



SUBJECT	Programs with Tuition Instalments Request to Waive Tuition Collected as a Continuing Fee in Extenuating Circumstances
SUBMITTED TO	Finance Committee
MEETING DATE	July 20, 2020
SESSION CLASSIFICATION	Recommended session criteria from Board Meetings Policy: OPEN
REQUEST	<p>Action requested - Approval</p> <p>IT IS HEREBY RESOLVED that the Finance Committee, under the authority delegated by the Board of Governors, grants the Administration the authority to waive tuition continuing fees for cohorts for students whose programs have been involuntarily extended beyond the normal time of completion due to extraordinary extenuating circumstances and under the following conditions:</p> <ul style="list-style-type: none"> <i>i.</i> an event not reasonably foreseen and not within the control of the students or the Faculty has occurred (e.g., a pandemic, epidemic, natural disaster, labour strike, war, riot, or terrorism); and this event: <i>ii.</i> triggered an unexpected and involuntary extension of the normal academic plan and thus assessment of the continuing fee (e.g., clinical practicums or other experiences had to be rescheduled for a later academic term because of the requirements of an external regulatory body); and, <i>iii.</i> affects a cohort or group of students.
LEAD EXECUTIVES	Andrew Szeri, Provost and Vice-President Academic, UBC Vancouver Ananya Mukherjee Reed, Provost and Vice-President Academic, UBC Okanagan Peter Smailes, Vice-President Finance & Operations
SUPPORTED BY	Pam Ratner, Vice-Provost & Associate Vice-President, Enrolment and Academic Facilities Kate Ross, Associate Vice-President, Enrolment Services and Registrar

PRIOR SUBMISSIONS

The subject matter of this submission has not previously been considered by the Board of Governors.

EXECUTIVE SUMMARY

The Administration recommends that the Board of Governors provide the administration with the discretion to waive tuition collected as a continuing fee for programs that have tuition instalment plans, provided that specified conditions are met, as described below, including approval being granted by the relevant Dean of the Faculty that offers the academic program and Provost. A list of the applicable programs can be found in:

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=14,266,773,1450> and

<http://www.calendar.ubc.ca/vancouver/index.cfm?tree=14,266,773,1451>

The rationale for the proposed tuition waiver is that under some extenuating circumstances (e.g., pandemics or labour disruptions) cohorts of students may not be able to complete program requirements by their anticipated program end date.

Students in the affected cohorts may involuntarily have their programs modified or extended to meet their academic program requirements (e.g., a requirement for accreditation by a professional regulator). When this occurs, and the students have completed their tuition instalment payments (which are distributed equally over the normal length of the program), an assessment of the program's continuing fee is triggered. It seems unfair to assess additional tuition when the circumstances that led to the extension of a program were outside of the cohort's control. This situation could arise only in those programs that have tuition instalment payment plans, rather than per-credit tuition rates, which require the students to pay all the tuition instalments and then, if not completed, a continuing fee (e.g., Doctor of Pharmacy Flexible Program, Vantage College, and Specialized Master's and Doctoral Degree Programs).

The following criteria would apply for approval of the waiver of the continuing fee to be considered by the relevant Dean of the Faculty offering the program and Provost. These rules are to ensure consistency and transparency across the campuses, and to provide flexibility for the Faculties to ensure that students are treated fairly:

1. An event not reasonably foreseen and not within the control of the students or the Faculty has occurred (e.g., a pandemic, epidemic, natural disaster, labour strike, war, riot, or terrorism).
2. The event in item #1 triggered an unexpected and involuntary extension of the normal academic plan and thus assessment of the continuing fee (e.g., the cohort of students' clinical practicums or other experiences had to be rescheduled for a later academic term because of the requirements of an external regulatory body).
3. It is a cohort or group of students affected.

All of the above criteria must be met. Individual extenuating circumstances (e.g., illness, death in family) or student behaviour (e.g., delay in the completion of a thesis or deferral of a course) are not included – they are addressed through other mechanisms, including leave provisions.

Policy LR4, the Tuition Consultation Policy, requires that the Responsible Executive will consult with the Elected Student Leadership when making decisions related to tuition and mandatory fees. The policy states that consultation will be undertaken on the amount of any:

- increases to Tuition or Mandatory Fees that apply to specific Programs;
- new Tuition or Mandatory Fees that apply to specific Programs;
- general increases to Tuition or Mandatory Fees that apply across multiple Faculties; and
- new Mandatory Fees that apply across multiple Faculties.

Although the recommendation in this report does not fall within one of these situations, this Board report was shared with the UBC Alma Mater Society (AMS) and Graduate Student Society (GSS) and they were invited to provide feedback prior to its submission. The GSS provided its support for this recommendation and indicated that a submission would be provided for the Board's consideration.

It is important to note that, if approved, and a waiver of the continuing fee is implemented for a group of students, student and student society fees, including the U-Pass fee, would continue to be assessed, unless the student has "opted-out" of the fee, where allowed.
