Program	\$2,000.00	N/A
Doctor of Pharmacy Flexible Program	\$2,000.00	N/A
Post-baccalaureate Programs		
Dentistry		
Doctor of Dental Medicine	\$11,250.00	N/A
Law		
Juris Doctor*	\$300.00	N/A
Medicine		
Doctor of Medicine	\$1,000.00	N/A
Graduate - Vancouver		
Applied Science		
Master of Applied Science in Civil Engineering	\$500.00	\$500.00
Master of Engineering in Clean Energy Engineering	\$5,000.00	\$5,000.00
Master of Engineering Leadership	\$5,000.00	\$5,000.00
Master of Health Leadership and Policy	\$5,000.00	\$5,000.00
Commerce		
Master of Business Administration	\$2,500.00	\$2,500.00
Professional Master of Business Administration	\$2,500.00	\$2,500.00
Master of Business Analytics	\$1,000.00	\$1,000.00
Master of Management (Early Career Masters)	\$1,000.00	\$1,000.00
Master of Management (Operations Research)	\$500.00	\$500.00
Forestry		
Master of Geomatics for Environmental Management	\$1,000.00	\$1,000.00
Master of International Forestry	\$1,000.00	\$1,000.00
Master of Sustainable Forest Management	\$1,000.00	\$1,000.00
Land and Food Systems		
Master of Food Science	\$300.00	\$840.00
Master of Food and Resource Economics	\$600.00	\$900.00
Master of Land and Water Systems	\$300.00	\$840.00
Law		
Master of Laws in Common Law	\$500.00	\$500.00
Master of Laws in Taxation	\$500.00	\$500.00
Medicine		
Master of Global Surgical Care	\$1,000.00	\$1,000.00
Master of Health Administration	\$1,000.00	\$1,000.00
Master of Occupational Therapy	\$300.00	\$300.00
Master of Physical Therapy	\$300.00	N/A
Master of Public Health	\$250.00	\$250.00
Combined Master of Public Health with Diploma in Dental Public Health	\$250.00	\$250.00
Combined Master of Public Health and Master of Science in Nursing	\$250.00	\$250.00
Master of Science in Audiology and Speech Sciences	\$200.00	N/A
Science		
Master of Data Science	\$1,000.00	\$1,000.00
Graduate - Okanagan		
Applied Science		
Master of Engineering Leadership	\$5,000.00	\$5,000.00

* Subject to change

THE UNIVERSITY OF BRITISH COLUMBIA



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MEMORANDUM

TO: Dr. Santa J. Ono, President and Vice-Chancellor
FROM: Prof. Andrew Szeri, Provost and Vice-President Academic
DATE: October 5, 2017
RE: **2018-19 Cost Recovery Fee Items – Schedule C**

A handwritten signature in green ink, appearing to read 'Santa J. Ono', with the initials 'AS' written below it.

Your approval is requested for the attached Schedule C, Cost Recovery Fee items, for the upcoming 2018-19 academic year. These fees apply to both UBC Vancouver and UBC Okanagan. This Schedule was revised in November 2003 to set these items at a cost recovery level. They are presented to the Board for information.

All items have been reviewed. A 2% inflationary increase is proposed for the following administrative services (non-mandatory) to reflect an increase in the cost of delivering services:

- Diploma Certification
- Diploma Certification – Same Day
- Distance Education and Tech Special Examination
- Duplicate Income Tax Receipt – T2202A
- Faxes – Canada/USA
- Faxes – International
- Parchment Replacement
- Parchment Replacement – rush order
- Review of Assigned Standing (per course)

Because these are non-mandatory cost recovery items with a proposed 2% inflationary increase, an extensive consultation was not conducted. The UBC Alma Mater Society (AMS), Graduate Student Society (GSS), and UBC Students' Union Okanagan (UBCSUO) were informed of these changes on October 2, 2017 and were given an opportunity to provide feedback. The increases are effective May 1, 2018.

Schedule C will be sent to the Board of Governors as an information item.

Cc: Dr. Kathleen Ross
Dr. Deborah Buszard

SCHEDULE C
UBC VANCOUVER & OKANAGAN
PROPOSED ADMINISTRATION FEES FOR 2018-19
President Approval

	2017-18 Actual	Increase	2018-19 Proposed
Administration Fees - COST RECOVERY			
<i>Effective May 1, 2018</i>			
Calendar Course Description Fee - per course (plus PST)	\$1.00	0%	\$1.00
Deferred Examination (written off-campus)			
Okanagan	\$90.00	0%	\$90.00
Vancouver	\$90.00	0%	\$90.00
Other - Canada/US	\$100.00	0%	\$100.00
Other - International	\$140.00	0%	\$140.00
Degree Conversion (plus PST)			
OUC Degree to UBCO Degree	\$100.00	0%	\$100.00
LLB Degree to JD Degree	\$100.00	0%	\$100.00
Diploma Certification (plus PST)	\$6.40	2%	\$6.50
Diploma Certification - Same Day (plus PST)	\$12.90	2%	\$13.15
Dishonoured Payments	\$35.00	0%	\$35.00
Distance Education and Tech Special Examination	\$53.00	2%	\$54.00
Duplicate Income Tax Receipt - T2202A (plus PST)	\$6.40	2%	\$6.50
Faxes - Canada/USA	\$5.65	2%	\$5.75
Faxes - International	\$11.50	2%	\$11.70
Financial Hold Fee	\$35.00	0%	\$35.00
Interest Charge on Past Due Accounts (per annum)	6% + Prime	0%	6% + Prime
Parchment Replacement (plus PST)	\$59.45	2%	\$60.60
Parchment Replacement Rush (plus PST)	\$118.95	2%	\$121.30
Replacement UBC Card	\$25.00	0%	\$25.00
Review of Assigned Standing (per course)	\$54.05	2%	\$55.10
Supplemental Examination (written on-campus)	\$30.00	0%	\$30.00
Supplemental Examination (written off-campus)			
Okanagan	\$90.00	0%	\$90.00
Vancouver	\$90.00	0%	\$90.00
Other - Canada/US	\$100.00	0%	\$100.00
Other - International	\$140.00	0%	\$140.00
Transcript - Each Copy (plus PST)	\$10.00	0%	\$10.00
Transcript - Same Day Pick Up (plus PST)	\$14.00	0%	\$14.00
Document Distribution - Canada Courier	\$20.00	0%	\$20.00
Document Distribution - USA Courier	\$25.00	0%	\$25.00
Document Distribution - International Courier	\$30.00	0%	\$30.00