



<b>SUBJECT</b>	<b>NON-INSTRUCTIONAL FEES 2019-2020</b>
<b>MEETING DATE</b>	<b>DECEMBER 4, 2018</b>

Forwarded on the Recommendation of the President

**APPROVED FOR  
SUBMISSION**

Santa J. Ono, President and Vice-Chancellor

<b>DECISION REQUESTED</b>	<p>IT IS HEREBY REQUESTED that <i>approval be granted for increases according to the fee schedule attached and marked "Schedule B":</i></p> <ul style="list-style-type: none"> <li><i>i. Tuition-related fees, effective May 1, 2019</i></li> <li><i>ii. Mandatory fees, effective September 1, 2019</i></li> </ul> <p>"Schedule C" has been approved by the President and the approved memo is circulated for information.</p>
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<b>Report Date</b>	October 10, 2018
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**Presented By** Andrew Szeri, Provost and Vice-President Academic  
 Andrew Parr, Interim Vice-President Students  
 Deborah Buszard, Deputy Vice-Chancellor and Principal, UBC Okanagan  
 Peter Smailes, Vice-President Finance & Operations  
 Patricia Lasserre, Interim Provost and Vice-Principal, UBC Okanagan

**EXECUTIVE SUMMARY**

A 0-2% increase is proposed for tuition-related fees effective May 1, 2019 and mandatory fees effective September 1, 2019. This applies to non-instructional fees for the Vancouver and Okanagan campuses. This 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.

**Attachments**

- Schedule B: Proposed Administrative Fees for 2019-2020
- Memo to President re 2019-2020 Cost Recovery Fee Items and Schedule C: List of Acceptance Deposits (for reference only)

**INSTITUTIONAL STRATEGIC PRIORITIES SUPPORTED**

Learning    
  Research    
  Innovation    
  Engagement (Internal / External)    
  International

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 and Recreation.
2. Mandatory fee increases adhere to 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% increase is proposed for the majority of the tuition-related and mandatory fees.

**SCHEDULE C**

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

- Deferred Examination
- Diploma Certification
- Distance Education and Tech Special Examination
- Duplicate Income Tax Receipt – T2202A
- Faxes
- Parchment Replacement
- Review of Assigned Standing (per course)
- Supplemental Examination
- Transcript
- Document Distribution – Courier

**SCHEDULE Implementation Timeline** The increases for tuition-related fees and administration fees will be effective May 1, 2019, and September 1, 2019 for other mandatory fees.

**CONSULTATION Relevant Units, Internal & External Constituencies** Under the Guidelines of Policy 71, the Vancouver and Okanagan Provosts, VP Students and Deputy Vice-Chancellor jointly conducted a consultation process 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 consultation was conducted over the period of October 3, 2018 and October 31, 2018.

**Previous Report Date** December 5, 2017

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

- Tuition-related fees effective May 1, 2018
- Mandatory fees effective September 1, 2018

**Action / Follow Up** N/A

SCHEDULE B  
 UBC VANCOUVER & OKANAGAN  
 PROPOSED ADMINISTRATION FEES FOR 2019-20  
 BOG Approval

	2018-19 Actual	Increase	2019-20 Proposed
<b>Program and Course Fees</b>			
<i>Effective May 1, 2019</i>			
Co-op Work Term Fee	\$759.75	2.0%	\$774.75
Co-op Workshop	\$247.00	2.0%	\$251.75
Distance Education Course Administration Fee (per course)	\$51.25	2.0%	\$52.25
English Foundation Program (per EAP 103 and EAP 104)	\$5,471.00	2.0%	\$5,580.25
Field Trips	Variable	Variable	Variable
Student Accident Insurance	\$7.00	0.0%	\$7.00
Visual Arts (VISA) studio fee (per course)	\$33.50	2.0%	\$34.00
<i>Effective September 1, 2019</i>			
Go Global Application and Administration Fee (applies also to VIRS)	\$415.00	0.0%	\$415.00
<b>Faculty Fees</b>			
<i>Effective September 1, 2019</i>			
<b>Applied Science</b>			
B.A.Sc. Annual Professional Activities Fee	\$114.00	2.0%	\$116.25
B.A.Sc. Biomedical Engineering (Years 2-4) Annual Program Fee	\$765.00	2.0%	\$780.25
<b>Dentistry</b>			
Dentistry, Short-Term Visiting Students	\$56.00	2.0%	\$57.00
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)	\$29,550.25	2.0%	\$30,141.25
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)	\$34,057.00	2.0%	\$34,738.00
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)	\$14,774.75	2.0%	\$15,070.00
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)	\$17,028.25	2.0%	\$17,368.75
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)	\$3,729.00	2.0%	\$3,803.50
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)	\$1,864.25	2.0%	\$1,901.50
Annual Clinic Fee (D.M.D. International Dental Degree Completion Program)	\$34,057.00	2.0%	\$34,738.00
Annual Clinic Fee (B.D.Sc. Dental Hygiene Program)	\$9,945.50	2.0%	\$10,144.25
<b>Education</b>			
Criminal Records Review	\$45.00	2.0%	\$45.75
Verification letter to be sent to a Canadian certification authority outside of BC:			
Records more than 2, yet less than 11, years old	\$57.00	2.0%	\$58.00
Records 11 years or older	\$114.00	2.0%	\$116.25
Verification letter to be sent to a certification authority outside of Canada:			
Records more than 2, yet than less 11, years old	\$114.00	2.0%	\$116.25
Records 11 years or older	\$228.75	2.0%	\$233.25
<b>Land and Food Systems</b>			
Annual Dietetics Internship Fee	\$1,720.00	2.0%	\$1,754.00
B.Sc. (FNH) International Nutrition Major, Administrative fee, Year 3	\$1,102.00	2.0%	\$1,124.00
<b>Medicine</b>			
Dean's Letter of Reference, single copy	\$48.00	2.0%	\$48.75
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)	\$143.00	2.0%	\$145.75
Non-credit activity course for visiting foreign medical students	\$286.50	2.0%	\$292.00
PHTH 580 Lab Fee	\$2,965.00	2.0%	\$3,024.25
Replacement ID cards	\$10.00	0.0%	\$10.00
<b>Pharmaceutical Sciences</b>			
B.Sc. (Pharm.) Practice Fee, Years 2 and 3	\$64.25	2.0%	\$65.50
B.Sc. (Pharm.) Practice Fee, Year 4	\$183.00	2.0%	\$186.50
Doctor of Pharmacy Entry-to-Practice Program, Practice Fee	\$1,061.00	2.0%	\$1,082.00
Doctor of Pharmacy Flexible Program, Practice Fee, Years 1 and 2	\$1,061.00	2.0%	\$1,082.00

SCHEDULE B  
 UBC VANCOUVER & OKANAGAN  
 PROPOSED ADMINISTRATION FEES FOR 2019-20  
 BOG Approval

	2018-19 Actual	Increase	2019-20 Proposed
<b>Mandatory Student Fees</b>			
<i>Effective May 1, 2019</i>			
iMED - Direct Billing	\$9.55	2.0%	\$9.74
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, 2019</i>			
Athletics and Recreation Fee-Vancouver (per year)	\$221.85	2.0%	\$226.29
Athletics and Recreation Fee-Okanagan (per year)	\$152.03	2.0%	\$155.07
<b>Application Fees</b>			
<i>Effective for applications to be received for 2020W and 2021S sessions</i>			
<b>Undergraduate</b>			
Undergraduate Domestic Application Fee	\$69.25	2.0%	\$70.50
Undergraduate Domestic Application Fee who are jointly applying for student housing	\$119.25	1.0%	\$120.50
Undergraduate Re-admission and/or Change of Faculty (UBC students)	\$69.25	2.0%	\$70.50
Undergraduate International Application Fee	\$116.25	2.0%	\$118.50
Undergraduate International Application Fee who are jointly applying for student housing	\$166.25	1.4%	\$168.50
B.Com. Personal Profile Fee	\$85.50	2.0%	\$87.00
Dental Hygiene Degree Completion	\$228.75	2.0%	\$233.25
Dental Hygiene Supplemental Application Fee	\$116.25	2.0%	\$118.50
Dental Medicine (D.M.D.) Application Fee	\$233.25	2.0%	\$237.75
International Dental Degree Completion (D.M.D. IDDCP) Application Fee	\$467.50	2.0%	\$476.75
Education Domestic Application Fee	\$69.25	2.0%	\$70.50
Education International Application Fee	\$104.00	2.0%	\$106.00
Education Re-Admission Application Fee	\$39.75	2.0%	\$40.50
Land and Food Systems Integrated Dietetics Program Application Fee	\$58.00	2.0%	\$59.00
Law Application Fee	\$91.50	2.0%	\$93.25
Medicine Application Fee (BC Residents)	\$122.00	2.0%	\$124.25
Medicine Application Fee (Out of Province Applicants)	\$180.50	2.0%	\$184.00
Medicine Evaluation Fee for Out of Province Transcripts	\$34.50	2.0%	\$35.00
Medical Laboratory Science Application Fee (current or former UBC students)	\$69.25	2.0%	\$70.50
Medical Laboratory Science Application Fee (non UBC students)	\$104.00	2.0%	\$106.00
Medical Laboratory Science Application Fee (International)	\$151.25	2.0%	\$154.25
Midwifery Supplemental Application Fee	\$122.00	2.0%	\$124.25
Music Supplemental Application Fee	\$69.25	2.0%	\$70.50
Nursing Supplemental Application Fee	\$124.25	2.0%	\$126.50
Nursing Prior Learning Assessment and Recognition (PLAR) Administration Fee	\$58.00	2.0%	\$59.00
Entry-to-Practice Doctor of Pharmacy Supplemental Application Fee	\$145.75	2.0%	\$148.50
Doctor of Pharmacy Flexible Program Supplemental Application Fee	\$145.75	2.0%	\$148.50
<b>Graduate</b>			
Graduate Domestic Application Fee (per department, except as below)	\$104.00	2.0%	\$106.00
Graduate International Application Fee (per department, except as below)	\$168.25	0.0%	\$168.25
Combined M.Sc. in Craniofacial Science/Clinical Specialty Diplomas Application Fee (Domestic)	\$104.00	2.0%	\$106.00
Combined M.Sc. in Craniofacial Science/Clinical Specialty Diplomas Application Fee (International)	\$286.50	2.0%	\$292.00
Combined Ph.D. in Craniofacial Science/Clinical Specialty Diplomas Application Fee (Domestic)	\$104.00	2.0%	\$106.00
Combined Ph.D. in Craniofacial Science/Clinical Specialty Diplomas Application Fee (International)	\$286.50	2.0%	\$292.00
Educational Technology (M.E.T.) Application Fee	\$104.00	2.0%	\$106.00
Certificate in Technology-Based Distributed Learning (T.B.D.L.) Application Fee	\$45.50	2.0%	\$46.25
Certificate in Technology-Based Learning for Schools (T.B.L.S.) Application Fee	\$45.50	2.0%	\$46.25
Health Administration (M.H.A.) Application Fee	\$145.75	2.0%	\$148.50
Landscape Architecture (M.L.A.) Supplemental Application Fee	\$69.25	2.0%	\$70.50
Rehabilitation Sciences (M.O.T. and M.P.T.) Supplemental Application Fee	\$116.25	2.0%	\$118.50
Sauder School of Business Application Fee for Master's level programs (I.M.B.A, M.B.A.N, E.M.B.A, M.B.A, P.M.B.A, and M.M.)	\$143.00	2.0%	\$145.75
Master of Management at University of British Columbia Okanagan (M.M.)	\$143.00	2.0%	\$145.75

SCHEDULE C  
 UBC VANCOUVER & OKANAGAN  
 ADMINISTRATION FEES FOR 2019-20  
 President Approval

	2019-20 Domestic	2019-20 International
<b>Acceptance Deposits</b>		
<i>Effective 2019W session</i>		
<b>Undergraduate</b>		
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
<b>Dentistry</b>		
B.D.Sc. Dental Hygiene Program	\$300.00	\$300.00
<b>Pharmacy</b>		
Doctor of Pharmacy Entry-to-Practice Program	\$2,000.00	N/A
Doctor of Pharmacy Flexible Program	\$2,000.00	N/A
<b>Post-baccalaureate Programs</b>		
<b>Dentistry</b>		
Doctor of Dental Medicine	\$11,250.00	N/A
<b>Law</b>		
Juris Doctor	\$600.00	\$1,000.00
<b>Medicine</b>		
Doctor of Medicine	\$1,000.00	N/A
<b>Graduate - Vancouver</b>		
<b>Applied Science</b>		
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
<b>Commerce</b>		
Master of Business Administration	\$2,500.00	\$2,500.00
Professional Master of Business Administration	\$2,500.00	\$2,500.00
International 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
<b>Forestry</b>		
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
Master of Urban Forestry Leadership	\$1,000.00	\$1,000.00
<b>Land and Food Systems</b>		
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
<b>Law</b>		
Master of Laws in Taxation	\$500.00	\$500.00
<b>Medicine</b>		
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
<b>Science</b>		
Master of Data Science	\$3,000.00	\$3,000.00
<b>Graduate - Okanagan</b>		
<b>Applied Science</b>		
Master of Engineering Leadership	\$5,000.00	\$5,000.00
<b>Arts and Sciences</b>		
Master of Data Science	\$1,000.00	\$1,000.00

# THE UNIVERSITY OF BRITISH COLUMBIA



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## MEMORANDUM

**TO:** Santa J. Ono, President and Vice-Chancellor  
**FROM:** Andrew Szeri, Provost and Vice-President Academic  
**DATE:** October 10, 2018  
**RE:** **2019-2020 Cost Recovery Fee Items (Schedule C)**

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Your approval of the attached Schedule C, Cost Recovery Fee items, is requested for the 2019-2020 academic year. These fees apply to both the Vancouver and Okanagan campuses. This Schedule was revised in November 2003 to set these items at a cost recovery level and have had increases applied annually ever since. They are presented to the Board for information and not for approval because they are not mandatory fees.

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:

- Deferred Examination
- Degree Conversion
- Diploma Certification
- Distance Education and Tech Special Examination
- Duplicate Income Tax Receipt – T2202A
- Faxes
- Parchment Replacement
- Review of Assigned Standing (per course)
- Supplemental Examination
- Transcript
- Document Distribution - Courier

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 recommended changes on September 26, 2018 and were given an opportunity to provide feedback. The increases, if approved, will be effective May 1, 2019.

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 2019-20  
 President Approval

	2018-19 Actual	Increase	2019-20 Proposed
<b>Administration Fees - COST RECOVERY</b>			
<i>Effective May 1, 2019</i>			
Calendar Course Description Fee - per course (plus PST)	\$1.00	0%	\$1.00
Deferred Examination (written off-campus)			
Okanagan	\$90.00	2%	\$91.80
Vancouver	\$90.00	2%	\$91.80
Other - Canada/US	\$100.00	2%	\$102.00
Other - International	\$140.00	2%	\$142.80
Degree Conversion (plus PST)			
OUC Degree to UBCO Degree	\$100.00	2%	\$102.00
LLB Degree to JD Degree	\$100.00	2%	\$102.00
Diploma Certification (plus PST)	\$6.50	2%	\$6.60
Diploma Certification - Same Day (plus PST)	\$13.15	2%	\$13.40
Dishonoured Payments	\$35.00	0%	\$35.00
Distance Education and Tech Special Examination	\$54.00	2%	\$55.00
Duplicate Income Tax Receipt - T2202A (plus PST)	\$6.50	2%	\$6.60
Faxes - Canada/USA	\$5.75	2%	\$5.85
Faxes - International	\$11.70	2%	\$11.90
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)	\$60.60	2%	\$61.80
Parchment Replacement Rush (plus PST)	\$121.30	2%	\$123.70
Replacement UBC Card	\$25.00	0%	\$25.00
Review of Assigned Standing (per course)	\$55.10	2%	\$56.20
Supplemental Examination (written on-campus)	\$30.00	2%	\$30.60
Supplemental Examination (written off-campus)			
Okanagan	\$90.00	2%	\$91.80
Vancouver	\$90.00	2%	\$91.80
Other - Canada/US	\$100.00	2%	\$102.00
Other - International	\$140.00	2%	\$142.80
Transcript - Each Copy (plus PST)	\$10.00	2%	\$10.20
Transcript - Same Day Pick Up (plus PST)	\$14.00	2%	\$14.25
Document Distribution - Canada Courier	\$20.00	2%	\$20.40
Document Distribution - USA Courier	\$25.00	2%	\$25.50
Document Distribution - International Courier	\$30.00	2%	\$30.60