

Fee Proposal Form

A: Proponent Information			
Proponent Name:			
Department:			
Proponent Signature:			Date:
Dean/Director Name:			
Dean/Director Signature:			Date:
Attachments?		Common attachments may include: budgetary breakdowns, environmental scans, comparison charts, justifications for substantial proposed increases, and/or ramifications of non-approval.	
Yes	No		
B: Fee Type			
<i>Please complete one section only: course, field school or other.</i>			
Course		<i>Course fees include lab or course materials, field trip fees, required honoraria, etc.</i>	
Subject and Course Number (e.g. PHYS 110):			
Type of fee (select one):	New	Revision	Deletion Suspension
Current fee (if applicable): \$		Proposed fee: \$	
Is this course mandatory for students to complete their program?		Yes	No
Field School		<i>Field school fees are considered new fees each time they are offered.</i>	
Subject and Course Number (e.g. BIOL 333):			
Semester of offering:			
Field school location:			
Proposed Fee: \$		Proposed deposit (leave blank if N/A): \$	
Is this course mandatory for students to complete their program?		Yes	No
Other		<i>Other fees can be international tuition, administrative fees, etc.</i>	
Fee Name:			
Type of fee (select one):	New	Revision	Deletion Suspension
Current fee (if applicable): \$		Proposed fee: \$	

Please ensure you complete sections C and D on the reverse side of this form.

C: Fee Description and Rationale

Please include a detailed description of the fee and the justification and rationale for the proposed fee. This should include a detailed budgetary breakdown of associated costs where applicable.

D: Implementation Date

Please complete one section only: course, field school or other.

Implementation Date:

End Date (if applicable):

Additional Information

1. The Fees Committee meets several times each year. Please visit [UNBC Fees Committee](#) for more information on the annual schedule of meetings and the committee's Terms of Reference. *
2. Fee Proposal Forms must be submitted by the posted deadline, typically 10 days before the scheduled meeting, to be considered for inclusion on the agenda. You can view upcoming meeting dates and submission deadlines [here](#).
3. Mandatory fees (fees students must pay as part of their program) are subject to the [BC Tuition Limit Policy](#), which currently allows a maximum of 2% increase annually to domestic tuition and established course fees. *Fee Proposal Forms* are not required to increase these fees, as they are increased automatically if the Board approves a 2% increase to tuition and fees.
4. Any new mandatory fees that are introduced through this form will require both student and Ministry consultation. See [Ministry Tuition and Fee Limit Policy](#) or email feescommittee@unbc.ca for more information.*
5. All *Fee Proposal Forms* should include rationales demonstrating the benefit to students for the proposed fee, as well as cost breakdowns justifying the fee cost. These can be submitted as attachments to the form.
6. Field school fees are considered new fees each time the field school course is offered and must be accompanied by breakdowns of proposed costs.
7. Fees can be suspended for an academic year through request on this form. They will be reinstituted with a pro-rated 2% increase (if approved by the UNBC Board) the following year.

**Note that, normally, the last meeting to approve new fees or fee increases for the upcoming academic year is March. New mandatory fees require longer consultation. We recommend they come to Fees Committee no later than November.*