

# Schedule C - Proposed Administrative Fees

## Proposed Non-Refundable Acceptance Deposits

2015/16



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THE UNIVERSITY OF BRITISH COLUMBIA

# Information Item to Councils

## Administrative Fees

- Principles: charge fees on a cost recovery basis; students pay for services they use
- Administrative fees reviewed every three years unless there is a significant change to cost structure
- Proposed Fees Effective Date: May 1, 2015

## Non-Refundable Acceptance Deposits

- Proposal to increase deposits for domestic undergraduate, international undergraduate, and Vantage College students
- Change of deadline of partial refund eligibility for international undergraduate students

## Approval Requirements

- Changes to Administrative Fees and Non-Refundable Acceptance Deposits require President's approval



# Proposed Administrative Fees

Administration Fees - COST RECOVERY	2014/15		2015/16	
	Actual	Increase	Proposed	
Calendar Course Description Fee - per course (plus PST)	\$ 1.00	0%	\$ 1.00	
Deferred Examination (written off-campus)				
Okanagan	\$ 90.00	0%	\$ 90.00	
Vancouver	\$ 90.00	0%	\$ 90.00	
Other - Canada/US	\$ 100.00	0%	\$ 100.00	
Other - International (including Hong Kong)	\$ 140.00	0%	\$ 140.00	
Degree Conversion (plus PST)				
OUC Degree to UBCO Degree	\$ 100.00	0%	\$ 100.00	
LLB Degree to JD Degree	\$ 100.00	0%	\$ 100.00	
Diploma Certification (plus PST)	\$ 6.10	2%	\$ 6.20	
Diploma Certification - Same Day (plus PST)	\$ 12.20	2%	\$ 12.40	
Dishonoured Payments	\$ 35.00	0%	\$ 35.00	
Distance Education and Tech Special Examination	\$ 50.00	2%	\$ 51.00	
Duplicate Income Tax Receipt - T2202A (plus PST)	\$ 6.10	2%	\$ 6.20	
Faxes - Canada/USA	\$ 5.35	2%	\$ 5.45	
Faxes - International	\$ 10.90	2%	\$ 11.10	
Financial Hold Fee	\$ 35.00	0%	\$ 35.00	
Interest Charge on Past Due Accounts (per annum)	6% + Prime	0%	6% + Prime	
Parchment Replacement (plus PST)	\$ 56.10	2%	\$ 57.20	
Parchment Replacement Rush (plus PST)	\$ 112.20	2%	\$ 114.40	
Replacement UBC Card	\$ 25.00	0%	\$ 25.00	
Review of Assigned Standing (per course)	\$ 51.00	2%	\$ 52.00	
Supplemental Examination (written on-campus)	\$ 30.00	0%	\$ 30.00	
Supplemental Examination (written off-campus)				
Okanagan	\$ 90.00	0%	\$ 90.00	
Vancouver	\$ 90.00	0%	\$ 90.00	
Other - Canada/US	\$ 100.00	0%	\$ 100.00	
Other - International (including Hong Kong)	\$ 140.00	0%	\$ 140.00	
Transcript - Each Copy (plus PST)	\$ 10.00	0%	\$ 10.00	
Transcript - Same Day Pick Up (plus PST)	\$ 14.00	0%	\$ 14.00	
Transcript Distribution - Regular Mail	\$ -	N/A	\$ -	
Document Distribution - Canada Courier	\$ 20.00	0%	\$ 20.00	
Document Distribution - USA Courier	\$ 25.00	0%	\$ 25.00	
Document Distribution - International Courier	\$ 30.00	0%	\$ 30.00	



# Deferred and Supplemental Examinations

Administration Fees - COST RECOVERY	2014/15		2015/16
	Actual	Increase	Proposed
Deferred Examination (written off-campus)			
Okanagan	\$ 90.00	0%	\$ 90.00
Vancouver	\$ 90.00	0%	\$ 90.00
Other - Canada/US	\$ 100.00	0%	\$ 100.00
Other - International (including Hong Kong)	\$ 140.00	0%	\$ 140.00
Supplemental Examination (written on-campus)	\$ 30.00	0%	\$ 30.00
Supplemental Examination (written off-campus)			
Okanagan	\$ 90.00	0%	\$ 90.00
Vancouver	\$ 90.00	0%	\$ 90.00
Other - Canada/US	\$ 100.00	0%	\$ 100.00
Other - International (including Hong Kong)	\$ 140.00	0%	\$ 140.00

- Effective January 2015, as per the Hong Kong Examinations and Assessment Authority, students no longer pay invigilation fee directly to Hong Kong Exam Centre. UBC will now be responsible for all expenses incurred in holding examinations, including invigilation fees.
- Exams written in Hong Kong will be increased to \$140.00 to be consistent with other examinations written internationally, which includes the cost of invigilation fees.



# Policy Change: Document Distribution

	2014/15		2015/16	
Administration Fees - COST RECOVERY	Actual	Increase	Proposed	
Document Distribution - Canada Courier	\$ 20.00	0%	\$ 20.00	
Document Distribution - USA Courier	\$ 25.00	0%	\$ 25.00	
Document Distribution - International Courier	\$ 30.00	0%	\$ 30.00	

- Current situation: Courier costs are only charged to transcript distribution.
- Proposed Change: Broaden scope of courier distribution to include all documents, such as parchments.
- Rationale:
  - First-time parchments sent via regular mail are frequently returned to sender, hence UBC is proposing a policy change requiring students to select a courier option for first-time parchments not picked up in person.
  - Costs associated with parchment distribution are identical to costs associated with transcript distribution.



# 2% Inflationary Increase

Administration Fees - COST RECOVERY	2014/15		2015/16
	Actual	Increase	Proposed
Diploma Certification (plus PST)	\$ 6.10	2%	\$ 6.20
Diploma Certification - Same Day (plus PST)	\$ 12.20	2%	\$ 12.40
Distance Education and Tech Special Examination	\$ 50.00	2%	\$ 51.00
Duplicate Income Tax Receipt - T2202A (plus PST)	\$ 6.10	2%	\$ 6.20
Faxes - Canada/USA	\$ 5.35	2%	\$ 5.45
Faxes - International	\$ 10.90	2%	\$ 11.10
Parchment Replacement (plus PST)	\$ 56.10	2%	\$ 57.20
Parchment Replacement Rush (plus PST)	\$ 112.20	2%	\$ 114.40
Review of Assigned Standing (per course)	\$ 51.00	2%	\$ 52.00

- A 2% increase is proposed for the above administrative fees to reflect the cost of delivering services.



# Proposed Acceptance Deposits

Non-refundable Acceptance Deposits	2014/15 Actual	Increase	2015/16 Proposed
Domestic Undergraduate Students	\$ 250.00	100%	\$ 500.00
International Undergraduate Students	\$ 500.00	100%	\$ 1,000.00
Vantage College Students	\$ 500.00	500%	\$ 3,000.00
Refund Deadlines for International Undergraduate Students	\$250 refundable if student withdraws from: Summer session by April 30th Winter session by August 31st		\$500 refundable if student withdraws from: Summer session by March 31st Winter session by July 31st

- Acceptance deposits are applied towards first tuition instalment.



# Rationale

## Undergraduate Students

- Encourage good faith acceptance
- Better resource planning and course scheduling
- Make earlier offers to waitlisted students
- In line with peer institutions

## Vantage College Students

- Partially recover high costs associated with cancellations of tutorials and labs
- Better resource planning, specifically faculty hiring for teaching
- In line with similar programs in Australia and other Canadian institutions







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