



SUBJECT	Non-Refundable Acceptance Deposit – Master of Nutrition and Dietetics (MND)
SUBMITTED TO	Finance Committee
MEETING DATE	March 22, 2023
SESSION CLASSIFICATION	Recommended session criteria from Board Meetings Policy: OPEN
REQUEST	APPROVAL REQUESTED IT IS HEREBY RESOLVED that the Finance Committee, in accordance with authority delegated by the Board of Governors, approves a \$800 non-refundable acceptance deposit for both domestic and international students accepted to the Master of Nutrition and Dietetics (MND) program, effective for the 2023-2024 Winter Session Term 1 intake (September 2023).
LEAD EXECUTIVE	Gage Averill, Provost and Vice-President Academic
SUPPORTED BY	Bhushan Gopaluni, Vice-Provost and Associate Vice-President Faculty Planning pro tem Rickey Yada, Dean, Faculty of Land & Food Systems

PRIOR SUBMISSIONS

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

EXECUTIVE SUMMARY

The President approved a recommendation that allows the Master of Nutrition and Dietetics (MND) program to collect a \$800 non-refundable acceptance deposit for both domestic and international students, effective for the 2023-2024 Winter Session Term 1 intake (September 2023).

Acceptance deposits are credited toward 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. Memorandum approved by the President:
Non-Refundable Acceptance Deposit for the Master of Nutrition and Dietetics (MND) program
2. Student Consultation Report: Master of Nutrition and Dietetics

THE UNIVERSITY OF BRITISH COLUMBIA



Provost and Vice-President, Academic
Room 651, Walter C. Koerner Library
1958 Main Mall, Vancouver, B.C. Canada
V6T 1Z2

MEMORANDUM

TO: Deborah Buszard, Interim President and Vice-Chancellor
FROM: Gage Averill, Provost and Vice-President Academic, UBC Vancouver
DATE: January 16, 2023
RE: **Non-Refundable Acceptance Deposit for the Master of Nutrition and Dietetics (MND) Program**

I am recommending that the President approve a non-refundable acceptance deposit of \$800 for domestic and international students applying to the Master of Nutrition and Dietetics (MND) Program, effective 2023/24 Winter Session, Term 1 (i.e., September 2023). Non-refundable deposits are levied when students accept an offer of admission; the deposits are applied to students' first tuition instalments.

RATIONALE

The intent of implementing a non-refundable acceptance deposit is to encourage applicants to make their acceptance deposits for the MND program in a timely manner. There are mounting concerns of students who initially accept offers of admission then withdraw as the program start date nears. These late declines impact prospective MND students and also impact the mandate and financial sustainability of the MND program, if not all seats are filled in a cohort.

Fairness to Prospective Students

Like most graduate programs at UBC, the MND has a competitive admissions process; there are more qualified applicants than there are seats in the program. There is only one other program in Canada that is a professional entry-to-practice Dietetics graduate degree; thus, we assume that many qualified applicants may apply to both programs. In 2022 (our first year of admissions), we are aware of a student who accepted offers to both the UBC MND and the comparable program at McGill, informally indicated their preference for McGill, but waited at more than a month before declining their offer to UBC.

This delay meant that a few admissions offers were set to students later into the Spring. Since our program welcomes international students, if an international student would have been next on the waitlist, they would not have adequate time to obtain a study permit for a September start. Even for domestic students, the later an offer is sent, the more likely prospective students will need to make significant and disruptive life rearrangements in order to attend UBC.

Instituting a non-refundable tuition deposit, paid within 4 weeks of accepting an offer, provides some assurance that the maximum number of qualified applicants who are committed to the MND program can pursue their studies at UBC, and increases the likelihood that offers to qualified international students can be sent within appropriate timelines.

Program Management

Beyond the obvious benefit of fairness and access for prospective students, having a mechanism to ensure a full cohort of dedicated students is very important for two reasons: fulfilling our program's mandate to train healthcare professionals, and maintaining the financial viability of the program.

The MND program is designed to graduate registered dietitians who are in much-needed profession in this province. UBC has a mandate to meet provincial health profession shortages. Last minute unfilled seats would be detrimental to this mandate.

Funding the MND program requires that we fill all available seats. We do not have the benefit of seat-based funding from the Ministry of Health; in fact, we are the only allied health professional program at UBC without this funding. So, student tuition must cover all the costs of running the program; when seats remain empty due to last minute declines, this directly impacts the ability of the program to deliver high-quality educational experiences.

CONSULTATION

A consultation was undertaken with the AMS and the Graduate Student Society, by the VP Students Office, between Monday, November 7, 2022 and Monday December 5, 2022. A copy of the consultation report is attached. The originally proposed deposit amount was \$1,200. The AMS was in favour of this proposed deposit on the condition that students with affordability concerns are given alternative routes to meeting the deposit amount. The GSS understands there is a need to introduce a non-refundable tuition deposit, but suggested a reduction in amount and/or increasing the timeline allowed for payment of the acceptance deposit to within 4 weeks (rather than the originally proposed 2-3 weeks).

In response, and after careful consideration and discussion, the program decided to reduce the final proposed deposit to \$800, and extend the payment of deposit to 4 weeks. Special arrangements will also be made for students who are not able to pay their deposits, at the time they are due, on a case-by-case basis.

MASTER OF NUTRITION AND DIETETICS: MND

STUDENT TUITION FEE DEPOSIT CHANGES CONSULTATION REPORT

The Vice-President, Students Office, in partnership with the Faculty of Land and Food Systems, conducted a student consultation regarding the acceptance deposit for Master in Nutrition and Dietetics (MND). 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 Monday November 7, 2022 to Monday December 5, 2022.

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

No individual student submissions were received.

Organization	Summary
AMS	Support for proposed program “The AMS supports this proposed deposit fee on the condition that students with affordability concerns are given alternative routes to meeting the deposit amount. We vehemently oppose financial barriers to education, and thus, encourage the MND program to also consider starting with a lower amount for this deposit fee.”
GSS	Reducing the deposit fee or increasing the timeline allowed for payment “... we implore that this amount be reduced to ensure that qualified applicants are not unfairly excluded on financial grounds; and that the sum be payable within 3 weeks of accepting their offer of admission. The program can corroborate this with having an acceptance deadline for students who are offered an admission and waitlist for other prospective students.” “... increase the timeline allowed for payment of the acceptance deposit, to within 4 weeks (rather than 3 weeks) of accepting their offer of admission. This extended timeline may give prospective students additional time to prepare their finances.”

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 Faculty of Land and Food Systems regarding the acceptance deposit for Master in Nutrition and Dietetics (MND).

In order to inform the program leads and the Board of Governors with regards to the **acceptance deposit proposal/ 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 proposal if they wish. **Please note: the scope of this consultation process is limited to the acceptance deposit proposal/ 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 MONDAY, DECEMBER 5TH, 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

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THE UNIVERSITY OF BRITISH COLUMBIA

NEW TUITION DEPOSIT CONSULTATION: MASTER OF NUTRITION AND DIETETICS

PROGRAM OVERVIEW

The 28-month Master in Nutrition and Dietetics (MND) is a professional graduate degree program designed to meet national accreditation standards for dietetic education, and meeting student- and Ministry-identified educational priorities for dietitians. Registered Dietitians (RDs) are a recognized health profession as outlined by the Provincial *Health Professions Act*. Dietitians are an essential part of the healthcare system and the demand for dietetics expertise is growing as the province positions itself to invest more into primary care, mental health, care for the aging population, health promotion, and chronic disease management.

Currently, the only dietetics training program in BC is available from UBC with the BSc (Food, Nutrition and Health – Major Dietetics) degree – a program that is 5 years in length and may pose financial and time-based barriers to potential applicants. Further, our current program only accepts 36 students per year (about 40% of the applicant pool), and remains highly competitive for admission.

There is an urgent need in the province to expand our program to meet the health needs of British Columbians and support growing work opportunities. The 2021 BC Labour Market Outlook classifies dietitians as a “high opportunity occupation” and projects an average of 84 job openings each year over the next ten years. As the only training program for future dietitians, UBC has a mandate to meet provincial health profession shortages by increasing training capacity. Additionally, the Ministry of Health has indicated a gap in the workforce of Allied Health Professionals equipped for more leadership capacity. The proposed MND program is positioned to meet more leadership and research roles with its focus on leadership, research, and social justice concepts compared to the undergraduate Dietetics program.

This new program targets applicants with an existing baccalaureate degree in a related field, who also meet specific prerequisite criteria, looking to transition to the field of dietetics. Approximately 35-40% of applicants to the undergraduate Dietetics Major have a pre-existing undergraduate degree. The newly proposed MND program would allow applicants who have an existing undergraduate degree to obtain RD credentialing more efficiently. The program would meet national accreditation standards for graduates, including required Practice Education Placement (PEP) hours needed to practice as Registered Dietitians in Canada. Students will be required to complete 87.5 credits and a minimum of 1250 hours of practicum.

We anticipate that the MND will admit approximately 18 students, increasing the total number of graduated dietitian trainees to more than 50 each year. Thus, the MND program will help meet projected labour shortages in BC.

PROPOSED TUITION, FEE, OR DEPOSIT CHANGE

No changes to tuition fees are proposed. However, the program does not have a non-refundable tuition deposit. For 2022, in lieu of a tuition deposit, students pre-paid for various practice education

requirements: accident insurance, immunization review, and Provincial Violence Prevention Course training fee.

For students starting their MND in September 2023 or later, we propose a \$1200 acceptance deposit, payable within 3 weeks of accepting their offer of admission. This deposit would be non-refundable and will be applied towards their first tuition installment.

We propose that MND students would continue to pre-pay their accident insurance, immunization review and Provincial Violence Prevention Course training fee to the program, although that amount may vary from year to year, and could be pre-paid closer to the program start date.

PROPOSED TUITION, FEE, OR DEPOSIT RATIONALE

The intent of the fee is to encourage MND applicants to make their decision in a timely manner. The reasons our program would like to request a tuition deposit is because there are mounting concerns of students who initially accept offers of admission and then withdraw as the program start date nears. These late declines impact prospective MND students and also impact the mandate and financial sustainability of the MND Program, if not all seats are filled in a cohort.

Reason 1: Fairness to Prospective Students, particularly International Students

Like most graduate programs at UBC, the MND has a competitive admissions process; there are more qualified applicants than there are seats in the program. There is only one other program in Canada that is a professional entry-to-practice Dietetics graduate degree; thus, we assume that many qualified applicants may apply to both programs. In 2022 (our first year of admissions), we are aware of a student who accepted offers to both the UBC MND and the comparable program at McGill, informally indicated their preference for McGill, but then waited at more than a month before declining their offer to UBC.

This delay meant that a few admission offers were set to students later into the Spring. Since our program welcomes international students, if an international student would have been next on the waitlist, we are aware that they would not have not had adequate time to obtain a study permit for a September start. Even for domestic students, the later an offer is sent, the more likely prospective students will need to make significant and disruptive life rearrangements in order to attend UBC.

Instituting a non-refundable tuition deposit, paid within 2 or 3 weeks of accepting an offer, provides some assurance that the maximum number of qualified applicants who are committed to the MND program can pursue their studies at UBC, and increases the likelihood that offers to qualified international students can be sent within appropriate timelines.

Reason 2: Program Management (Mandate and Finances)

Beyond the obvious benefit of fairness and access for prospective students, having a mechanism to ensure a full cohort of dedicated students is very important for two reasons: fulfilling our program's mandate to train healthcare professionals, and maintaining the financial viability of the program.

Program mandate:

As summarized in the program overview, the MND program is designed to graduate registered dietitians who are in much-needed profession in this province. UBC has a mandate to meet provincial health profession shortages. Last minute unfilled seats would be detrimental to this mandate.

Financial Viability:

Funding the MND program requires that we fill all available seats. We do not have the benefit of seat-based funding from the Ministry of Health; in fact, we are the only allied health professional program at UBC without this funding. So, student tuition must cover all the costs of running the program; when seats remain empty due to last minute declines, this directly impacts the ability of the program to deliver high-quality educational experiences.

Choosing the amount for a deposit:

UBC requires an acceptance deposit (\$500 domestic, \$1000 international) for general incoming undergraduate students. Through conversations with comparable graduate programs at UBC, deposits are common method of ensuring committed and full cohorts. A summary of deposits, as compared to tuition and program fees is shared in Table 1.

Multiple programs have increased their deposits in the last few years. As described on the enrollment service website, “small deposits may have little effect on a student’s “hedging” behaviour; multiple offers may be held or the student may not make the final decision to attend until a very late date”.ⁱ The Master of Physical Therapy (MPT) program recently increased their deposit from \$300 to \$1000, because they found that 50% of admitted students who withdrew prior to the start date had already paid the \$300 deposit. Within the Faculty of Land and Food Systems, most professional graduate programs have a tuition deposit. The professional Masters of Food Science went through a similar change as the MPT in the last year, increasing its deposit from \$300 to \$1000. The Masters of Food and Resource Economics currently has a \$600 tuition deposit and \$700 mandatory fee that must be paid within 2 or 3 weeks of accepting an offer of admission to the program. We want to propose a deposit that will not need to be revisited and increased in the near future, and is in line with similar programs at UBC.

Since the deposit will be applied toward student tuition, comparing the deposits as a % of tuition seems reasonable. When compared across multiple programs, deposits range from 4-19% of first year program costs; our proposed \$1200 deposit (9%) is in the middle of this range. References for these deposits and fees are found in the footnotes.

We are mindful that we do not want this tuition deposit to become a barrier to entering the MND program, and will work with students facing financial barriers to adjust the deposit amount and/or timeline for payment based on their situation.

Table 1: Comparison of deposits, tuition, and program fees at UBC

UBC Program	MND	MPT ⁱⁱ	MOT ⁱⁱⁱ	MFS ^{iv}	MFRE ^v	UG MED ^{vi}	DMD ^{vii}	J. D. ^{viii}	PharmD ^{ix} x
Non-refundable Deposit (\$)	1200 proposed	1000	300	300 domestic 840 inter.	1300 domestic 1600 inter.	1000	11,250	600 domestic 1000 inter.	2000
Domestic Tuition - Year 1 (\$)	12,753*	6,733 *	7,855*	13,459*	23,126 *	19,603	19,603*	13,412*	18,700
Mandatory program fees in year 1 (\$) ^{xi}	228	1200	606	Unknown	Mandatory \$700 summer program fee is part of the non-refundable deposit	911	39,077	Unknown	1,148
Deposit (% of first year costs: tuition + program fees)	9%	13%	4%	7%	6-7%	5%	19%	4%	10%

* These programs also accept international students. We are sharing domestic tuition for the purposes of more direct comparison, since we are proposing the same deposit for all MND students. Fees do not include UBC students fees, GSS/AMS fees, med/dental, or UPass, which are the same for all full-time students.

ⁱ <https://facultystaff.students.ubc.ca/enrolment-services/student-financial-management/tuition-fees-and-non-refundable-acceptance-deposits-governance-and-approval-processes>

ⁱⁱ <https://physicaltherapy.med.ubc.ca/prospective-students-2/mpt-admissions/tuition-and-fees/>

ⁱⁱⁱ <https://med-fom-osot.sites.olt.ubc.ca/prospective-students/tuition-and-fees/>

^{iv} <https://www.grad.ubc.ca/prospective-students/graduate-degree-programs/master-of-food-science>

^v <https://mfre.landfood.ubc.ca/tuition-and-fees>

^{vi} <https://mdprogram.med.ubc.ca/admissions/after-you-apply/post-acceptance-conditions/>

^{vii} <https://www.dentistry.ubc.ca/education/dmd/dmd-financial-info/>

^{viii} <https://allard.ubc.ca/programs/juris-doctor-jd-program/costs-and-funding/tuition-and-program-fees>

^{ix} <https://www.calendar.ubc.ca/vancouver/index.cfm?tree=14,266,772,0>

^x <https://www.calendar.ubc.ca/vancouver/index.cfm?tree=14,296,0,0>

APPENDIX 2: STUDENT SUBMISSIONS & FACULTY RESPONSES

Submission from the AMS.



December 5th, 2022 UBC
Board of Governors

Re: New Deposit Fee for Master of Nutrition and Dietetics

This submission is made on behalf of the Alma Mater Society of UBC in response to the request for a \$1200 deposit fee to be added to the Master of Nutrition and Dietetics (MND) program for students starting in September 2023 or later. In 2022 MND students pre-paid for their accident insurance, immunization review, and Provincial Violence Prevention Course training fee in lieu of a deposit fee. The submission proposes that students continue to do this in 2023 in addition to the \$1200 deposit fee, with consideration that the pre-paid factors vary each year and could alternatively be paid closer to the program start date rather than upon acceptance of admission.

The MND program gives students who have an existing baccalaureate degree in a related field to make the transition into the field of dietetics. Additionally the MND program fulfills the UBC mandate to meet provincial health profession shortages: students focus on leadership, research, and social justice concepts to increase their training capacity. Concerns over applicants using their acceptance of an admission offer as a placeholder create barriers for waitlisted international students; risk UBC's mandate to meet provincial health profession shortages; and decreases the program's financial capacity to deliver education.

The AMS supports this proposed deposit fee on the condition that students with affordability concerns are given alternative routes to meeting the deposit amount. We vehemently oppose financial barriers to education, and thus, encourage the MND program to also consider starting with a lower amount for this deposit fee.

The AMS would like to sincerely thank the MND programs for their proposal. We recognize the importance of this program in a larger provincial context. 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.



GSS
UBC VANCOUVER

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 New Tuition Deposit Consultation: Master of Nutrition and Dietetics

The need to introduce a non-refundable tuition deposit is understood based on the justifiable reasons listed. However, the \$1200 acceptance deposit is high and may pose a financial barrier to some students. Although the proposal does mention working with students facing financial barriers, it does not mention how they would plan to do this or what criteria will be used to assess students' financial barriers.

We believe that introducing a non-refundable tuition deposit can be implemented. However, we implore that this amount be reduced to ensure that qualified applicants are not unfairly excluded on financial grounds; and that the sum be payable within 3 weeks of accepting their offer of admission. The program can corroborate this with having an acceptance deadline for students who are offered an admission and waitlist for other prospective students.

Another suggestion would be to increase the timeline allowed for payment of the acceptance deposit, to within 4 weeks (rather than 3 weeks) of accepting their offer of admission. This extended timeline may give prospective students additional time to prepare their finances.