



SUBJECT	Tuition - Master of Urban Forestry Leadership Part-Time Study Option
SUBMITTED TO	Finance Committee
MEETING DATE	March 22, 2023
SESSION CLASSIFICATION	Recommended session criteria from Board Meetings Policy: OPEN
REQUEST	<p>APPROVAL REQUESTED</p> <p>IT IS HEREBY RESOLVED that the Finance Committee, under authority delegated by the Board of Governors, approves 2023-2024 tuition of \$2,653.02 per instalment for domestic students and \$4,873.05 per instalment for international students for the part-time study option in the Master of Urban Forestry Leadership program (minimum of eight instalments), subject to increases as approved by the Board of Governors.</p>
LEAD EXECUTIVE	Gage Averill, Provost and Vice-President Academic, UBC Vancouver
SUPPORTED BY	Simon Bates, Vice-Provost and Associate Vice-President Teaching and Learning <i>pro tem</i> Bhushan Gopaluni, Vice-Provost and Associate Vice-President Faculty Planning <i>pro tem</i>

PRIOR SUBMISSIONS

The subject matter of this submission was previously considered by the Finance Committee on [April 19, 2018](#) (OPEN SESSION). Action: Tuition approval for the Master of Urban Forestry Leadership full-time program option.

EXECUTIVE SUMMARY

The Master of Urban Forestry Leadership (MUFL), offered by the Faculty of Forestry, is a professional course-based master’s program offered fully online. First launched in September 2021, MULF is a 30-credit, 13-month full-time program, based on a comprehensive, interdisciplinary perspective of urban forestry with strong emphasis on governance and strategic management of urban forests. Currently the only registration option available to students is the full-time, 13-month program. The Faculty is seeking approval to create a part-time, 25-month option.

Providing a part-time option will enable the program to more successfully support working professionals who may be already working with aspects of urban forestry (in the public, private or not-for-profit sector), but who want to upgrade their knowledge, skills and networks. For these mid-career professionals, a part-time option would be advantageous for their career development, as at this point in their careers they have many personal, financial and professional commitments. Retaining an employee who can immediately apply their learnings from the classroom to their work is also beneficial for the employer. Including working professionals also enhances the program as the students bring their current projects to the classroom to share with their fellow students. Being able to provide a part-time opportunity will reduce the numbers of declines and deferrals and boost the overall registration into the program. It is expected that part-time students would be able to maintain full-time employment and therefore would have more financial stability throughout their studies.

Proposed tuition fees for the part-time program are equivalent to the current full-time MUFL program, but will be spread over eight instead of four instalments. The table below summarizes this proposal using 2023-2024 rates.

	Min. Number of Instalments	Domestic Tuition Instalment Rate	Domestic Continuing Fee*	International Tuition Instalment Rate	International Continuing Fee*	Domestic Total Tuition	International Total Tuition
Full-Time Option	4	\$5,306.04	\$823.50 (proposed)	\$9,746.10	\$3,166.73 (proposed)	\$21,224.16	\$38,984.40
Part-Time Option	8	\$2,653.02	\$823.50	\$4,873.05	\$3,166.73	\$21,224.16	\$38,984.40

*Continuing Fees for the full-time option are currently approved at \$5,306.04 for domestic students and \$9,746.10 for international students. The Faculty has presented a separate motion this Board cycle to reduce continuing fee rates for domestic and international students to align with standard master's degree program for the full-time option.

Recognizing the high international tuition differential, the Faculty has committed to offer up to 10 awards of \$10,000 each to international students. Funding for the awards will come from tuition revenue. The program, across both options, aims to enrol up to 25 students, where approximately 50% are international. These scholarships will be available to students in the full-time option, per the existing Senate Policy on Student Awards.

The Office of the Vice-President Students conducted a student consultation regarding the tuition proposal (as per Policy LR4). The e-consultation was conducted from November 03, 2022 to December 03, 2022. Submissions were received from the GSS and the AMS.

- The AMS is in favour of the proposed part-time offering and appreciate the continued offering of online learning which will allow the students, who are mainly working professionals, to be able to attend to their other responsibilities and can contribute to alleviating financial stress.
- The GSS raised questions related to the tuition proposal, primarily as it relates to the tuition differential between domestic and international students. The Faculty of Forestry responded to these questions and concerns in a follow up letter noting that the consultation at this time is regarding the new payment schedule for the proposed part-time study option, rather than consultation on the tuition fees charged since those were set in 2018. The Faculty also provided the requested benchmarking against comparator programs and noted that they intend to offer ten \$10,000 award to international students to help reduce the tuition margin. Unfortunately, at the time of consultation, the Faculty hoped to offer these awards to eligible international students in *either* the full-time or part-time option, however the Faculty has since learned that, per the existing Senate Policy on Student Awards, only full-time students will be eligible. A follow-up email was sent to the GSS clarifying this information.

This new part-time option does not require any changes in the program structure, courses or the ways in which the program is delivered. The part-time students join the same courses as the full-time students, but do fewer courses per term and finish the program in 25 months instead of 13. No further financial resources are required to launch or deliver this part-time iteration of the MUFL program program and it will be entirely delivered using existing teaching and support resources within the Faculty.

The Faculty hopes to offer the part-time option starting in September 2023.

The MULF full-time iteration was approved by the Board of Governors in April 2018. At that time, the Board approved a non-refundable acceptance deposit of \$1,000 for both domestic and international students, but due to an administrative oversight, the creation of this acceptance deposit was not approved by the President. A memorandum signed by the President is attached to this Board submission approving a recommendation that allows the MULF program to charge a \$1,000 non-refundable acceptance deposit to both domestic and international students in both the full-time and part-time iterations.

Acceptance deposits are credited towards the first tuition instalment, and forfeited by students who accept an offer of admission and then fail to register or decline the offer after the fact, unless there are extenuating circumstances.

APPENDICES

1. Tuition and Fee Assessment Details
2. Student Tuition Consultation Report
3. Memorandum approved by the President: Non-Refundable Acceptance Deposit for the Master of Urban Forestry Leadership Program (Full-Time and Part-Time Options)

Tuition and Fee Assessment Details

Program Description: Master of Urban Forestry Leadership (Part-Time option)

Anticipated Start Date: September 1, 2023

	Domestic	International
Tuition fees per instalment – Note 1	\$2,653.02	\$4,873.05
Minimum No. of Instalments	8	8
Continuing Fees per Instalment (assessed after 8 instalments)	\$823.50	\$3,166.73
Application Fees (Graduate) – Note 2	\$114.00	\$168.25
Non-Refundable Acceptance Deposit – Note 3	\$1,000.00	\$1,000.00

Note 1 – Proposed per instalment rate is half of approved 2023/2024 per instalment rate for the Master of Urban Forestry Leadership (full-time option) and meant to be aligned as such. Proposed tuition will be subject to annual increases as established by the university. Tuition and student fees are charged in four equal instalments payable in July, September, January and May.

Note 2 – This is the current fee for the 2024W application cycle and is subject to annual increases.

Note 3 – The non-refundable acceptance deposit will be applied towards the first tuition instalment.

MASTER OF URBAN FORESTRY LEADERSHIP

STUDENT TUITION CONSULTATION REPORT

The Vice-President, Students Office, in partnership with the Faculty of Forestry, conducted a student consultation regarding the proposal for a part-time, 25-month option of their existing Master of Urban Forestry Leadership (MUFL). This report outlines the consultation process and summarizes student feedback including the student representatives' submission verbatim in Appendix 2.

Student Representative Bodies Invited to the Consultation

- Alma Mater Society (AMS)
- Graduate Student Society (GSS)

Mode of Consultation

The consultation consisted of an e-consultation. Student representative groups were invited to the consultation through email, and asked to distribute the invitation to their constituents as they felt appropriate. Student representative groups were also offered a face-to-face/zoom meeting to discuss the tuition proposal. A meeting was not requested by student representatives.

Basis of Consultation: The consultation was based on a tuition proposal and rationale document created by the Faculty. Please see Appendix 1 for the invitation and tuition rationale document.

Timelines: The e-consultation was conducted over the period of Thursday November 3, 2022 to Saturday December 3, 2022.

Summary of Student Feedback: Submissions were received from the AMS and the GSS. The verbatim submissions are in Appendix 2.

No individual student submissions were received.

Organization	Summary
AMS	<p>Support for proposed program</p> <p>“The AMS is in favour of the proposed part-time offering of the MUFL program. We also appreciate the continued offering of online learning which will allow the students, who are mainly working professionals, to be able to attend to their other responsibilities and can contribute to alleviating financial stress.”</p>
GSS	<p>Revise tuition fees for international students</p> <p>“It is unclear why there is a wide margin in the tuition fees for domestic and international students. The proposed/current tuition for international professionals is approximately twice that of domestic professionals. We believe this aspect should be looked into and revised accordingly.”</p>

Faculty Response: The Faculty of Forestry provided a response to the feedback received from the GSS. GSS was informed of the Faculty response on January 18, 2023 and invited provide additional comments by Friday January 27, 2023. No response was been received. Additional details can be found in Appendix 2.

APPENDIX 1: INVITATION TO CONSULTATION AND TUITION RATIONALE DOCUMENT

*****This message is sent on behalf of Dr. Samantha Reid, Executive Director of the Office of the Vice President, Students*****

Hello everyone,

There is a proposal by the by the Faculty of Forestry for their existing Master of Urban Forestry Leadership (MUFL). This is a professional course-based master's program which is offered fully online. Currently the only registration option available to students is a full-time, 13-month program and they wish to now create a new part-time, 25-month option.

In order to inform the program leads and the Board of Governors with regards to the **tuition proposal** for this program, the University is undertaking a consultative process to get your comments as student representatives, and provide an opportunity for students to provide individual comments on the tuition proposal if they wish. **Please note: the scope of this consultation process is limited to the tuition proposal.**

The consultation will consist of:

1. e-consultation

Please find attached a document which outlines the details of the tuition proposal, including:

- an overview of the program,
- the student consultation that has happened to date,
- the tuition and fees rationale for the program, and
- the proposed tuition and fees.

Please share the document and this email as you see appropriate. **Comments and student organization submissions on the tuition proposal can be provided to Irena Deretic – Administrative Coordinator, Office of the Vice President Students (vpsassist@mail.ubc.ca).**

2. Face to Face/Zoom meeting

If requested by student representatives, we can arrange a face-to-face/Zoom meeting with the program leads regarding this tuition proposal. Please advise as soon as possible if you would like us to arrange a meeting.

THE CONSULTATION PROCESS WILL END ON SATURDAY, DECEMBER 3, 2022 AT MIDNIGHT.

Confidentiality

- Comments will be collected by the Vice-President Students Office, and only analysts within that office will know the identity of individual students submitting comments. At no time will anyone outside of the Vice President Students Office know the identity of individual students who submit comments to this consultation. Your comments will only be used for the purposes of the tuition consultation.
- Comments from individual students will be stripped of any identifying information to ensure confidentiality, but otherwise will be provided to the responsible program leads and Board of Governors verbatim.
- Comments received from student organizations will be reported as coming from those organizations, and provided to the responsible faculty and Board of Governors as received. There will also be a summary report of the consultation developed for the Faculty and Board of Governors.

Please let me know if you have any questions about the process.

Thank you,

Samantha

Samantha Reid Ph.D. (she/her)

Executive Director

Office of the Vice President Students

The University of British Columbia | Musqueam & Syilx Okanagan Nation Traditional Territories

6328 Memorial Road | Vancouver BC | V6T 1Z2

Phone 604 827 2922 | samantha.reid@ubc.ca



THE UNIVERSITY OF BRITISH COLUMBIA

Tuition Proposal for Consultation

MASTER OF URBAN FORESTRY LEADERSHIP (MUFL)

PROGRAM OVERVIEW

The proposal under consultation represents a proposed change to the existing Master of Urban Forestry Leadership (MUFL) offered by the Faculty of Forestry. This is a professional course-based master's program which is offered fully online. Currently the only registration option available to students is a full-time, 13-month program and we wish to now create a new part-time, 25-month option.

Highly-qualified urban forestry professionals are becoming increasingly necessary in cities around the world due to the rapid pace and scale of urbanization, the need to adapt to multiple impacts of climate change in cities, and increasing demand from the public for the recreational, psychological, and health benefits that trees and greenspaces provide.

By the end of the program, students are able to:

- Lead urban forestry programs and projects, and coordinate interdisciplinary teams.
- Understand the political, governance, legal, administrative and business contexts of urban forestry, and connect urban forestry issues to wider government and other agendas.
- Understand the specific challenges and opportunities associated with growing trees and other vegetation in urban areas.
- Compile, use and present information on key aspects of urban forestry, such as urban forest resources, ecosystem services, arboriculture and urban woodland management, and interactions between people and trees.
- Engage with communities and other partners in developing and implementing urban forestry programs and projects.
- Work with urban forestry in local, national and international contexts.

First launched in September 2021, MULF is a 30-credit, 13-month program, based on a comprehensive, interdisciplinary perspective of urban forestry with strong emphasis on governance and strategic management of urban forests. The program has an international focus, with students, teachers and case studies deriving from different parts of the globe. It is targeted for professionals with urban forestry related work experience in the public, private or not-for-profit sector, but also recent graduates from the UBC Bachelor of Urban Forestry program or similar programs.

During program development it was intended to offer the program using a mixed delivery model, with a short 3-credit online component in the beginning, followed by a 21 credit on-campus component. The final 6-credit capstone course can be done off-campus, based on individual student interests and/or their employer's needs. Due to the COVID-19 pandemic, the program launched 100% online. Based on student feedback, continuing to offer the program online is the preferred mode of delivery as the majority of students are working professionals. Due to family, work and financial reasons, moving to Vancouver would not have been a possibility for most of them.

Being able to provide a part-time opportunity will reduce the numbers of declines and deferrals and boost the overall registration into the program. It is expected that part-time students would be able to maintain full-time employment and therefore would have more financial stability throughout their studies.

CONSULTATION DURING THE PROGRAM DEVELOPMENT PROCESS

The focus of the program is on professionals who already work with aspects of urban forestry (in the public, private or not-for-profit sector), but who want to upgrade their knowledge, skills and networks to reflect the current state-of-the art of urban forestry at the international level.

For these mid-career professionals, a part-time option would be advantageous for their career development, as at this point in their careers they have many personal, financial and professional commitments. Retaining an employee who can immediately apply their learnings from the classroom to their work is also beneficial for the employer. Including working professionals enhances the program as the students bring their current projects to the classroom to share with their fellow students.

Support for the inclusion of a part-time option was noted during our alumni survey (627 respondents) conducted prior to launching program:

- 69% of the respondents considered the flexibility in terms of when courses are delivered as very important or important
- 60% considered the flexibility in terms of how courses are delivered (e.g., availability of online courses) as very important or important

The Exit Survey of the first cohort (2021-2022) of students showed the importance of the part-time option. Many students tried to work full or part-time while studying, but soon found that extremely difficult. They would have preferred a part-time option for a number of reasons, including financially (keeping employment, longer payment period for the tuition) and academically (more time for studies to fully absorb the learnings). We have heard similar comments from applicants who decided in the end not to accept our offer and through several urban forestry conferences where we have marketed the program to working professionals.

We have also received feedback regarding the high international tuition fees (\$37,128) for the program, especially as it is offered online. We will be providing up to eight \$10,000 awards to students who demonstrate financial need, especially those from lower income countries.

TUITION AND FEES RATIONALE

The proposed tuition fees for the part-time program are equivalent to the current full-time MUFL program, but will be spread over eight instead of four instalments¹. For the 2022/23 academic year, proposed part-time tuition instalments amounts are proposed at:

- Domestic students: \$2,601.00 per instalment for 8 minimum instalments, equivalent to \$20,808 in total
- International students: \$4,641.00 per instalment for 8 minimum instalments, equivalent to \$37,128 in total

These fees are subject to increases as approved by the Board. We hope to offer the part-time option in September 2023. There are no additional mandatory fees associated with the program.

Tuition for comparable UBC programs (with a 2022 start)

Master of Engineering Leadership (MEL), part-time

- Domestic students: \$5,169 per instalment for 6 minimum instalments, equivalent to \$31,014 in total
- International students: \$9,800 per instalment for 6 minimum instalments, equivalent to \$58,803 in total

Master of Food and Resource Economics

¹ Current Tuition for the Full-Time MUFL program is \$5,202 per instalment for 4 minimum instalments for domestic students (equivalent to \$20,808 in total) and \$9,282 per instalment for 4 minimum instalments for international students (equivalent to \$37,128 in total).

- Domestic students: \$7,708 per instalment for 3 minimum instalments, equivalent to \$23,125 in total
- International students: \$16,132 per instalment for 3 minimum instalments, equivalent to \$48,396 in total

PROPOSED TUITION AND FEES

Appendix 1 – Tuition and Fee Assessment Details

Program Description: Master of Urban Forestry Leadership (Part-Time option)

Anticipated Start Date: September 1, 2023

	Domestic	International
Tuition fees per instalment – Note 1	\$2,601.00	\$4,641.00
Minimum No. of Instalments	8	8
Continuing Fees per Instalment (assessed after 8 instalments) – Note 2	\$807.36	\$4,641.00
Application Fees (Graduate) – Note 3	\$112.00	\$168.25
Non-Refundable Acceptance Deposit – Note 4	\$1,000.00	\$1,000.00

Note 1 – Proposed per instalment rate is half of approved 2022/2023 per instalment rate for the Master of Urban Forestry Leadership (full-time option) and meant to be aligned as such. Proposed tuition will be subject to annual increases as established by the university. Tuition and student fees are charged in four equal instalments payable in July, September, January and May.

Note 2 – Continuing fees for international students would remain the same as approved for 2022/2023, but starting May 2023, domestic continuing fees would be aligned with standard master’s degree programs for both the full time and part time options.

Note 3 – This is the current fee for the 2023W application cycle and is subject to annual increases.

Note 4 – The non-refundable acceptance deposit will be applied towards the first tuition instalment.

APPENDIX 2: STUDENT SUBMISSIONS & FACULTY RESPONSES

Submission from the AMS.



December 2nd, 2022 UBC
Board of Governors

Re: Changes to the Master of Urban Forestry Leadership

Dear members of the UBC Board of Governors,

This submission is made on behalf of the Alma Mater Society (AMS) of UBC in response to the request for feedback on the proposed changes by the Faculty of Forestry to the Master of Urban Forestry Leadership (MUFL).

The proposal by the Faculty of Forestry will add a part-time 25-month option to the current full-time 13-month MUFL program. A student consultation done by the Faculty of Forestry demonstrates that the current settings of the MUFL holds a challenge for students that face financial barriers and who need to work part-time during their studies.

The AMS is in favour of the proposed part-time offering of the MUFL program. We also appreciate the continued offering of online learning which will allow the students, who are mainly working professionals, to be able to attend to their other responsibilities and can contribute to alleviating financial stress.

The AMS would like to sincerely thank the Faculty of Forestry for a thoughtful proposal and for their consideration of existing financial barriers for their students. We also appreciate the Board's consideration of this submission.

Sincerely,

Dana Turdy
VP Academic and University Affairs Alma
Mater Society

Submission from the GSS.



Vice President Students Tuition Consultations

Presented by:

**The Graduate Student Society
University of British Columbia,
Vancouver**

To:

**The Office of the Vice President
Students, University of British
Columbia**

December 6, 2022

1.0 Tuition Consultation: Master of Urban Forestry Leadership (MUFL)

A part-time option, in addition to the current full-time program, has the potential to increase the reach of the program especially as it has an international focus. As most prospective students are likely to be career professionals, this option would be more inclusive as already stated in the proposal. Furthermore, this option is likely to help students have more flexibility options with keeping their employments.

With respect to the tuition proposal, the proposal compares tuition to certain UBC programs, and the values seems to be comparable. However, it is more objective to compare tuition fees to other universities in North America with the same or similar program(s). This inter-varsity comparison could help show how the program competes internationally.

Furthermore, considering that the program is 100% online, as opposed to the hybrid method that was initially proposed during the program development. It is unclear why there is a wide margin in the tuition fees for domestic and international students. The proposed/current tuition for international professionals is approximately twice that of domestic professionals. We believe this aspect should be looked into and revised accordingly.

The proposal also states that there would be up to eight \$10,000 awards to students who demonstrate financial need. The impact of these awards can only be measured if an estimated number of intakes is provided. The estimate should show what percentage is for international and domestic students.

Faculty Response



THE UNIVERSITY OF BRITISH COLUMBIA

Faculty of Forestry

The University of British Columbia

Faculty of Forestry

Dean's Office

2005 - 2424 Main Mall

Vancouver, BC, V6T 1Z4

Phone 604.822.2727

Fax 604.822.8645

www.forestry.ubc.ca

The Graduate Student Society
University of British Columbia,
Vancouver

Dear Graduate Students Society,

Thank for your response on Dec 6, 2022 to student consultation regarding our proposal to create a new part-time, 25-month option for the existing Master of Urban Forestry Leadership (MUFL) program. Like you, we believe this option provides students a flexible option to keep their employment and thus contributes to alleviating financial stress during studies.

I wish to provide some further information in regards to the questions you raised about program tuition fees and the wide margin in the tuition fees for the domestic and international students. The full-time option of MUFL was approved by the Senate and Board in 2018; as such the tuition fees charged for the program were not part of this consultation as those have already been set. The consultation this time is regarding the new payment schedule for the proposed 25-month option, since a part-time option was not considered at the time of approval in 2018.

However, I wanted to show some comparison to other universities in North America which you requested. The following comparable US programs are also fully online:

- Oregon State University, Master of Natural Resources (45 credits): Out of State fees of USD \$560 per credit, totaling USD \$ 25,200 or CAD \$34,403.
- University of Florida, Master of Geomatics/Master of Forest Resources/Master of Conservation (30 credits): Out of the State fees of USD \$27,335 or CAD \$37,332.
- North Carolina State University, Masters of Forest Biomaterials: Out of the State fees of USD \$23,967 or CAD \$32,736.
- University of Idaho, Masters of Natural Resources: Out of State fees of USD \$23,046 or CAD \$31,378.
- Colorado State University, Masters of Natural Resources Stewardship (30 credits): Out of the State fees of USD \$24,312 or CAD \$33,197.

MUFL international tuition of CAD\$37,128 is slightly higher than the programs above. However, a \$10,000 scholarship to international students would reduce international tuition to only \$6,300 more than the domestic fee. In comparison, US out-of-the state tuitions are normally 2.5 times more than the in-state fees. We plan to offer up to ten \$10,000 international scholarships to students who enrol in either the full-time or part-time streams. As our enrolment target is 20-25 students across both streams (where up to 50% may be international students), nearly all international students will receive the scholarship. The total distribution of these scholarships will be determined through the evaluation of the applications submitted.

I hope this will address the concerns you raised during the consultation. I would be happy to provide more information if needed

Sincerely,

Jorma Neuvonen, Assistant Dean, Professional Education and International Collaboration
Faculty of Forestry

GSS Response to Faculty

GSS was informed of the Faculty response on January 18, 2023 and invited to provide additional comments by Friday January 27, 2023. No response has been received.

*****This message is sent on behalf of Dr. Samantha Reid, Executive Director of the Office of the Vice President, Students*****

Dear Graduate Students Society,

Thank you for providing the response to a student consultation regarding Faculty of Forestry’s new part-time, 25-month option for the existing Master of Urban Forestry Leadership (MUFL) program. Please find enclosed the Faculty of Forestry’s responses to your questions/comments. Please review it and let us know if you have any further concerns **by EOD FRIDAY JANUARY 27.**

Sincerely,

Samantha

Samantha Reid Ph.D. (she/her)
Executive Director

Office of the Vice President Students
The University of British Columbia | Musqueam & Syilx Okanagan Nation Traditional Territories
6328 Memorial Road | Vancouver BC | V6T 1Z2
Phone 604 827 2922 | samantha.reid@ubc.ca



THE UNIVERSITY OF BRITISH COLUMBIA

Sent by:

Irena Deretic
Administrative Coordinator
Office of the Vice-President, Students
The University of British Columbia | Vancouver Campus | Musqueam Traditional Territory
123-6328 Memorial Road | Vancouver BC | V6T 1Z2 Canada
Phone 604 822 3644 | Fax 604 822 8194
vpsassist@mail.ubc.ca | irena.deretic@ubc.ca
<https://vpstudents.ubc.ca/>



THE UNIVERSITY OF BRITISH COLUMBIA

From: [VP Students Office Admin Coordinator](#)
To: ["Ismail Muftau"](#)
Cc: [Reid, Samantha](#)
Subject: UPDATE Regarding Student Tuition Consultation: Master of Urban Forest Leadership Part Time Option
Date: Monday, February 13, 2023 8:37:00 AM
Attachments: [image001.png](#)

*****This message is sent on behalf of Dr. Samantha Reid, Executive Director of the Office of the Vice President, Students*****

Dear Graduate Students Society,

I am sharing with you the below communication on behalf of the Faculty of Forestry, regarding the MULF PT Student Consultation.

*****Message from the Faculty of Forestry*****

The Faculty of Forestry recently completed their student tuition consultation for their proposed part-time iteration of the existing Master of Urban Forestry Leadership. During this process they provided information about a new student award they plan to offer to international students to help reduce the high international tuition differential. They previously provided additional information noting that they plan to offer 10 awards per year for eligible international students in either the full-time or part-time option. Unfortunately, they have since learnt that, per existing Senate Policy on Students Awards, part-time students are not eligible for student awards.

The Faculty remains committed to offering 10 international student awards for eligible students in the full-time option. We apologize for this miscommunication.

Please do not hesitate to reach out if you have any questions.

Sincerely,
Samantha

Samantha Reid Ph.D. (she/her)
Executive Director
Office of the Vice President Students
The University of British Columbia | Musqueam & Syilx Okanagan Nation Traditional Territories
6328 Memorial Road | Vancouver BC | V6T 1Z2
Phone 604 827 2922 | samantha.reid@ubc.ca



THE UNIVERSITY OF BRITISH COLUMBIA

Sent by:

Irena Deretic
Administrative Coordinator
Office of the Vice-President, Students
The University of British Columbia | Vancouver Campus | Musqueam Traditional Territory
123-6328 Memorial Road | Vancouver BC | V6T 1Z2 Canada



MEMORANDUM

TO: Deborah Buszard, Interim President and Vice-Chancellor

FROM: Gage Averill, Provost and Vice-President, Academic, UBC Vancouver

DATE: February 13, 2023

RE: **Non-Refundable Acceptance Deposit for the Master of Urban Forestry Leadership Program (Full-Time and Part-Time Options)**

I am recommending that the President approve a \$1,000 non-refundable acceptance deposit for domestic and international students apply to the Master of Urban Forestry Leadership (MULF) program in both the existing full-time option as well as the proposed part-time option, effective 2023/24 Winter Session, Term 1 (e.g., September 2023). Non-refundable deposits are levied when students accept an offer of admission; the deposits are applied to students' first tuition instalments.

BACKGROUND

The Master of Urban Forestry Leadership (full-time option) was approved by the Board of Governors in April 2018. At that time, the Board approved a non-refundable acceptance deposit of \$1,000 for both domestic and international students, but due to an administrative oversight, the creation of this acceptance deposit was not approved by the President.

This oversight has been identified as a result of the Faculty seeking to establish a part-time iteration of the MULF program. The Faculty is requesting the same non-refundable acceptance deposit of \$1,000 for both domestic and international students for the part-time MULF program (pending Board approval).

The intent of the fee is to encourage applicants to make their acceptance decisions in a timely manner. The non-refundable acceptance deposit was included in the original student tuition consultation conducted between February – March 2018 and included in the student tuition consultation for the part-time iteration conducted between November – December 2022.