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<b>SUBJECT</b>	Non-Refundable Registration Deposits for Master of Educational Technology and Certificates - Elimination
<b>SUBMITTED TO</b>	Finance Committee
<b>MEETING DATE</b>	September 20, 2022
<b>SESSION CLASSIFICATION</b>	Recommended session criteria from Board Meetings Policy: OPEN
<b>REQUEST</b>	APPROVAL REQUESTED IT IS HEREBY RESOLVED that the Finance Committee, in accordance with authority delegated by the Board of Governors, approves the elimination of the \$250 non-refundable registration deposit for the Master of Educational Technology program and its associated certificates.
<b>LEAD EXECUTIVE</b>	Gage Averill, Provost and Vice-President Academic <i>pro tem</i> , UBC Vancouver
<b>SUPPORTED BY</b>	Karamjeet Heer, Interim Vice-President Finance

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**PRIOR SUBMISSIONS**

The subject matter of this submission has not previously been considered by the Finance Committee.

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**EXECUTIVE SUMMARY**

Enrolment Services recommends that the \$250 non-refundable registration deposit for all Master of Educational Technology and its two associated graduate-level certificates (Technology Based Learning for Schools and Technology Based Distributed Learning) be eliminated effective December 2022. In April 2021, it was approved that the \$100 registration deposit is removed for all other undergraduate and certificate programs.

Background Information and Rationale

All students in the Master of Educational Technology and its associated certificates currently pay the \$250 non-refundable registration deposit before they are permitted to register in credit-based courses. Failure to make payment blocks access to all course registration functionality in the Student Service Centre. Students forfeit the registration deposit if they subsequently drop their courses, or are unable to enrol in courses for which they have been waitlisted. The deposit is applied toward the total tuition owing if students continue their registration in their courses and do not withdraw.

It is proposed that the administration eliminate the \$250 non-refundable registration deposit, which will better align with peer institutions' practices, and improve access, equity and fairness for students by not blocking them from course registration for financial reasons alone. The University of Victoria and SFU, as well as several local colleges do not use a registration deposit system. UBC has also removed a \$100 non-refundable registration deposit for continuing students, previously charged to undergraduate and other certificates, in April 2021.

Elimination of the deposit would remove a financial barrier for UBC's students who are unable to make this deposit or who are awaiting funding (e.g., sponsorship funding).

### Financial Impact

UBC currently collects approximately \$10,000 each year through forfeited registration deposits from students in the Master of Educational Technology and associated certificates.

Enrolment Service advising staff spend hours each registration period explaining to students how the non-refundable deposit works, and why they are not eligible for refunds. When this occurs, students can express frustration that they were not able to register in courses that they needed or dropped all their courses in advance of the drop deadline, and yet were required to forfeit the \$250 deposit.

The financial impact to the university will be forgoing annually \$10,000 in general operating revenue.

### Schedule

A high-level review conducted by UBC IT confirmed that it is possible to change the registration deposit from \$250 to \$0 to support the change, if approved by the Board of Governors. The anticipated timeline to make the necessary IT changes is October to December 2022.

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### **SUPPLEMENTAL MATERIALS (optional reading for Governors)**

1. [https://bog3.sites.olt.ubc.ca/files/2021/04/3\\_2021.04\\_Non-Refundable-Registration-Deposit-Elimination.pdf](https://bog3.sites.olt.ubc.ca/files/2021/04/3_2021.04_Non-Refundable-Registration-Deposit-Elimination.pdf)