**New Program Tuition Consultation Template**

This template is to assist faculties in addressing the Board requirement for student consultation around new program tuition and mandatory fees.

The template provides guidance on the information that will be provided to students in order to facilitate a consultation process on the tuition and any program-specific mandatory fees. The completed template will be shared with key constituency groups (AMS, GSS, and faculty-based student organizations) and be available online for the broader student community.

The Vice-President Students Office (VPSO) will support the distribution of the completed template, and provide analysis and reporting of the comments to the faculties to support their Senate and Board submissions. The VPSO can also play a role in facilitating face-to-face meetings between the faculties and appropriate student organizations as needed.

Students will be asked to comment only on the tuition and the program’s mandatory fees (if applicable) as part of this consultation.

**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.

***OPTIONAL: 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**

**Appendix 1 – Tuition and Fee Assessment Details**

**Program Description**: Program Name

**Anticipated Start Date**: Start Date

|  |  |  |
| --- | --- | --- |
|  | **Domestic** | **International** |
| Tuition fees per instalment/credit – Note 1 | $ | $ |
| Minimum No. of Instalments |  |  |
| Continuing Fees per Instalment (assessed after x instalments) |  |  |
| Application Fees (Undergraduate) – Note 2 | $77.00 | $170.00 |
| Application Fees (Graduate) – Note 2 | $116.25 | $168.25 |
| Supplemental Application Fees | $ | $ |
| Non-Refundable Acceptance Deposit – Note 3 | $500.00 | $1,000.00 |
| Other Faculty and Course Fees – Note 4 | $ | $ |

Note 1 – Proposed tuition will be subject to annual increases as established by the university. Tuition and student fees are charged in three equal instalments payable in January, May and September.

Note 2 – This is the current fee for the 2025W application cycle and is subject to annual increases.

Note 3 – The non-refundable acceptance deposit will be applied towards the first tuition instalment.

Note 4 – These are the Faculty and Course Fees approved for the 2024/25 academic year and are subject to annual increases.