



SUBJECT	Non-Refundable Acceptance Deposit – Master of Kinesiology (MKin)
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 \$500 non-refundable acceptance deposit for both domestic and international students accepted to the Master of Kinesiology (MKin) 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 Jan Hare, Dean pro tem, Faculty of Education

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 Kinesiology (MKin) program to collect a \$500 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 Kinesiology (MKin) program
2. Student Consultation Report: Master of Kinesiology

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 Kinesiology (MKin) Program**

I am recommending that the President approve a non-refundable acceptance deposit of \$500 for domestic and international students applying to the Master of Kinesiology (MKin) 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 MKin program in a timely manner, and to not decline at a later date when the offer has been accepted. Such timely decisions permit the program to make offers to waitlisted students if and when space becomes available. The intent of the fee change is not to place undue hardship on applicants. Special arrangements will be made for students who are not able to pay their deposits, at the time they are due, on a case-by-case basis.

The MKin program accepts approximately 25 students each year. Last year, 83 applications were received, with 30 MKin students admitted and 12 students waitlisted. Processing this number of applications requires significant time commitment and effort from the Faculty. 12 of the 30 students first accepted then subsequently declined. As a result, despite having 83 initial applications, only 24 students were admitted for the 25 available spots. Due to the lateness of the subsequent declines, the final spot could not be filled successfully.

There are many difficulties caused by students declining at the last minute. First, with students accepting and later declining, students who are genuinely enthusiastic and committed to joining the program are lost. Second, a late offer can cause unnecessary stress for waitlisted students, and can sometimes be prohibitive. This is especially true for international students who need time to have their visas processed. Third, the administrative burden is high due to the workload associated with processing and admitting students late into the program. Finally, students admitted late to the program are applying for coveted spaces within

specialized courses that may have limited space and availability, which can later lead to program challenges.

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 AMS is in favour of this proposed deposit change as the deposit will be applied to the first tuition instalment. The GSS is in support of the proposal with the caveat of having a 3 to 4 weeks allowance for payment to be made. Admissions offers are made to MKin students by the end of March, while the deadline to accept is the end of April. Therefore, students are usually given at least 3 weeks notice to decide if they wish to accept their offer.

MASTER OF KINESIOLOGY

STUDENT TUITION FEE DEPOSIT CHANGES CONSULTATION REPORT

The Vice-President, Students Office, in partnership with the School of Kinesiology, conducted a student consultation regarding the non-refundable acceptance deposit for domestic and international students applying to the Master of Kinesiology (MKin) Program. 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 is in favour of this proposed deposit change on the condition that it is considered part of student tuition, and is not charged as an extra expense. We believe that a deposit charge will prevent students from using the MKin program as a placeholder, and also ensure that all spots in the program are filled each year. Furthermore the AMS appreciates that there will be alternative options for students who can not afford the deposit fee at the time of acceptance because of our concern for student affordability.”
GSS	Revising the payment timeline “We support this proposal with the caveat of having a 3 to 4 weeks allowance for payment to be made.”

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 School of Kinesiology regarding the acceptance deposit for The Master of Kinesiology (MKin).

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

PROGRAM TUITION, FEE, DEPOSIT CONSULTATION: MASTER OF KINESIOLOGY

PROGRAM OVERVIEW

The Master of Kinesiology (MKin) is a non-thesis, 30-credit course-based degree with broad course offerings, field experiences and knowledge from leading practical and theory experts. We have two basic streams with core and recommended course offerings associated with each: Performance and Coaching Sciences and Clinical Kinesiology. The expected time to completion is 3-4 terms.

PROPOSED TUITION, FEE, OR DEPOSIT CHANGE

We are recommending that Senate approve a non-refundable acceptance deposit of \$500 for domestic and international students applying to the Master of Kinesiology (MKin) Program, effective 2023/24 Winter Session, Term 1 (i.e., September 2023). The proposed non-refundable deposits are levied when students accept our offer of admission; the deposits are applied to the students' tuition fees, and not levied as an extra expense.

PROPOSED TUITION, FEE, OR DEPOSIT RATIONALE

The intent of the fee change is to encourage applicants to make their acceptance decisions for the MKin program in a timely manner, and to not decline at a later date when the offer has been accepted. Such timely decisions permit the program to make offers to waitlisted students if and when space becomes available. The intent of the fee change is not to place undue hardship on applicants. Special arrangements will be made for students who are not able to pay their deposits, at the time they are due, on a case-by-case basis.

Currently, there are no admission deposits required and some students accept our admission offer and later decline their admission shortly before classes commence. The MKin program accepts approximately 25 students each year. Last year, we received 83 applications and had initially admitted 30 MKin students with 12 students waitlisted. Processing this number of applications requires significant time commitment and effort from our faculty. Twelve (12) out of the thirty (30) students first accepted then subsequently declined their offer (or failed to contact us about their decision to decline) over the following timeline:

- 4 declined by Apr 30 (the acceptable deadline communicated to the students in their offer letter)
- 8 declined in May
- 1 declined in June
- 2 declined in July
- 1 declined in Aug (3 weeks before the start of classes)
-

These numbers suggest that students are accepting our offer as a placeholder while they await offers

from other programs. In the case of the 2022/23 intake, despite having 83 initial applications, only 24 students were admitted for the 25 available spots. Due to the lateness of contacting remaining applicants on our waitlist to fill the one remaining spot, we were unsuccessful in filling this final spot.

The difficulties caused by students declining at the last minute are many. First, with students accepting and then later declining, we are losing students who are genuinely enthusiastic and committed to joining our program. Second, a late offer can cause unnecessary stress and sometimes be prohibitive for waitlisted students. This is especially true for international students who need the time to have their visas processed. Third, the administrative burden is high due to the workload associated with processing and admitting students late into the program. Finally, students admitted late to the program are applying for coveted spaces within specialized courses that may have limited space/availability, which can later lead to program challenges.

APPENDIX 2: STUDENT SUBMISSIONS & FACULTY RESPONSES

Submission from the AMS.



December 5th, 2022 UBC
Board of Governors

Re: New Deposit Change for Master of Kinesiology

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 a non-refundable acceptance deposit of \$500 for domestic and international students applying to the Master of Kinesiology (MKin) program.

Without a deposit fee, students are able to accept their MKin program offers, and use this acceptance as a placeholder until they hear back from other schools, dropping the program past the appropriate deadline. Last year, this prevented the MKin program from being able to fill all their available spots as 12 of the 30 applicants that accepted the offer later dropped the program, leaving inadequate time to contact other applicants.

The AMS is in favour of this proposed deposit change on the condition that it is considered part of student tuition, and is not charged as an extra expense. We believe that a deposit charge will prevent students from using the MKin program as a placeholder, and also ensure that all spots in the program are filled each year. Furthermore the AMS appreciates that there will be alternative options for students who can not afford the deposit fee at the time of acceptance because of our concern for student affordability.

The AMS would like to sincerely thank the MKin program for their proposal. 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 Program Tuition, Fee, Deposit Consultation Master of Kinesiology

Introducing a non-refundable acceptance deposit (that ultimately goes towards the students' tuition fees) as a method of encouraging applicants to make their acceptance decisions in a timely manner could be an effective strategy.

The fee is also set at \$500, which can be argued to be an ideal amount so that most prospective students are not placed under unnecessary and unexpected financial stress. The student who may not be able to pay the deposits in due time should be considered on a case-by-case basis, as said in the proposal.

The proposal does not state how long students are given to pay this fee. We would suggest that this timeline be set to about 3 to 4 weeks after an offer of admission is received.

We support this proposal with the caveat of having a 3 to 4 weeks allowance for payment to be made.