



SUBJECT	2022-2023 Non-Instructional Fees
SUBMITTED TO	Finance Committee
MEETING DATE	March 22, 2022
SESSION CLASSIFICATION	Recommended session criteria from Board Meetings Policy: OPEN
REQUEST	Resolution to be considered under Item 6: IT IS HEREBY RESOLVED that the Finance Committee recommends to the Board of Governors approval of 2022-2023 Non-Instructional Fees according to the fee schedule marked “Schedule B” and attached to the briefing, effective May 1, 2022 or September 1, 2022, as indicated.
LEAD EXECUTIVE	Andrew Szeri, Provost and Vice-President Academic, UBC Vancouver
SUPPORTED BY	Rehan Sadiq, Provost & Vice-President Academic pro tem, UBC Okanagan Peter Smailes, Vice-President Finance & Operations Lesley Cormack, Deputy Vice-Chancellor and Principal, UBC Okanagan Ainsley Carry, Vice-President Students David Shorthouse, Executive Director, Academic Portfolio Initiatives

PRIOR SUBMISSIONS This briefing is submitted annually; last received by the Finance Committee on [April 7, 2021](#).

EXECUTIVE SUMMARY

Under the provincial government’s Tuition Limit Policy, increases to mandatory fees are limited to 2%. The government’s policy has been in place since 2005. In line with this policy, increases of 0% to 2% for mandatory fees are recommended to the Board for approval. The President has approved increases of 2% for non-mandatory fees.

Note: Schedule A can be found in Appendix 1 of the Tuition 2022-2023 Briefing.

Schedule B: Increases to mandatory Administrative Fees

The Administration recommends increases of 0% to 2%, effective May 01, 2022 or September 01, 2022, for mandatory non-instructional fees as indicated on the attached Appendix 1. Board approval is required for increases to mandatory fees.

Schedule C: Increases to Cost Recovery Items

The President has approved a 2% increase for non-mandatory cost-recovery fees, effective May 01, 2022. These fees are listed on the attached Appendix 2 for information and do not require Board approval.

All increases reflect an increase in the cost of delivering services and apply to both the UBC Vancouver and Okanagan campuses.

APPENDICES

1. Schedule B: Proposed Administrative Fees for 2022-23
2. Memo to President: 2022-23 Cost Recovery Items – Schedule C

SCHEDULE B
UBC VANCOUVER & OKANAGAN
PROPOSED ADMINISTRATION FEES FOR 2022-23
BOG Approval

	2021-22 Actual	Increase	2022-23 Proposed
Program and Course Fees			
Effective May 1, 2022			
Co-op Course Fee ¹	\$805.75	2.0%	\$821.75
Co-op Administration and Workshop Fee	\$261.75	2.0%	\$266.75
Distance Education Course Administration Fee (per course)	\$54.25	2.0%	\$55.25
English Foundation Program (per EAP 103 and EAP 104)	\$5,805.50	2.0%	\$5,921.50
Field Trips	Variable	Variable	Variable
Intercultural Development Inventory Assessment Fee ²	Up to \$40.00	2.0%	Up to \$40.75
Student Accident Insurance	\$7.00	0.0%	\$7.00
Visual Arts (VISA) studio fee (per course)	\$35.00	2.0%	\$35.50
Effective September 1, 2022			
Go Global Application and Administration Fee (applies also to VIRS)	\$415.00	0.0%	\$415.00
Faculty Fees			
Effective September 1, 2022			
Applied Science			
B.A.Sc. Annual Professional Activities Fee	\$120.75	2.0%	\$123.00
B.A.Sc. Biomedical Engineering (Years 2-4) Annual Program Fee (once per program year level) ³	\$795.75	0.0%	\$795.75
M.Eng., International Option Professional Activity Fee	\$7,000.00	0.0%	\$7,000.00
Visiting Students from National University of Singapore in equivalent M.S. program - Professional Activity Fee	\$3,500.00	0.0%	\$3,500.00
Dentistry			
Dentistry, Short-Term Visiting Students	\$59.00	2.0%	\$60.00
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, year 1 only for Pediatric Dentistry)	\$31,358.75	2.0%	\$31,985.75
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, year 1 only for Pediatric Dentistry)	\$36,141.25	2.0%	\$36,864.00
Domestic Annual Clinic Fee (After year 1, Combined Master of Science in Craniofacial Science/Diploma in Pediatric Dentistry, Combined Doctor of Philosophy in Craniofacial Science/Diploma in Pediatric Dentistry)	\$15,678.50	2.0%	\$15,992.00
International Annual Clinic Fee (After year 1, Combined Master of Science in Craniofacial Science/Diploma in Pediatric Dentistry, Combined Doctor of Philosophy in Craniofacial Science/Diploma in Pediatric Dentistry)	\$18,070.25	2.0%	\$18,431.50
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, year 1 only for Pediatric Dentistry)	\$3,957.00	2.0%	\$4,036.00
Annual Patient Innovation Fee (After year 1, Combined Master of Science in Craniofacial Science/Diploma in Pediatric Dentistry, Combined Doctor of Philosophy in Craniofacial Science/Diploma in Pediatric Dentistry)	\$1,978.25	2.0%	\$2,017.75
Annual Clinic Fee (D.M.D. International Dental Degree Completion Program)	\$36,141.25	2.0%	\$36,864.00
Annual Clinic Fee (B.D.Sc. Dental Hygiene Program)	\$10,553.75	2.0%	\$10,764.75
¹ Arts co-op course fee is split 50/50 between a search term course and a work term course.			
² All students who pursue the major or minor in World Literatures and Intercultural Communication at UBC Okanagan will be required to complete the Intercultural Development Inventory (IDI: a standardized assessment), preferably pre- and post-program, but at least once before they graduate. They will receive individual feedback sessions, scores and reports. Costs for this licensed assessment will be met with a mandatory program fee collected by the Faculty.			
³ As a clarification from the prior submission, the Biomedical Engineering annual program fee for students registered in a UBC co-op work term is deferred to the following year, rather than completely eliminated for that year level.			

SCHEDULE B
UBC VANCOUVER & OKANAGAN
PROPOSED ADMINISTRATION FEES FOR 2022-23
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	2021-22 Actual	Increase	2022-23 Proposed
Education			
Criminal Records Review	\$47.25	2.0%	\$48.00
Verification letter to be sent to a Canadian certification authority outside of BC:			
Records more than 2, yet less than 11, years old	\$60.00	2.0%	\$61.00
Records 11 years or older	\$120.75	2.0%	\$123.00
Verification letter to be sent to a certification authority outside of Canada:			
Records more than 2, yet than less 11, years old	\$120.75	2.0%	\$123.00
Records 11 years or older	\$242.50	2.0%	\$247.25
Land and Food Systems			
Annual Integrated Dietetics Program Administration Fee ³	\$1,824.00	2.0%	\$1,860.00
Graduate Certificate in Aquaculture Field Trip and Text book Fee	\$1,020.00	2.0%	\$1,040.00
Medicine			
Dean's Letter of Reference, single copy	\$50.25	2.0%	\$51.25
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)	\$151.25	2.0%	\$154.25
Non-credit activity course for visiting foreign medical students	\$303.50	2.0%	\$309.50
PHTH 580 Lab Fee	\$3,146.00	2.0%	\$3,208.75
Replacement ID cards	\$10.00	0.0%	\$10.00
Pharmaceutical Sciences			
B.Sc. (Pharm.) Practice Fee, Years 2 and 3	\$68.00	2.0%	\$69.25
B.Sc. (Pharm.) Practice Fee, Year 4	\$193.75	2.0%	\$197.50
Pharmaceutical Sciences (B.P.Sc.) Lab Fee, Years 2 to 4	\$1,560.50	2.0%	\$1,591.50
Doctor of Pharmacy Entry-to-Practice Program, Practice Fee	\$1,125.50	2.0%	\$1,148.00
Doctor of Pharmacy Flexible Program, Practice Fee, Years 1 and 2	\$1,125.50	2.0%	\$1,148.00
Mandatory Student Fees			
Effective May 1, 2022			
iMED - Direct Billing	\$10.14	2.0%	\$10.34
iMED - International Student Medical Insurance (1 month)	\$75.00	0.0%	\$75.00
iMED - International Student Medical Insurance (2 months)	\$150.00	0.0%	\$150.00
iMED - International Student Medical Insurance (3 months)	\$225.00	0.0%	\$225.00
iMED - International Student Medical Insurance (4 months)	\$300.00	0.0%	\$300.00
iMED - International Student Medical Insurance (one-term exchange)	\$315.00	0.0%	\$315.00
iMED - International Student Medical Insurance (5 months)	\$375.00	0.0%	\$375.00
iMED - International Student Medical Insurance (6 months)	\$450.00	0.0%	\$450.00
Effective September 1, 2022			
Athletics and Recreation Fee-Vancouver (per year)	\$235.43	2.0%	\$240.14
Athletics and Recreation Fee-Okanagan (per year)	\$161.34	2.0%	\$164.56

³ Previously listed as Annual Dietetics Internship Fee, renamed to Annual Integrated Dietetics Program Administration Fee, to align with revised program name as approved by Senate in January 2021.

SCHEDULE B
UBC VANCOUVER & OKANAGAN
PROPOSED ADMINISTRATION FEES FOR 2022-23
BOG Approval


	2021-22 Actual	Increase	2022-23 Proposed
Application Fees			
<i>Effective for applications to be received for 2023W and 2024S sessions</i>			
Undergraduate			
Undergraduate Domestic Application Fee	\$73.00	2.0%	\$74.25
Undergraduate Re-admission and/or Change of Faculty (UBC students)	\$73.00	2.0%	\$74.25
Undergraduate International Application Fee	\$123.00	2.0%	\$125.25
B.Com. Personal Profile Fee	\$90.25	2.0%	\$92.00
Dental Hygiene Degree Completion	\$242.50	2.0%	\$247.25
Dental Hygiene Supplemental Application Fee	\$123.00	2.0%	\$125.25
Dental Medicine (D.M.D.) Application Fee	\$247.25	2.0%	\$252.00
International Dental Degree Completion (D.M.D. IDDCP) Application Fee	\$495.75	2.0%	\$505.50
Education Domestic Application Fee	\$73.00	2.0%	\$74.25
Education International Application Fee	\$110.00	2.0%	\$112.00
Education Re-Admission Application Fee	\$42.00	2.0%	\$42.75
Land and Food Systems Integrated Dietetics Program Application Fee	\$61.00	2.0%	\$62.00
Law Application Fee	\$96.75	2.0%	\$98.50
Medicine Application Fee (BC Residents)	\$129.00	2.0%	\$131.50
Medicine Application Fee (Out of Province Applicants)	\$191.25	2.0%	\$195.00
Medicine Evaluation Fee for Out of Province Transcripts	\$36.00	2.0%	\$36.50
Medical Laboratory Science Application Fee (current or former UBC students)	\$73.00	2.0%	\$74.25
Medical Laboratory Science Application Fee (non UBC students)	\$110.00	2.0%	\$112.00
Medical Laboratory Science Application Fee (International)	\$160.25	2.0%	\$163.25
Midwifery Supplemental Application Fee	\$129.00	2.0%	\$131.50
Music Supplemental Application Fee	\$73.00	2.0%	\$74.25
Nursing Supplemental Application Fee	\$131.50	2.0%	\$134.00
Nursing Prior Learning Assessment and Recognition (PLAR) Administration Fee	\$61.00	2.0%	\$62.00
Pharmaceutical Sciences (B.P.Sc.) Supplemental Application Fee	\$90.25	2.0%	\$92.00
Entry-to-Practice Doctor of Pharmacy Supplemental Application Fee	\$154.25	2.0%	\$157.25
Doctor of Pharmacy Flexible Program Supplemental Application Fee	\$154.25	2.0%	\$157.25
Graduate			
Graduate Domestic Application Fee (per department, except as below)	\$110.00	2.0%	\$112.00
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)	\$110.00	2.0%	\$112.00
Combined M.Sc. in Craniofacial Science/Clinical Specialty Diplomas Application Fee (International)	\$303.50	2.0%	\$309.50
Combined Ph.D. in Craniofacial Science/Clinical Specialty Diplomas Application Fee (Domestic)	\$110.00	2.0%	\$112.00
Combined Ph.D. in Craniofacial Science/Clinical Specialty Diplomas Application Fee (International)	\$303.50	2.0%	\$309.50
Educational Technology (M.E.T.) Application Fee	\$110.00	2.0%	\$112.00
Certificate in Technology-Based Distributed Learning (T.B.D.L.) Application Fee	\$47.75	2.0%	\$48.50
Certificate in Technology-Based Learning for Schools (T.B.L.S.) Application Fee	\$47.75	2.0%	\$48.50
Health Administration (M.H.A.) Application Fee	\$154.25	2.0%	\$157.25
Landscape Architecture (M.L.A.) Supplemental Application Fee	\$73.00	2.0%	\$74.25
Rehabilitation Sciences (M.O.T. and M.P.T.) Supplemental Application Fee	\$123.00	2.0%	\$125.25
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.)	\$151.25	2.0%	\$154.25
Sauder School of Business Application Fee for Undergraduate Program/Master of Management Dual Degree Program Option	\$40.00	0.0%	\$40.00
Master of Management at University of British Columbia Okanagan (M.M.)	\$151.25	2.0%	\$154.25

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, UBC Vancouver
Ananya Mukherjee-Reed, Provost and Vice-President Academic, UBC Okanagan

DATE: February 7, 2022

RE: **2022-23 Cost Recovery Fee Items – Schedule C**

Your approval of the attached Schedule C, Cost Recovery Fee items, is requested for the 2022/23 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 January 24, 2022 and were given an opportunity to provide feedback. The increases, if

approved, will be made effective May 1, 2022. Schedule C will be sent to the Board of Governors as an information item.

cc: Lesley Cormack
Kate Ross

SCHEDULE C
 UBC VANCOUVER & OKANAGAN
 ADMINISTRATION FEES FOR 2022-23
 President Approval

	2022-23 Domestic	2022-23 International	Deferral Deposit Domestic	Deferral Deposit International
Acceptance Deposits				
Undergraduate				
Domestic Students (except below)	\$500.00	N/A	N/A	N/A
International Students (except below; partial refund available)	N/A	\$1,000.00	N/A	N/A
Vantage College Students (partial refund available)	N/A	\$3,000.00	N/A	N/A
Dentistry				
B.D.Sc. Dental Hygiene Program	\$300.00	\$300.00	N/A	N/A
Pharmacy				
Doctor of Pharmacy Entry-to-Practice Program	\$2,000.00	N/A	N/A	N/A
Doctor of Pharmacy Flexible Program	\$2,000.00	N/A	N/A	N/A
Post-baccalaureate Programs				
Dentistry				
Doctor of Dental Medicine	\$11,250.00	\$11,250.00	N/A	N/A
Combined Master of Science in Craniofacial Science and Diploma in Endodontics	\$12,250.00	\$17,500.00	N/A	N/A
Combined Master of Science in Craniofacial Science and Diploma in Orthodontics	\$12,250.00	\$17,500.00	N/A	N/A
Combined Master of Science in Craniofacial Science and Diploma in Pediatric Dentistry	\$12,250.00	\$17,500.00	N/A	N/A
Combined Master of Science in Craniofacial Science and Diploma in Periodontics	\$12,250.00	\$17,500.00	N/A	N/A
Combined Master of Science in Craniofacial Science and Diploma in Prosthodontics	\$12,250.00	\$17,500.00	N/A	N/A
Combined Doctor of Philosophy in Craniofacial Science and Diploma in Endodontics	\$12,250.00	\$17,500.00	N/A	N/A
Combined Doctor of Philosophy in Craniofacial Science and Diploma in Orthodontics	\$12,250.00	\$17,500.00	N/A	N/A
Combined Doctor of Philosophy in Craniofacial Science and Diploma in Pediatric Dentistry	\$12,250.00	\$17,500.00	N/A	N/A
Combined Doctor of Philosophy in Craniofacial Science and Diploma in Periodontics	\$12,250.00	\$17,500.00	N/A	N/A
Combined Doctor of Philosophy in Craniofacial Science and Diploma in Prosthodontics	\$12,250.00	\$17,500.00	N/A	N/A
Law				
Juris Doctor	\$600.00	\$1,000.00	N/A	N/A
Medicine				
Doctor of Medicine	\$1,000.00	N/A	N/A	N/A
Certificate Programs				
Graduate Certificate in Aquaculture	\$3,000.00	\$5,000.00	N/A	N/A

SCHEDULE C
 UBC VANCOUVER & OKANAGAN
 ADMINISTRATION FEES FOR 2022-23
 President Approval

	2022-23 Domestic	2022-23 International	Deferral Deposit Domestic	Deferral Deposit International
Acceptance Deposits				
Graduate - Vancouver				
Applied Science				
Master of Engineering Leadership	\$5,000.00	\$5,000.00	N/A	N/A
Master of Health Leadership and Policy	\$5,000.00	\$5,000.00	N/A	N/A
Master of Architecture	\$1,000.00	\$1,000.00	N/A	N/A
Master of Landscape Architecture	\$1,000.00	\$1,000.00	N/A	N/A
Dual Master of Architecture and Master of Landscape Architecture	\$1,000.00	\$1,000.00	N/A	N/A
Master of Urban Design	\$1,000.00	\$1,000.00	N/A	N/A
Arts				
Master of Public Policy and Global Affairs	\$1,000.00	\$1,000.00	N/A	N/A
Commerce				
Master of Business Administration	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00
Tuition Approval – Master of Business Administration and Master of Business Analytics Dual Degree Program Option	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00
Professional Master of Business Administration	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00
International Master of Business Administration	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00
Dual Master of Business Administration and Juris Doctor*	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00
Master of Business Analytics	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00
Master of Management	\$5,000.00	\$5,000.00	\$2,500.00	\$2,500.00
Forestry				
Master of Geomatics for Environmental Management	\$1,000.00	\$1,000.00	N/A	N/A
Master of International Forestry	\$1,000.00	\$1,000.00	N/A	N/A
Master of Sustainable Forest Management	\$1,000.00	\$1,000.00	N/A	N/A
Land and Food Systems				
Master of Food Science	\$300.00	\$840.00	N/A	N/A
Master of Food and Resource Economics	\$600.00	\$900.00	N/A	N/A
Master of Land and Water Systems	\$300.00	\$840.00	N/A	N/A
Law				
Master of Laws in Taxation	\$500.00	\$500.00	N/A	N/A
Medicine				
Master of Global Surgical Care	\$1,000.00	\$1,000.00	N/A	N/A
Master of Health Administration	\$1,000.00	\$1,000.00	N/A	N/A
Master of Occupational Therapy	\$300.00	\$300.00	N/A	N/A
Master of Physical Therapy	\$1,000.00	\$1,000.00	N/A	N/A
Master of Public Health	\$250.00	\$250.00	N/A	N/A
Combined Master of Public Health with Diploma in Dental Public Health	\$250.00	\$250.00	N/A	N/A
Combined Master of Public Health and Master of Science in Nursing	\$250.00	\$250.00	N/A	N/A
Master of Science in Audiology and Speech Sciences	\$200.00	N/A	N/A	N/A
Science				
Master of Data Science	\$3,000.00	\$3,000.00	N/A	N/A
Graduate - Okanagan				
Applied Science				
Master of Engineering Leadership	\$5,000.00	\$5,000.00	N/A	N/A
Master of Design	\$500.00	\$1,000.00	N/A	N/A
Management				
Master of Management	\$1,000.00	\$1,000.00	N/A	N/A
Arts and Sciences				
Master of Data Science	\$3,000.00	\$3,000.00	N/A	N/A
* Deposit for Master of Business Administration portion only.				