



SUBJECT	Ratification of Fees
SUBMITTED TO	Finance Committee
MEETING DATE	November 20, 2023
SESSION CLASSIFICATION	Recommended session criteria from Board Meetings Policy: OPEN
REQUEST	APPROVAL REQUESTED IT IS HEREBY RESOLVED that, under authority delegated by the Board of Governors, the Finance Committee ratifies and approves the collection of the student fees specified in Appendix 2 to the briefing.
LEAD EXECUTIVE	Gage Averill, Provost and Vice-President Academic, UBC Vancouver
SUPPORTED BY	Rehan Sadiq, Provost and Vice-President Academic, UBC Okanagan Robin Ciceri, Vice-President External Relations Frank Laezza, Vice-President Finance & Operations David Shorthouse, Executive Director, Academic Initiatives, Office of the Provost and Vice-President Academic, UBC Vancouver Alison Stuart-Crump, Senior Projects Manager, Office of the Provost and Vice-President Academic, UBC Vancouver

PRIOR SUBMISSIONS

The subject matter of this submission has been considered previously by the Finance Committee on the following occasions:

1. June 14, 2023 (CLOSED SESSION)
Request: Committee Input Requested

EXECUTIVE SUMMARY

In planning for the implementation of the Integrated Renewal Program, Enrolment Services was approached by a small number of Faculty units about integrating their additional course fees into the new system. Enrolment Services was not previously aware of some of these fees as they are not among the listing of centrally-collected and Board of Governors-approved fees. The list of Board-approved fees ([Vancouver](#), [Okanagan](#)) is reported to the Ministry of Post-Secondary Education and Future Skills in compliance with the provincial Tuition Limit Policy. The university currently collects 138 Board-approved fees.

Across both campuses, a total of 96 student fees have been identified where documentation of Board approval cannot be located. Following review by the Faculties, it has been determined that 29 of those fees will be eliminated and no longer collected. The Administration is bringing all 96 fees to the Board with a request that it confirms that they are hereby ratified, while the retained 67 fees are also approved on a going forward basis. These fees represent services or benefits provided to students. The Office of University Counsel has been consulted and advises that the Board of Governors has the authority to approve all the fees in question, including on a retroactive basis, and supports the recommendation that the Board of Governors provide that approval.

The Office of the Vice-President Students conducted a student consultation regarding the proposal (per Policy LR4). The consultation was conducted from September 18, 2023 – October 19, 2023. A meeting was organized with leadership from the AMS, GSS, and SUO prior to the launch of the consultation on September 18, 2023. A subsequent meeting with AMS leadership was held on October 11, 2023 to answer preliminary questions. No submissions were received from the AMS, GSS, or SUO.

We recognize the importance of ensuring that all fee proposals are appropriately consulted on and approved. To help ensure documented compliance going forward, the Administration is committed to:

- Prepare an FAQ on fee approval to be circulated to the Deans, Department Heads, Directors, and Business Officers, who will be requested to disseminate this information to faculty and staff.
- The Provost's Offices will continue to review all new program proposals prior to Board submission. This review will ensure that the student tuition consultation process, as required per Policy LR4, includes all relevant program and course fee information.
- Work with the Senate Office to include, in the Senate curriculum process, a question for proponents developing new (or revising existing) courses as to whether there are any additional fees.
- The Vice-President Finance & Operations will maintain a record of all fees and the dates upon which the Board approved each of them.

APPENDICES

1. Background
2. Table of Identified Fees
3. Summary of Relevant Legislation and Ministry and UBC Policies
4. Student Consultation Report

Appendix 1: Background

The university currently collects 138 Board-approved fees. To ascertain whether other such fees are being collected, the following was conducted:

- Enrolment Services sent a request to Dean's Offices and were made aware of an initial 59 fees at the course- and program-level, spread across multiple Faculties and across both campuses, for which no documentation of Board approval could be found (and thus not part of UBC's reporting under the Tuition Limit Policy, first introduced in 2007, or listed in the UBC Calendar).
- The Board of Governors Secretariat was asked to search its records for documentation of approval of these fees. Staff were only able to find documentation of approval for one of the 60 fees, however, they were not able to look in detail into all the fees as for many there was no information about when the Faculty or Department started collection and a search of paper archives potentially going back decades was deemed impractical.
- To determine whether there were additional fees being collected for which we are unable to find documentation for, the UBC-Vancouver and UBC-Okanagan Provost Offices worked with the Deans to review all fees collected within their faculties. An additional 37 fees were identified in Vancouver, and no additional fees were identified in the Okanagan. A search for Board approval by the Board Secretariat has not been completed for these additional new fees identified, however VPAO staff has done an online search of Board records and has not been able to locate documentation of Board approval.
 - o At this time, Deans were also asked to identify which fees would be eliminated, and which fees they felt were necessary to retain.
 - o Deans confirmed that all fees assessed represent benefits or services provided to students.

It is possible that some of these fees have received Board approval but staff were not able to find any records. In some cases, given staff turnover in departments and Faculties, it is currently unknown how long some fees have been charged and how the amounts of those fees have fluctuated over the years.

In the academic year 2022/23, based on available Planning and Institutional Research (PAIR) enrolment data (November 1 headcount) for the impacted courses and programs, approximately 18,900 students were impacted and \$2.5m in fees were collected. In comparison, of the existing 138 Board-approved fees, 54 are collected through the Student Information System (SISC) and Enrolment Services, and the remaining 84 directly through Faculties/programs. For the 54 fees collected through the SISC and Enrolment Services, in 2022/23, this amounted to over \$39.2 million. Yet more was collected through the 84 fees assessed by Faculties/programs.

Appendix 2: Table of Identified Fees

This document provides a summary of the 96 fees identified. Section 1 provides a summary of the 67 fees to be retained and which the Administration is seeking ratification for on a going forward basis. Section 2 provides a summary of the additional 29 fees to be ratified, but which will be eliminated and no longer collected.

Section 1 – Fees to Retain

FACULTY	CATEGORY	AMOUNT (2023/24)	DEPARTMENT/SCHOOL	PROGRAM/COURSE IMPACTED	BRIEF DESCRIPTION	YEAR FIRST CHARGED
UBC-VANCOUVER						
Student Health (Central)	Health Program Fee	\$167.00	N/A	Health programs	Fee covering the cost of the student immunization review, required by all students completing a practicum in a health care setting.	Unknown
Student Health (Central)	Health Program Fee	\$40.00	N/A	Health programs	Fee covering the cost for a TB Screen Test. Students require a TB screen within 6 months of starting a practicum in a health care setting. If a student has completed the full vaccine review for a previous placement they would only require the TB screen for a new placement rather than to repeat the vaccine review. Not required by all students, only those pursuing a placement under a health authority.	Unknown
Applied Science	Field Trip	\$200.00	Chemical and Biological Engineering	Courses: CHBE 362; CHBE 365; CHBE 366	To visit and tour industrial operations. Options provided to students with multiple short trips to extended multi-day road trips over a week. Provide students the opportunity to tour a range of industrial operations such as pulp mills, oil & gas operations, water treatment operations, resource extraction operations, material processing plants	Unknown

					etc. The industrial tours complement and enhance student classroom learning and are invaluable in providing students with industry exposure.	
Arts	Program Fee	\$236.00	School of Information	Master of Library and Information Studies Master of Archival Studies PhD in Library, Archival, and Information Studies	Covers costs associated with lab costs, course costs and peer advisor positions. Assessed to all first-year students at the beginning of their program	2009
Arts	Program Fee	\$385.00	School of Information	Dual Master of Archival Studies and Library and Information Studies	Covers costs associated with lab costs, course costs and peer advisor positions. Assessed to all first-year students at the beginning of their program	2009
Arts	Program Fee	\$128.00	School of Information	Master of Arts in Children's Literature	Covers costs associated with lab costs, course costs and peer advisor positions. Assessed to all first-year students at the beginning of their program	2009
Arts	Program Fee	\$300.00	Anthropology and Sociology	Courses: ANTH 480, SOCI 480	Intensive, 6-week course focused on qualitative research. The fee is collected to coordinate and administer the fieldwork aspects of the course.	Unknown
Arts	Field Trip Fee	Variable*	Geography	Course: GEOG 309	Students pay expenses related to accommodation, travel and meals for field camp.	1980s
Arts	Health Program Fee	\$28.00	School of Social Work	Bachelor of Social Work Master of Social Work	Criminal Record Check through the BC government's Criminal Records Review Program. This is a vulnerable sector check, done for students prior to practicum. The School is obligated to conduct a CRC for a student doing practicum with children or vulnerable adults. Collected once per program (valid for 5 years)	Unknown
Arts	Material Fee	\$70.00	Institute for Critical Indigenous Studies	Course: FNEL 101	This textbook is produced and printed by the Musqueam Language Program in collaboration with the Musqueam Indian Band and fees are recuperative	Unknown

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Arts	Material Fee	\$40.00	Institute for Critical Indigenous Studies	Course: FNEL 102	This textbook is produced and printed by the Musqueam Language Program in collaboration with the Musqueam Indian Band and fees are recuperative	Unknown
Arts	Material Fee	\$40.00	Institute for Critical Indigenous Studies	Courses: FNEL 201 and FNEL 202	This textbook is produced and printed by the Musqueam Language Program in collaboration with the Musqueam Indian Band and fees are recuperative	Unknown
Arts	Material Fee	\$22.00	School of Music	Course: MUSC 119	The materials for this course are highly specialized and are kept by the students (hard copy course pack, ear plugs, a calculator for quizzes and exams, professional photographic headshots)	Unknown
Dentistry	Application/ Administrative Fee	\$500.00	N/A	Doctor of Dental Medicine Bachelor of Dental Science degree in Dental Hygiene	Cover faculty & staff time, including Chair of Admissions and Dean of Dentistry, in considering applicants' competitiveness, multiple data points for professional programs to consider. Significant fee in place to illustrate complexity and seriousness of appeal process and reduce number of DMD minor appeals.	2017
Dentistry	Application/ Administrative Fee	\$150.00	N/A	Doctor of Dental Medicine	Covers cost of DMD interview	Unknown
Dentistry	Program Fee	\$2,525.00	N/A	Doctor of Dental Medicine	Educational/lab experiences incidental fee, incl. sim lab/digital dentistry operations. Collected once per year from Year 1 to Year 4.	Unknown
Dentistry	Program Fee	\$150.00	N/A	Bachelor of Dental Science degree in Dental Hygiene	Incidental fee. Collected once per year from Year 1 to Year 4.	Unknown
Education	Application/ Administrative Fee	\$48.50	School of Kinesiology	Graduate Certificate in High Performance Coaching and Technical Leadership	Covers cost of reviewing applicants.	2015
Education	Application/ Administrative Fee	\$49.25	N/A	Graduate Certificate in Educational Technology	Covers cost of reviewing applicants.	Unknown

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Education	Application/ Administrative Fee	\$45.50	Department of Educational and Counselling Psychology, and Special Education	Graduate Certificate in Orientation and Mobility	Covers cost of reviewing applicants.	2015
Education	Application/ Administrative Fee	\$48.50	Department of Educational Sciences	Graduate Certificate in Adult Learning and Education	Covers cost of reviewing applicants.	Unknown
Forestry	Field Trip Fee	\$550.00	N/A	Course: UFOR 400	To cover accommodation, meals, and transportation for students. Students spent 7 days at the Malcolm Knapp Research Forest. Students will develop field skills, professional judgment, critical reflection, and integration of theory, practice, and policy from this field study.	2016
Forestry	Field Trip Fee	875.00	N/A	Course: FRST 350	To cover accommodation, meals, and transportation for students. Students go on day trips at the Malcolm Knapp Research Forest, Pacific Spirit Park, and the UBC Farm. Field study concentrates on outdoor skills, forest measurements, site diagnosis, and an integrated overview of the ecological, social, and economic basis for forest management.	2017
Land and Food Systems	Material Fee	\$50.00	N/A	Course: FNH 330	Cost recovery of glasses (students keep) and wine tasting	2007
Land and Food Systems	Program Fee	\$700.00	N/A	Master of Food and Resource Economics	Cost of Summer Program, taken by all MFRE students prior to commencement of program.	2009
Land and Food Systems	Field Trip Fee	\$81.18	N/A	Course: APBI 443	Transportation for students' trip during field trip. Students travel to field locations to obtain hands-on experience in techniques/concepts covered in lectures, and to make observations and collect data for analysis.	2019

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Land and Food Systems	Material Fee	\$50.00	N/A	Course: FNH 335	Cost recovery of wine tasting.	2014
Medicine	Program Fee	\$726.00	Department of Occupational Science and Occupational Therapy	Master of Occupational Therapy, Year 1	Cover cost of course supplies and disposables in practical courses, cost of required N95 fit testing, cost of student immunization review, manual & photocopying fees, T-Res sign-up, violence prevention workshop, and various interprofessional sessions.	2005
Medicine	Program Fee	\$468.00	Department of Occupational Science and Occupational Therapy	Master of Occupational Therapy, Year 2	Cover cost of course supplies and disposables in practical courses.	2005
Medicine	Material Fee	\$100.00	Department of Pathology and Laboratory Medicine	Bachelor of Medical Laboratory Science, Year 4	Cost recovery for xeroxing Medical Laboratory Science lab manuals and course syllabi.	2006
Medicine	Program Fee	\$215.00	Department of Family Practice	Bachelor of Midwifery, Year 1	Covers cost of student immunization review and cost for Year 1 skills training lab material.	2019
Medicine	Program Fee	\$95.00	Department of Family Practice	Bachelor of Midwifery, Years 2-4	Covers the cost of yearly fit testing arranged by the program that is required for all Faculty of Medicine students who will be in a hospital setting, cost of student accident insurance, and lab fees for materials provided for skills training. Paid annually.	2019
Medicine	Health Program Fee	\$28.00	N/A	Master of Science, Audiology Master of Science, Speech Pathology	Cost of criminal record check, required by students to go on clinical placement.	2016

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Medicine	Program Fee	\$20.00	School of Audiology and Speech Sciences	Master of Science, Audiology Master of Science, Speech Pathology	Administration expense required to provide Student Access to printing and xeroxing for academic purposes. This is a mandatory cost payable to PayForPrint Service managed by UBC Information Technology and the administrative time to set up.	2016
Medicine	Program Fee	\$30.00	School of Audiology and Speech Sciences	Master of Science, Audiology Master of Science, Speech Pathology	Student Identification Badge required for students to go on clinical placements.	1990s
Medicine	Material Fee	\$378.00	School of Audiology and Speech Sciences	Master of Science, Audiology, Year 1	Purchase of audiology lab supplies (audiology testing supplies, hearing aids, etc.) by students for academic learning, completion of assignments and labs. Prepares Audiology Students for professional clinical placements.	1990s
Medicine	Material Fee	\$110.00	School of Audiology and Speech Sciences	Master of Science, Audiology	Simucase Software License (for 1 year) expense required for Student academic classroom/lab learning and for preparation and practice in clinical placements. Software can only be purchased by an Education Institution.	2019
Medicine	Material Fee	\$220.00	School of Audiology and Speech Sciences	Master of Science, Speech Language Pathology	Simucase Software License (for 2 years) expense required for Student academic classroom/lab learning and for preparation and practice in clinical placements. Software can only be purchased by an Education Institution.	2019
Medicine	Material Fee	\$268.00	School of Audiology and Speech Sciences	Master of Science, Speech Language Pathology	Purchase of licensed SLP tests, licensed software and acquisition of lab supplies for use by Students for academic learning, completion of assignments and use in labs. Use of tests and software prepares students for Clinical Placements.	1990s

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Medicine	Program Fee	\$1,256.56	Department of Physical Therapy	Master of Physical Therapy, Vancouver cohort and Fraser Valley cohort, Year 1	Fee covers student kits, cost of immunization review, cost of student accident insurance, T-Res Accounts, cost of criminal record check, ExamSoft Account, Bone rental, mailbox key deposit, and cost of violence prevention training.	2006
Medicine	Program Fee	\$1,075.56	Department of Physical Therapy	Master of Physical Therapy, North cohort, Year 1	<p>Fee covers student kits, cost of student accident insurance, T-Res Accounts, cost of criminal record check, ExamSoft Account, Bone rental, and cost of violence prevention training.</p> <p>The different rates is due to due to the immunization review and the mailbox key deposit. UNBC is unable to provide an immunization review and TB test the way UBC can, so the students have it done at a clinic outside the university and pay the clinic directly. Also, they do not have mailboxes at UNBC so there is no need to pay the key deposit.</p>	2006
Medicine	Program Fee	\$200.00	Department of Physical Therapy	Master of Physical Therapy, all cohorts, Year 2	Lab fee (covers linens, cleaning supplies, etc.).	2006
<i>Medicine</i>	<i>Program Fee</i>	<i>\$7.00</i>	<i>Department of Medical Genetics</i>	<i>Master of Science, Genetic Counselling</i>	<p><i>Student Accident Insurance. This is an existing approved fee (see UBC Calendar) but for which the Department would like to formally start assessing students.</i></p> <p><i>**Please note that this fee is included here <u>for information</u> and is not included in the total count of fees to be approved.</i></p>	
Sauder	Material Fee	\$20.00	N/A	Course: COMM 202	Cost of Emotional Intelligence Training	2017

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Sauder	Field Trip Fee	\$600.00	N/A	Full-time Master of Business Administration, Year 1	Students go abroad to consult for a pre-selected overseas company on a real business challenge, fee covers shared ground transportation and shared meals in country.	2014
Sauder	Application / Administrative Fee	\$115.00	N/A	Diploma in Accounting	Application fee.	Unknown
Sauder	Application / Administrative Fee	\$100.00	N/A	Diploma in Accounting	Admissions deferral fee (for up to one year).	Unknown
Sauder	Application / Administrative Fee	\$50.00	N/A	Diploma in Accounting	Exemption request from any of the five foundation courses. Fee charged per exemption to cover evaluation cost.	Unknown
Sauder	Application / Administrative Fee	\$100.00	N/A	Diploma in Accounting	Cost of challenge exam, when required for a course exemption.	Unknown
Sauder	Application / Administrative Fee	\$50.00	N/A	Diploma in Accounting	Temporary leave fee. Students unable to meet the continuous enrolment requirement for any reason but want to remain eligible to continue later (up to one year) pay temporary leave fees.	Unknown
Science	Field Trip Fee	Variable*	Department of Earth, Ocean, and Atmospheric Sciences	Course: EOSC 328	Assist with costs associated with accommodation and meal plan for 22-day stay in Oliver, BC as well as printed course materials.	2015
Science	Application / Administrative Fee	\$100.00	Department of Computer Science	Bachelor of Computer Science	Supplemental application fee	1990

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Science	Field Trip Fee	Variable*	N/A	Course: SCIE 001	These fees are necessary for the program to cover the costs of the field trips.	Unknown
Science	Field Trip Fee	Variable*	N/A	Course: ISCI 461	ISCI 461 exposes students to real world issues surrounding systems and sustainability. This field research course provides an opportunity for students to engage in an advanced comparative research project, enabling them to analyze and understand the diversity of two geographically unique systems and engage in reflective research on the differences and similarities between the systems and sustainability issues within each location.	2020
Science	Material Fee	\$25.00	Department of Zoology	Course: BIOL 209	Cost recovery for printed lab manual.	Unknown
Science	Material Fee	\$35.00	Department of Zoology	Course: BIOL 323	Cost recovery for printed lab manual.	Unknown
Science	Material Fee	\$10.00	Department of Chemistry	Courses: CHEM 111 and CHEM 121	Lab manual.	2016
Science	Material Fee	\$55.00	Department of Chemistry	Courses: CHEM 111 and CHEM 121	Course workbook.	2016
Science	Material Fee	\$13.00	Department of Chemistry	Courses: CHEM 123 and CHEM 135	Lab manual.	2016
Science	Material Fee	\$45.00	Department of Chemistry	Courses: CHEM 203 and CHEM 245	Lab manual.	2016

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Science	Material Fee	\$28.00	Department of Chemistry	Courses: CHEM 211	Lab manual.	2016
Science	Material Fee	\$35.00	Department of Chemistry	Courses: CHEM 235	Course workbook.	2016
Science	Material Fee	\$19.00	Department of Chemistry	Courses: CHEM 300	Course workbook.	2016
UBC-OKANAGAN						
Education	Program Fee	\$400.00	School of Education	Bachelor of Education	Covers general program expenses such as field experience kits, field trips and community building events, workshops and special sessions	2017
Health and Social Development	Material Fee	\$155.57	School of Nursing	Bachelor of Science, Nursing, Year 1	Practicum ID card, fit-mask testing, insurance, and lab fees	Unknown
Health and Social Development	Material Fee	\$348.67	School of Nursing	Bachelor of Science, Nursing, Year 2	Practicum ID card, fit-mask testing, insurance, and lab fees	Unknown
Health and Social Development	Material Fee	\$195.97	School of Nursing	Bachelor of Science, Nursing, Year 3	Practicum ID card, fit-mask testing, insurance, and lab fees	Unknown
Health and Social Development	Material Fee	\$135.29	School of Nursing	Bachelor of Science, Nursing, Year 4	Practicum ID card, fit-mask testing, insurance, and lab fees	Unknown

*Note 1: The Administration is seeking a variable fee rate for the four identified field trip fees. At UBC Vancouver, 26 field trip fees have been approved in the Calendar with a variable rate. A variable rate reflects the challenge of setting a flat fee for some field trip fees where the

location and associated costs (e.g., transportation, accommodation and meals) are set external to the institution. Changes in the number of students enrolled may also impact the fee amount.

Section 2 – Fees which will be eliminated

FACULTY	CATEGORY	AMOUNT (2022/23)	DEPARTMENT/ SCHOOL	PROGRAM/COURSE IMPACTED	DESCRIPTION	YEAR FIRST CHARGED
UBC-VANCOUVER						
Applied Science	Application / Administrative Fee	\$250.00	School of Architecture and Landscape Architecture	Master of Architecture Master of Landscape Architecture Dual Degree MARCH and MLA Bachelor of Environmental Design	Covers cost of introductory workshop, student orientation, including workshop safety certification sessions and library orientation. Introduces students to studio culture and expectations through completion of a group design project. This also allows the Faculty to assess students' incoming abilities and offer additional assistance as needed, as well as allowing students to establish social relationships across programs upon entrance.	Pre-2001
Applied Science	Material Fee	\$68.00	Department of Mechanical Engineering	Course: MECH 220	Covers cost of materials and components needed to complete Technical Skills Practicum, modules include machining, drafting, electronics, and software.	2008

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Applied Science	Material Fee	\$26.50	School of Nursing	Bachelor of Science, Nursing Master of Nursing, Nurse Practitioner	Nursing lab fees.	2009
Dentistry	Conference Fee	\$35.00	N/A	Doctor of Dental Medicine Bachelor of Dental Science degree in Dental Hygiene	Pacific Dental Conference registration fee	2002
Education	Field Trip Fee	\$150.00		Course: EDCP 423	Covers cost of additional activities such as overnight camping, special guests, canoe rental, etc.	Unknown
Education	Field Trip Fee	\$150.00		Course: EDCP 531	Covers cost of additional activities such as overnight camping, special guests, canoe rental, etc.	Unknown
Education	Field Trip Fee	\$150.00		Course: EDCP 323	Covers expenses for field trips; may include camping trip to Cheakamus Lake, river paddling in Whistler, and the UBC ropes course	2015
Education	Application / Administrative Fee	\$250.00		Certificate on Curriculum and Pedagogy in Higher Education	Registration fee for program that prepares academic leaders to develop expertise in scholarly approaches to, and the scholarship of educational leadership (SoEL) practices within and across diverse disciplinary settings	2014

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Land and Food Systems	Material Fee	\$750.00	N/A	Courses: SOIL 515, SOIL 516, SOIL 518, and SOIL 520 taken as part of Watershed Certificate	Cost recovery, graduate level program open to graduate students and professionals. Fees are only applied to professionals who want professional credit	2015
Land and Food Systems	Insurance	\$35.00	N/A	Course: APBI 496	Supplemental accident insurance; this is a practicum in Applied Animal Biology with almost daily contact with animals, and therefore increased risk of minor injury (eg. Bites/scratches) not covered under insurance provided via UBC Risk Management	2014
Land and Food Systems	Material Fee	\$35.00	N/A	Course: APBI 322	Cost recovery of plant materials (which students keep), such as grafted apple trees and tulips	2012
Medicine	Material Fee	\$200.00	Department of Pathology and Laboratory Medicine	Bachelor of Medical Laboratory Science, Year 3	Cost recovery for xeroxing Medical Laboratory Science Handouts	2006
Sauder	Material Fee	\$15.00	N/A	Course: COMM 202	Covers cost of Strengths Finder Assessment.	2013
Sauder	Material Fee	\$60.00	N/A	Course: COMM 203	HR Management simulation exercise.	2015
Sauder	Material Fee	\$10.50	N/A	Course: COMM 205	Cost recovery for software purchase.	Unknown
Sauder	Material Fee	\$525.00	N/A	Course: COMM 483	Cost recovery of copyright of cases, 2 weekend retreats, catering for all-day weekend classes, guest speakers, alumni events.	2006
Sauder	Material Fee	\$32.00	N/A	Course: BA 501	Copyright fees for course materials and online tools.	2018

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Sauder	Material Fee	\$67.75	N/A	Course: BA 502	Copyright fees for course materials.	2019
Sauder	Material Fee	\$75.00	N/A	Course: BA 508	Cost recovery for simulation software.	2016
Sauder	Material Fee	\$20.00	N/A	Course: BA 562 (when part of Master of Management program)	Cost recovery for course materials (notebooks, lego).	2017
Sauder	Material Fee	\$25.00	N/A	Course: BA 562 (when part of Full- Time Master of Business Administration program)	Cost recovery for course materials (notebooks, lego).	2013
Sauder	Material Fee	\$36.50	N/A	Course: BA 564	Cost recovery of simulation software fee.	2015
Sauder	Material Fee	\$20.00	N/A	Course: BUSI 293 (certain sections only)	Cost recovery of course materials.	Unknown
Sauder	Material Fee	\$20.00	N/A	Course: BUSI 370 (certain sections only)	Cost recovery of course materials.	Unknown
Sauder	Material Fee	\$26.25	N/A	Course: BAHR 507	Copyright fees for course materials.	2009
Sauder	Material Fee	\$24.75	N/A	Course: BAHR 507	Copyright fees for course materials.	2004
Sauder	Material Fee	\$10.00	N/A	Course: BAPA 560	Copyright fees for course materials.	2016

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Science	Material Fee	\$20.00	Department of Zoology	Course: BIOL 140	Lab workbook sold in-house directly from Faculty to keep costs down for students. No other course material is required.	Unknown
Science	Material Fee	\$17.00	Department of Zoology	Course: BIOL 204 and BIOL 205	Lab manual provides background information necessary to understand lab materials, similar to a course textbook. Students can refer to lab manual for practical instructions during lab activities, including important information on lab safety.	Unknown

Appendix 3: Summary of Relevant Legislation and Ministry and UBC Policies

University Act

According to the University Act (section 27), *“The management, administration and control of the property, revenue, business and affairs of the university are vested in the board” and among the powers of the board are “to set, determine and collect the fees to be paid for instruction, research and all other activities in the university; for extramural instruction; for public lecturing, library fees and laboratory fees; for examinations, degrees and certificates; for the use of any student or alumni organization in charge of student or alumni activities; and for the building and operation of a gymnasium or other athletic facilities.”*

It is our understanding that fees can only be collected by the university with Board approval.

Provincial Tuition Limit Policy

Since 2007, mandatory fees are included as part of the Ministry of Post-Secondary Education and Future Skills’ Tuition Limit Policy. That policy limits increases in domestic student tuition and mandatory fees to two percent annually. UBC’s Board of Governors has consistently raised domestic tuition and Board-approved mandatory fees at this two per cent rate. In 2016, the Ministry provided further clarification on the policy, as it relates to fees, as follows:

- (N)ew mandatory fees may be introduced for new services if there is a clear benefit to students. Proactive consultation and engagement with students should be undertaken prior to Board review and approval. Institutions should also consult with the Ministry early in the process when new fees are being considered. Additionally, institutions will need to track the benefits to students of the new fees, and the Ministry will collect this information as part of the annual tuition and fees reporting process; Boards are responsible for ensuring that these requirements have been met before approving new tuition or mandatory fee amounts.

Since 2017/18, as part of the annual tuition and fees reporting process, UBC has been required to report to the Ministry with details on any new mandatory fees or services. The Vice President of Finance and/or Academic must sign the report, even if there are no new mandatory fees to report.

UBC Policy-

UBC Policy LR4 (legacy policy #71), revised in June 2005, requires the University to consult with students and elected student leadership with regards to changes to tuition and mandatory fees. Revisions in 2015 explicitly note consultations are required for both increases to existing tuition and mandatory fees as well as new tuition and mandatory fees.

UNAPPROVED STUDENT FEES

PROGRAM TUITION, FEE, DEPOSIT CONSULTATION REPORT

The Vice-President, Students Office and the Associate Vice President, Students Office (UBCO), in partnership with the Enrolment Services conducted a student consultation regarding unapproved student fees which they expect to bring to the Board of Governors with a request that it confirm that they are approved. This report outlines the consultation process.

Student Representative Bodies Invited to the Consultation

- Alma Mater Society (AMS)
- Graduate Student Society (GSS)
- Students' Union Okanagan (SUO)

Mode of Consultation

The consultation consisted of face-to face and e-consultation.

Zoom meeting was scheduled on Monday September 18th 11:30am-12:00pm with the following attendees:

- Ainsley Carry, Vice-President Students
- Samantha Reid, Executive Director, Office of the Vice-President Students
- Gage Averill, Provost and Vice-President, Academic, UBCV
- Dave Shorthouse, Executive Director, Academic Initiatives
- Dale Mullings, Associate Vice-President Students, Okanagan
- Alison Stuart-Crump, Senior Projects Manager, Office of the Provost and Vice-President Academic
- Esmé Decker, AMS President
- Kamil Kanji, VP Academic & University Affairs, AMS
- Cade Desjarlais, SUO President
- Isha Gill, VP University & Academic Affairs, GSS

In addition, student 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 follow up meeting was requested by AMS and it was scheduled on October 11th, 2023 from 10:00am-10:30am with Kamil Kanji, Samantha Reid, Dave Shorthouse and Alison Stuart-Crump.

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

Timelines: The e-consultation was conducted over the period of Monday September 18, 2023 to Thursday October 19, 2023.

Summary of Student Feedback: No submission was received from AMS, GSS and SUO. No individual student submissions were received.

Reminder to submit feedback was sent on Tuesday October 17, 2023.

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 and Dale Mullings, Associate Vice President, Students (UBCO)*****

Hello everyone,

There is a proposal by Enrolment Services regarding the approval of additional course fees by Board of Governors. Enrolment Services was not previously aware of some of these fees as they are not among the listing of centrally-collected and Board of Governors-approved fees and they expect to bring 67 fees to the Board with a request that it confirm that they are approved.

In order to inform the program leads and the Board of Governors with regards to the **fees approval proposal** for this, 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 fees approval proposal.**

The consultation will consist of:

1. e-consultation

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

- The proposal overview,
- The summary of fees identified.

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 THURSDAY, OCTOBER 19TH 2023.

Confidentiality

- Comments will be collected by the Vice President Students Office and the Office of the Associate Vice President Students (UBCO), and only analysts within these offices will know the identity of individual students submitting comments. At no time will anyone outside of these offices 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 us know if you have any questions about the process.

Thank you,

Samantha and Dale

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

Dale Mullings HBA, MEd, PhD (c) (He, Him, His)

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THE UNIVERSITY OF BRITISH COLUMBIA

UNAPPROVED STUDENT FEES

OVERVIEW

In planning for the implementation of the Integrated Renewal Program, Enrolment Services was approached by a small number of Faculty units about integrating their additional course fees into the new system.

Enrolment Services was not previously aware of some of these fees as they are not among the listing of centrally-collected and Board of Governors-approved fees. The list of Board-approved fees ([Vancouver](#), [Okanagan](#)) is reported to the Ministry of Post-Secondary Education and Future Skills in compliance with the provincial Tuition Limit Policy. The university currently collects 138 Board-approved fees. To ascertain whether other such fees are being collected, the following was conducted:

- Enrolment Services sent a request to Faculty business officers and were made aware of an initial 60 fees at the course- and program-level, spread across multiple Faculties and across both campuses, for which no record of approval could be found (and thus not part of UBC's reporting under the Tuition Limit Policy, first introduced in 2007, or listed in the UBC Calendar).
- The Board of Governors Secretariat was asked to search its records for documentation of approval of these fees. Staff were only able to find documentation of approval for one of the 60 fees, however, they were not able to look in detail into all of the fees as for many there was no information about when the Faculty or Department started collection and a search of paper archives potentially going back decades was deemed impractical.
- To determine whether there were additional unapproved fees being collected, the UBC-Vancouver and UBC-Okanagan Provost Offices worked with the Deans to review all fees collected within their Faculties. An additional 37 fees were identified in Vancouver, and no additional fees were identified in the Okanagan. A search for Board approval by the Board Secretariat has not been completed for these additional new fees identified, however VPAO staff have done an online search of Board records and has not been able to find approval.
 - At this time, Deans were also asked to identify which fees would be eliminated, and which fees they felt were necessary to retain.

Across both campuses, a total of 96 have been identified where documentation of Board approval cannot be located. Following review by the Faculties, it has been determined that 29 of those fees will be eliminated and no longer collected starting September 2023. The Administration expects to bring the remaining 67 fees to the Board with a request that it confirm that they are approved.

We recognize the importance of ensuring that all fee proposals are appropriately consulted on and approved. To help ensure documented compliance going forward, the Administration is committed to:

- Prepare an FAQ on fee approval to be circulated to the Deans, Department Heads, Directors, and Business Officers, who will be requested to disseminate this information to faculty and staff.
- The Provost's Offices will continue to review all new program proposals prior to Board submission. This review will ensure that the student tuition consultation process, as required per Policy LR4, includes all relevant program and course fee information.

- Work with the Senate Office to include, in the Senate curriculum process, a question for proponents developing new (or revising existing) courses as to whether there are any additional fees.
- The Vice-President, Finance and Operations will maintain a record of all fees and the dates upon which the Board approved each of them.

SUMMARY OF FEES IDENTIFIED

The following 67 fees have been identified as unapproved and will be presented to the Board of Governors to confirm approval.

FACULTY	CATEGORY	AMOUNT (2023/24)	DEPARTMENT/ SCHOOL	PROGRAM/COURSE IMPACTED	BRIEF DESCRIPTION	YEAR FIRST CHARGED
UBC-VANCOUVER						
Student Health (Central)	Health Program Fee	\$167.00	N/A	Health programs	Fee covering the cost of the student immunization review, required by all students completing a practicum in a health care setting.	Unknown
Student Health (Central)	Health Program Fee	\$40.00	N/A	Health programs	Fee covering the cost for a TB Screen Test. Students require a TB screen within 6 months of starting a practicum in a health care setting. If a student has completed the full vaccine review for a previous placement they would only require the TB screen for a new placement rather than to repeat the vaccine review. Not required by all students, only those pursuing a placement under a health authority.	Unknown
Applied Science	Field Trip	\$200.00	Chemical and Biological Engineering	Courses: CHBE 362; CHBE 365; CHBE 366	To visit and tour industrial operations. Options provided to students with multiple short trips to extended multi-day road trips over a week. Provide students the opportunity to tour a range of industrial operations such as pulp mills, oil & gas operations, water treatment operations, resource extraction operations, material processing plants etc. The industrial tours complement and enhance student classroom learning and are invaluable in providing students with industry exposure.	Unknown

Arts	Program Fee	\$236.00	School of Information	Master of Library and Information Studies Master of Archival Studies PhD in Library, Archival, and Information Studies	Covers costs associated with lab costs, course costs and peer advisor positions. Assessed to all first-year students at the beginning of their program	2009
Arts	Program Fee	\$385.00	School of Information	Dual Master of Archival Studies and Library and Information Studies	Covers costs associated with lab costs, course costs and peer advisor positions. Assessed to all first-year students at the beginning of their program	2009
Arts	Program Fee	\$128.00	School of Information	Master of Arts in Children's Literature	Covers costs associated with lab costs, course costs and peer advisor positions. Assessed to all first-year students at the beginning of their program	2009
Arts	Program Fee	\$300.00	Anthropology and Sociology	Courses: ANTH 480, SOCI 480	Intensive, 6-week course focused on qualitative research. The fee is collected to coordinate and administer the fieldwork aspects of the course.	Unknown
Arts	Field Trip Fee	Variable*	Geography	Course: GEOG 309	Students pay expenses related to accommodation, travel and meals for field camp.	1980s
Arts	Health Program Fee	\$28.00	School of Social Work	Bachelor of Social Work Master of Social Work	Criminal Record Check through the BC government's Criminal Records Review Program. This is a vulnerable sector check, done for students prior to practicum. The School is obligated to conduct a CRC for a student doing practicum with children or vulnerable adults. Collected once per program (valid for 5 years)	Unknown
Arts	Material Fee	\$70.00	Institute for Critical Indigenous Studies	Course: FNEL 101	This textbook is produced and printed by the Musqueam Language Program in collaboration with the Musqueam Indian Band and fees are recuperative	Unknown
Arts	Material Fee	\$40.00	Institute for Critical Indigenous Studies	Course: FNEL 102	This textbook is produced and printed by the Musqueam Language Program in collaboration with the Musqueam Indian Band and fees are recuperative	Unknown

Arts	Material Fee	\$40.00	Institute for Critical Indigenous Studies	Courses: FNEL 201 and FNEL 202	This textbook is produced and printed by the Musqueam Language Program in collaboration with the Musqueam Indian Band and fees are recuperative	Unknown
Arts	Material Fee	\$22.00	School of Music	Course: MUSC 119	The materials for this course are highly specialized and are kept by the students (hard copy course pack, ear plugs, a calculator for quizzes and exams, professional photographic headshots)	Unknown
Dentistry	Application/ Administrative Fee	\$500.00	N/A	Doctor of Dental Medicine Bachelor of Dental Science degree in Dental Hygiene	Cover faculty & staff time, including Chair of Admissions and Dean of Dentistry, in considering applicants' competitiveness, multiple data points for professional programs to consider. Significant fee in place to illustrate complexity and seriousness of appeal process and reduce number of DMD minor appeals.	2017
Dentistry	Application/ Administrative Fee	\$150.00	N/A	Doctor of Dental Medicine	Covers cost of DMD interview	Unknown
Dentistry	Program Fee	\$2,525.00	N/A	Doctor of Dental Medicine	Educational/lab experiences incidental fee, incl. sim lab/digital dentistry operations. Collected once per year from Year 1 to Year 4.	Unknown
Dentistry	Program Fee	\$150.00	N/A	Bachelor of Dental Science degree in Dental Hygiene	Incidental fee. Collected once per year from Year 1 to Year 4.	Unknown
Education	Application/ Administrative Fee	\$48.50	School of Kinesiology	Graduate Certificate in High Performance Coaching and Technical Leadership	Covers cost of reviewing applicants.	2015
Education	Application/ Administrative Fee	\$49.25	N/A	Graduate Certificate in Educational Technology	Covers cost of reviewing applicants.	Unknown
Education	Application/ Administrative Fee	\$45.50	Department of Educational and Counselling Psychology, and	Graduate Certificate in Orientation and Mobility	Covers cost of reviewing applicants.	2015

			Special Education			
Education	Application/ Administrative Fee	\$48.50	Department of Educational Sciences	Graduate Certificate in Adult Learning and Education	Covers cost of reviewing applicants.	Unknown
Forestry	Field Trip Fee	\$550.00	N/A	Course: UFOR 400	To cover accommodation, meals, and transportation for students. Students spent 7 days at the Malcolm Knapp Research Forest. Students will develop field skills, professional judgment, critical reflection, and integration of theory, practice, and policy from this field study.	2016
Forestry	Field Trip Fee	875.00	N/A	Course: FRST 350	To cover accommodation, meals, and transportation for students. Students go on day trips at the Malcolm Knapp Research Forest, Pacific Spirit Park, and the UBC Farm. Field study concentrates on outdoor skills, forest measurements, site diagnosis, and an integrated overview of the ecological, social, and economic basis for forest management.	2017
Land and Food Systems	Material Fee	\$50.00	N/A	Course: FNH 330	Cost recovery of glasses (students keep) and wine tasting	2007
Land and Food Systems	Program Fee	\$700.00	N/A	Master of Food and Resource Economics	Cost of Summer Program, taken by all MFRE students prior to commencement of program.	2009
Land and Food Systems	Field Trip Fee	\$81.18	N/A	Course: APBI 443	Transportation for students' trip during field trip. Students travel to field locations to obtain hands-on experience in techniques/concepts covered in lectures, and to make observations and collect data for analysis.	2019

Land and Food Systems	Material Fee	\$50.00	N/A	Course: FNH 335	Cost recovery of wine tasting.	2014
Medicine	Program Fee	\$726.00	Department of Occupational Science and Occupational Therapy	Master of Occupational Therapy, Year 1	Cover cost of course supplies and disposables in practical courses, cost of required N95 fit testing, cost of student immunization review, manual & photocopying fees, T-Res sign-up, violence prevention workshop, and various interprofessional sessions.	2005
Medicine	Program Fee	\$468.00	Department of Occupational Science and Occupational Therapy	Master of Occupational Therapy, Year 2	Cover cost of course supplies and disposables in practical courses.	2005
Medicine	Material Fee	\$100.00	Department of Pathology and Laboratory Medicine	Bachelor of Medical Laboratory Science, Year 4	Cost recovery for xeroxing Medical Laboratory Science lab manuals and course syllabi.	2006
Medicine	Program Fee	\$215.00	Department of Family Practice	Bachelor of Midwifery, Year 1	Covers cost of student immunization review and cost for Year 1 skills training lab material.	2019
Medicine	Program Fee	\$95.00	Department of Family Practice	Bachelor of Midwifery, Years 2-4	Covers the cost of yearly fit testing arranged by the program that is required for all Faculty of Medicine students who will be in a hospital setting, cost of student accident insurance, and lab fees for materials provided for skills training. Paid annually.	2019
Medicine	Health Program Fee	\$28.00	N/A	Master of Science, Audiology Master of Science, Speech Pathology	Cost of criminal record check, required by students to go on clinical placement.	2016

Medicine	Program Fee	\$20.00	School of Audiology and Speech Sciences	Master of Science, Audiology Master of Science, Speech Pathology	Administration expense required to provide Student Access to printing and xeroxing for academic purposes. This is a mandatory cost payable to PayForPrint Service managed by UBC Information Technology and the administrative time to set up.	2016
Medicine	Program Fee	\$30.00	School of Audiology and Speech Sciences	Master of Science, Audiology Master of Science, Speech Pathology	Student Identification Badge required for students to go on clinical placements.	1990s
Medicine	Material Fee	\$378.00	School of Audiology and Speech Sciences	Master of Science, Audiology, Year 1	Purchase of audiology lab supplies (audiology testing supplies, hearing aids, etc.) by students for academic learning, completion of assignments and labs. Prepares Audiology Students for professional clinical placements.	1990s
Medicine	Material Fee	\$110.00	School of Audiology and Speech Sciences	Master of Science, Audiology	Simucase Software License (for 1 year) expense required for Student academic classroom/lab learning and for preparation and practice in clinical placements. Software can only be purchased by an Education Institution.	2019
Medicine	Material Fee	\$220.00	School of Audiology and Speech Sciences	Master of Science, Speech Language Pathology	Simucase Software License (for 2 years) expense required for Student academic classroom/lab learning and for preparation and practice in clinical placements. Software can only be purchased by an Education Institution.	2019
Medicine	Material Fee	\$268.00	School of Audiology and Speech Sciences	Master of Science, Speech Language Pathology	Purchase of licensed SLP tests, licensed software and acquisition of lab supplies for use by Students for academic learning, completion of assignments and use in labs. Use of tests and software prepares students for Clinical Placements.	1990s

Medicine	Program Fee	\$1,256.56	Department of Physical Therapy	Master of Physical Therapy, Vancouver cohort and Fraser Valley cohort, Year 1	Fee covers student kids, cost of immunization review, cost of student accident insurance, T-Res Accounts, cost of criminal record check, ExamSoft Account, Bone rental, mailbox key deposit, and cost of violence prevention training.	2006
Medicine	Program Fee	\$1,075.56	Department of Physical Therapy	Master of Physical Therapy, North cohort, Year 1	<p>Fee covers student kids, cost of student accident insurance, T-Res Accounts, cost of criminal record check, ExamSoft Account, Bone rental, and cost of violence prevention training.</p> <p>The different rates is due to due to the immunization review and the mailbox key deposit. UNBC is unable to provide an immunization review and TB test the way UBC can, so the students have it done at a clinic outside the university and pay the clinic directly. Also, they do not have mailboxes at UNBC so there is no need to pay the key deposit.</p>	2006
Medicine	Program Fee	\$200.00	Department of Physical Therapy	Master of Physical Therapy, all cohorts, Year 2	Lab fee (covers linens, cleaning supplies, etc.).	2006
<i>Medicine</i>	<i>Program Fee</i>	<i>\$7.00</i>	<i>Department of Medical Genetics</i>	<i>Master of Science, Genetic Counselling</i>	<p><i>Student Accident Insurance. This is an existing approved fee (see UBC Calendar) but for which the Department would like to formally start assessing students.</i></p> <p><i>**Please note that this fee is included here <u>for information</u> and is not included in the total count of fees to be approved.</i></p>	
Sauder	Material Fee	\$20.00	N/A	Course: COMM 202	Cost of Emotional Intelligence Training	2017

Sauder	Field Trip Fee	\$600.00	N/A	Full-time Master of Business Administration, Year 1	Students go abroad to consult for a pre-selected overseas company on a real business challenge, fee covers shared ground transportation and shared meals in country.	2014
Sauder	Application / Administrative Fee	\$115.00	N/A	Diploma in Accounting	Application fee.	Unknown
Sauder	Application / Administrative Fee	\$100.00	N/A	Diploma in Accounting	Admissions deferral fee (for up to one year).	Unknown
Sauder	Application / Administrative Fee	\$50.00	N/A	Diploma in Accounting	Exemption request from any of the five foundation courses. Fee charged per exemption to cover evaluation cost.	Unknown
Sauder	Application / Administrative Fee	\$100.00	N/A	Diploma in Accounting	Cost of challenge exam, when required for a course exemption.	Unknown
Sauder	Application / Administrative Fee	\$50.00	N/A	Diploma in Accounting	Temporary leave fee. Students unable to meet the continuous enrolment requirement for any reason but want to remain eligible to continue later (up to one year) pay temporary leave fees.	Unknown
Science	Field Trip Fee	Variable*	Department of Earth, Ocean, and Atmospheric Sciences	Course: EOSC 328	Assist with costs associated with accommodation and meal plan for 22-day stay in Oliver, BC as well as printed course materials.	2015
Science	Application / Administrative Fee	\$100.00	Department of Computer Science	Bachelor of Computer Science	Supplemental application fee	1990

Science	Field Trip Fee	Variable*	N/A	Course: SCIE 001	These fees are necessary for the program to cover the costs of the field trips.	Unknown
Science	Field Trip Fee	Variable*	N/A	Course: ISCI 461	ISCI 461 exposes students to real world issues surrounding systems and sustainability. This field research course provides an opportunity for students to engage in an advanced comparative research project, enabling them to analyze and understand the diversity of two geographically unique systems and engage in reflective research on the differences and similarities between the systems and sustainability issues within each location.	2020
Science	Material Fee	\$25.00	Department of Zoology	Course: BIOL 209	Cost recovery for printed lab manual.	Unknown
Science	Material Fee	\$35.00	Department of Zoology	Course: BIOL 323	Cost recovery for printed lab manual.	Unknown
Science	Material Fee	\$10.00	Department of Chemistry	Courses: CHEM 111 and CHEM 121	Lab manual.	2016
Science	Material Fee	\$55.00	Department of Chemistry	Courses: CHEM 111 and CHEM 121	Course workbook.	2016
Science	Material Fee	\$13.00	Department of Chemistry	Courses: CHEM 123 and CHEM 135	Lab manual.	2016
Science	Material Fee	\$45.00	Department of Chemistry	Courses: CHEM 203 and CHEM 245	Lab manual.	2016

Science	Material Fee	\$28.00	Department of Chemistry	Courses: CHEM 211	Lab manual.	2016
Science	Material Fee	\$35.00	Department of Chemistry	Courses: CHEM 235	Course workbook.	2016
Science	Material Fee	\$19.00	Department of Chemistry	Courses: CHEM 300	Course workbook.	2016
UBC-OKANAGAN						
Education	Program Fee	\$400.00	School of Education	Bachelor of Education	Covers general program expenses such as field experience kits, field trips and community building events, workshops and special sessions	2017
Health and Social Development	Material Fee	\$155.57	School of Nursing	Bachelor of Science, Nursing, Year 1	Practicum ID card, fit-mask testing, insurance, and lab fees	Unknown
Health and Social Development	Material Fee	\$348.67	School of Nursing	Bachelor of Science, Nursing, Year 2	Practicum ID card, fit-mask testing, insurance, and lab fees	Unknown
Health and Social Development	Material Fee	\$195.97	School of Nursing	Bachelor of Science, Nursing, Year 3	Practicum ID card, fit-mask testing, insurance, and lab fees	Unknown
Health and Social Development	Material Fee	\$135.29	School of Nursing	Bachelor of Science, Nursing, Year 4	Practicum ID card, fit-mask testing, insurance, and lab fees	Unknown

*Note 1: The Administration is seeking a variable fee rate for the four identified field trip fees. At UBC Vancouver, 26 field trip fees have been approved in the Calendar with a variable rate. A variable rate reflects the challenge of setting a flat fee for some field trip fees where the

location and associated costs (e.g., transportation, accommodation and meals) are set external to the institution. Changes in the number of students enrolled may also impact the fee amount.

The following 29 fees have been identified as unapproved, but upon review by the Faculties, will no longer be collected.

FACULTY	CATEGORY	AMOUNT (2022/23)	DEPARTMENT/ SCHOOL	PROGRAM/COURSE IMPACTED	DESCRIPTION	YEAR FIRST CHARGED
UBC-VANCOUVER						
Applied Science	Application / Administrative Fee	\$250.00	School of Architecture and Landscape Architecture	Master of Architecture Master of Landscape Architecture Dual Degree MARCH and MLA Bachelor of Environmental Design	Covers cost of introductory workshop, student orientation, including workshop safety certification sessions and library orientation. Introduces students to studio culture and expectations through completion of a group design project. This also allows the Faculty to assess students' incoming abilities and offer additional assistance as needed, as well as allowing students to establish social relationships across programs upon entrance.	Pre-2001
Applied Science	Material Fee	\$68.00	Department of Mechanical Engineering	Course: MECH 220	Covers cost of materials and components needed to complete Technical Skills Practicum, modules include machining, drafting, electronics, and software.	2008
Applied Science	Material Fee	\$26.50	School of Nursing	Bachelor of Science, Nursing Master of Nursing, Nurse Practitioner	Nursing lab fees.	2009
Dentistry	Conference Fee	\$35.00	N/A	Doctor of Dental Medicine Bachelor of Dental Science degree in Dental Hygiene	Pacific Dental Conference registration fee	2002

Education	Field Trip Fee	\$150.00		Course: EDCP 423	Covers cost of additional activities such as overnight camping, special guests, canoe rental, etc.	Unknown
Education	Field Trip Fee	\$150.00		Course: EDCP 531	Covers cost of additional activities such as overnight camping, special guests, canoe rental, etc.	Unknown
Education	Field Trip Fee	\$150.00		Course: EDCP 323	Covers expenses for field trips; may include camping trip to Cheakamus Lake, river paddling in Whistler, and the UBC ropes course	2015
Education	Application / Administrative Fee	\$250.00		Certificate on Curriculum and Pedagogy in Higher Education	Registration fee for program that prepares academic leaders to develop expertise in scholarly approaches to, and the scholarship of educational leadership (SoEL) practices within and across diverse disciplinary settings	2014
Land and Food Systems	Material Fee	\$750.00	N/A	Courses: SOIL 515, SOIL 516, SOIL 518, and SOIL 520 taken as part of Watershed Certificate	Cost recovery, graduate level program open to graduate students and professionals. Fees are only applied to professionals who want professional credit	2015
Land and Food Systems	Insurance	\$35.00	N/A	Course: APBI 496	Supplemental accident insurance; this is a practicum in Applied Animal Biology with almost daily contact with animals, and therefore increased risk of minor injury (eg. Bites/scratches) not covered under insurance provided via UBC Risk Management	2014
Land and Food Systems	Material Fee	\$35.00	N/A	Course: APBI 322	Cost recovery of plant materials (which students keep), such as grafted apple trees and tulips	2012
Medicine	Material Fee	\$200.00	Department of Pathology and Laboratory Medicine	Bachelor of Medical Laboratory Science, Year 3	Cost recovery for xeroxing Medical Laboratory Science Handouts	2006
Sauder	Material Fee	\$15.00	N/A	Course: COMM 202	Covers cost of Strengths Finder Assessment.	2013
Sauder	Material Fee	\$60.00	N/A	Course: COMM 203	HR Management simulation exercise.	2015
Sauder	Material Fee	\$10.50	N/A	Course: COMM 205	Cost recovery for software purchase.	Unknown

Sauder	Material Fee	\$525.00	N/A	Course: COMM 483	Cost recovery of copyright of cases, 2 weekend retreats, catering for all-day weekend classes, guest speakers, alumni events.	2006
Sauder	Material Fee	\$32.00	N/A	Course: BA 501	Copyright fees for course materials and online tools.	2018
Sauder	Material Fee	\$67.75	N/A	Course: BA 502	Copyright fees for course materials.	2019
Sauder	Material Fee	\$75.00	N/A	Course: BA 508	Cost recovery for simulation software.	2016
Sauder	Material Fee	\$20.00	N/A	Course: BA 562 (when part of Master of Management program)	Cost recovery for course materials (notebooks, lego).	2017
Sauder	Material Fee	\$25.00	N/A	Course: BA 562 (when part of Full-Time Master of Business Administration program)	Cost recovery for course materials (notebooks, lego).	2013
Sauder	Material Fee	\$36.50	N/A	Course: BA 564	Cost recovery of simulation software fee.	2015
Sauder	Material Fee	\$20.00	N/A	Course: BUSI 293 (certain sections only)	Cost recovery of course materials.	Unknown
Sauder	Material Fee	\$20.00	N/A	Course: BUSI 370 (certain sections only)	Cost recovery of course materials.	Unknown
Sauder	Material Fee	\$26.25	N/A	Course: BAHR 507	Copyright fees for course materials.	2009
Sauder	Material Fee	\$24.75	N/A	Course: BAHR 507	Copyright fees for course materials.	2004
Sauder	Material Fee	\$10.00	N/A	Course: BAPA 560	Copyright fees for course materials.	2016
Science	Material Fee	\$20.00	Department of Zoology	Course: BIOL 140	Lab workbook sold in-house directly from Faculty to keep costs down for students. No other course material is required.	Unknown
Science	Material Fee	\$17.00	Department of Zoology	Course: BIOL 204 and BIOL 205	Lab manual provides background information necessary to understand lab materials, similar to a course textbook. Students can refer to lab manual	Unknown

					for practical instructions during lab activities, including important information on lab safety.	
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