# **Fee Approval Form for Non-Credit Program Proposals**

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| From: | Date: |
| Department/Unit: | Faculty/Extended Learning: |
| Phone: | Email: |
| Program Name: | |
| Proposed Tuition: | |

As approved by UBC’s Board of Governors at their June 2023 meeting, the Office of the Provost and Vice-President Academic has delegated authority to approve fees for non-credit programming, specifically non-credit certificate programs and non-credit micro-certificate programs.

**Fee approval by the Provost is required prior to launching any new non-credit certificate or micro-certificate program.**

*Select proposal type:*

☐ New Non-Credit Certificate Program

☐ New Non-Credit Micro-Certificate Program

Select from one of the following two choices:

☐ NO. The Faculty/Extended Learning does NOT require additional financial resources to launch the proposed non-credit program.

☐ YES. Additional financial resources are required. A brief explanation is required indicating the necessary resources requested.

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| Signature of Dept. Head  (If applicable) |  | Date: |
| Signature of Dean or Executive Director of Extended Learning:  (Required) |  | Date: |
| Signature of the Provost  (Required) |  | Date: |