New Program Tuition Consultation - Template

## NAME OF THE PROGRAM

## Program Overview

This section should provide an overview of the program, including a description of the program similar to what would be found in the academic calendar.

***OPTIONAL: Key features of the program***

You may want to highlight key features of the program (especially those that may have an impact on tuition and mandatory fees), such as:

* Required specialized program components
* Research intensive or professional program
* High reliance on technology,
* etc.

 An example of this would be:

“The program includes a required practicum to provide students with an opportunity to apply their learning and gain experience. It also places a strong emphasis on working with the latest technology.” 

## Student consultation during the program development process

If you have had students involved in the program design or decision-making process, it should be highlighted here. 

## Tuition and Fees Rationale

This section will highlight the key factors influencing the tuition and mandatory fees for the program.

Examples would include (but are not limited to):

* class size
* specialized program components (e.g. field trips, practicum, internships, etc.)
* specialized advisory supports for the program
* intensity of student/professor non-classroom interaction (e.g. intensive supervision that requires significant professor)
* technology costs for the program
* specialized instructor costs (e.g. needs to be taught by those with specialized knowledge that may cost more due to market demand, seniority, etc.)

**Please note:** This should give enough information to students to understand the factors leading to the specific tuition and mandatory fees being set for the program.

***Costs of comparable programs***

If there are comparable programs, you may want to highlight the costs of those comparable programs to give some context for the tuition 

## Proposed Tuition and Fees

Using the below introduction paragraph and table, this section would provide the tuition, as well as any associated mandatory fees. Work with a representative of Enrolment Services (Associate or Acting Associate Director) to verify this information.

* If you have multiple mandatory fees specifically for the program, please provide the costs of each.
* This section should not include any general fees that are applied to all students (e.g. Athletics and Recreation fee).

**Introduction paragraph:**

The [insert program name] will be assessed at the [insert correct statement here. Common statement: “standard undergraduate per credit amount for domestic and international students”].  For [insert academic year], the approved standard per credit rates are [insert appropriate rate. Example from 2019/20: “$179.97 for domestic and $1,306.58 for international students”]. Rates for this program will be aligned with standard undergraduate per credit amounts, which are subject to general tuition increases as approved by the Board of Governors. [If applicable, add other fees at the end. For example: “The proposed lab fee will be $1,500 per year level during Years 2- 4 of the program”].

## Appendix 1 – Tuition and Fee Assessment Details

Visit the Student Financial Management website ([here](https://facultystaff.students.ubc.ca/enrolment-services/student-financial-management/tuition-fees-and-non-refundable-acceptance-deposits-governance-and-approval-processes)) to dowload and fill out the must up-to-date tuition and fee assessment template.