



**SUBJECT** Incidental Fee Correction: Bachelor of Dental Science in Dental Hygiene, UBC Vancouver

**SUBMITTED TO** Finance Committee

**MEETING DATE** June 3, 2025

**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 correction to the Bachelor of Dental Science in Dental Hygiene Incidental Fee in the Faculty of Dentistry, such that it shall be assessed only to Bachelor of Dental Science in Dental Hygiene Entry-to-Practice students, effective immediately and retroactive to the December 2023 ratification of the Dental Hygiene Incidental Fee.

**LEAD EXECUTIVE** Gage Averill, Provost and Vice-President Academic, UBC Vancouver

**SUPPORTED BY** Simon Bates, Vice-Provost and Associate Vice-President Teaching & Learning

**PRIOR SUBMISSIONS**

The subject matter of this submission was considered by the Finance Committee on [November 20, 2023](#) (OPEN SESSION); Request: Ratification of Fees.

**EXECUTIVE SUMMARY**

In June 2023, the Finance Committee was advised that documentation of Board approval could not be located for a total of 96 student fees across both campuses. The Administration brought forward all 96 fees, including 29 fees that the Administration had determined would no longer be collected, to the November 2023 meeting of the Finance Committee, at which the Committee, under its delegated authority, ratified and approved for collection on a going-forward basis the 67 remaining fees for which documentation of previous Board approval could not be located.

One of the fees ratified in November 2023 was an incidental fee assessed to Bachelor of Dental Science (BDSC) in Dental Hygiene students. In April 2025, the Faculty of Dentistry notified Enrolment Services of an oversight as the BDSC in Dental Hygiene has three categories of students: Entry-to-Practice, Degree Completion Category 1, and Degree Completion Category 2. The incidental fee was mistakenly ratified to be assessed to all three categories of BDSC in Dental Hygiene students, when it should only be charged to BDSC in Dental Hygiene, Entry-to-Practice students.

Faculty	Type of Fee	Fee Scope	Adjusted Fee Scope	Fee Collection Frequency	Amount Approved in December 2023
Dentistry	Program Fee	Bachelor of Dental Science degree in Dental Hygiene	Bachelor of Dental Science degree in Dental Hygiene, <b>Entry-to-Practice</b>	Collected once per year from Year 1 to Year 4	\$150.00*

\*The fee amount for 2025/26 is \$153.00.

Enrolment Services has identified that in 2024W, 36 Degree Completion Category 1 students and 34 Degree Completion Category 2 students were inadvertently charged this fee. Enrolment Services will adjust the accounts for these students; if fully paid prior to adjustment, the credit will remain on the student's account toward future fees or the student can request a refund if they do not have future fees.

A student consultation was not conducted as this is not a new fee request, rather a clarification. The Office of the Vice-President Students sent a message to the AMS to communicate information about this change in advance.

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