

 The University of British Columbia Board of Governors	Policy No.: 72	Approval Date: July 2004 Last Revision: June 2005
	Responsible Executive: Vice-President, Students	
Title: <p style="text-align: center;">Access to the University of British Columbia</p>		
Background & Purposes:		

1. General

- 1.1. No Eligible Student (as defined by Policy #72) will be prevented from commencing or continuing his or her studies at the University for financial reasons alone. Eligible Students and their families have the primary responsibility for bearing the individual cost of higher education. If an Eligible Student and his or her family exhaust the financial resources available to them, the University will ensure that financial support will be made available to them.
- 1.2. Flexibility will be encouraged with regard to the appropriate mix and the appropriate mode of administration and delivery of financial support for Eligible Students. Financial support may take any form, including but not limited to bursaries, University loan programs, and commercial loan programs. Student participation in the design and delivery of programs of financial support will be encouraged. Unless otherwise indicated, financial need will be the primary requirement for financial support.
- 1.3. The financial support programs of the University will be designed to provide access to the financial resources necessary to meet the needs of Eligible Students as assessed by the Common Assessment Mechanism.
- 1.4. In making the case for public policies strongly supportive of an accessible public system of university education, the University will continue to advocate well-designed programs and adequately funded governmental financial support for students.
- 1.5. The Responsible Executive will issue an annual report on student financial support to the Senate Committees on Awards, the Senates and the Board of Governors.

2. Scope

- 2.1. International Students are not covered by this Policy. The federal government requires International Students to demonstrate that they have sufficient resources to meet their financial needs in order to qualify for a Study Permit. However, nothing in this policy is intended to affect existing practices with respect to International Students and, in an emergency or other exceptional circumstances, the Responsible Executive may authorize financial assistance to International Students.

- 2.2. Where a Student is not an Eligible Student and requests access to student financial support, the case will be assessed by Student Financial Assistance and Awards, subject to final approval by the Responsible Executive, to determine the level of support that is appropriate and feasible for the University to provide.

3. **Definitions**

3.1. *Common Assessment Mechanism*

The Common Assessment Mechanism is based on the BCSAP (British Columbia Student Assistance Program) assessment mechanism and it is the tool used by the University to determine the financial need of Eligible Domestic Students.

3.2. *Designated Graduate Program*

A Designated Graduate Program is a program that leads to a graduate degree and that is designated by the Vice-President Academic and Provost. A current list of such Designated Graduate Programs is available online at <http://vpacademic.ubc.ca/program-approval-process/graduate-programs-designated-under-board-of-governors-policy-72/>.

3.3. *Differentiated Undergraduate Program*

A Differentiated Undergraduate Program is a program that leads to an undergraduate degree and in which the number of students is significant and in which the tuition amount is significantly greater than the standard undergraduate per credit fee multiplied by the standard undergraduate full-time load. The Responsible Executive, in consultation with the Vice-President Academic and Provost, will establish specific criteria for Differentiated Undergraduate Programs.

3.4. *Eligible*

An Eligible Student is a Student who:

3.4.1. is a Canadian citizen or Permanent Resident (Landed Immigrant);

3.4.2. is enrolled in a full-time program of study, which means:

3.4.2.1. Undergraduate Students without a Permanent Disability must be enrolled in 60% or more of a full course load for the program in which they are registered,

3.4.2.2. Undergraduate Students with a Permanent Disability must be enrolled in 40% or more of a full course load for the program in which they are registered, or

3.4.2.3. Graduate Students must be paying full-time tuition fees;

3.4.3. has applied to BCSAP, or the equivalent program in their Province or Territory of residence if they are an Out-of-Province Student, for the current academic year;

3.4.4. is not ineligible for government support or commercial lending for reasons such as a disqualifying credit history or having defaulted on their past commitments to BCSAP; and

3.4.5. has an assessed financial need for the current academic year according to the Common Assessment Mechanism.

3.5. *Graduate Student*

A Graduate Student is any person who is registered at, or has applied for and received an offer of admission to, the University of British Columbia in a program that leads to a graduate degree.

- 3.6. *Institutionally Facilitated Loan*
An Institutionally Facilitated Loan is a loan made available to a Student by a third-party lender through a program arranged or otherwise facilitated by the University.
- 3.7. *International Student*
An International Student is a Student who is neither a Canadian citizen nor a Permanent Resident (Landed Immigrant).
- 3.8. *Out-of-Province Student*
An Out-of-Province Student is a Student other than an International Student who does not meet the BCSAP residence requirements but does meet the requirements for the equivalent program in their province or territory of residence.
- 3.9. *Permanent Disability*
A Student with a Permanent Disability:
- 3.9.1. has a functional limitation caused by a physical or mental impairment that restricts the ability of the Student to perform the daily activities necessary to participate in studies at a post-secondary level;
 - 3.9.2. this disability is expected to remain with the Student for the person's expected natural life; and
 - 3.9.3. this disability is recognized as a Permanent Disability by BCSAP.
- 3.10. *Student*
A Student is any person who is:
- 3.10.1. a Graduate Student; or
 - 3.10.2. an Undergraduate Student.
- 3.11. *Undergraduate Student*
An Undergraduate Student is a person who is registered at, or has applied for and received an offer of admission to, the University of British Columbia in a program that leads to an undergraduate degree.

PROCEDURES

Approved: July 2004

Revised: June 2005

Pursuant to Policy #1: Administration of Policies, "Procedures may be amended by the President, provided the new procedures conform to the approved policy. Such amendments are reported at the next meeting of the Board of Governors and are incorporated in the next publication of the UBC Policy and Procedure Handbook."

1. Categories of Students

1.1. Eligible Undergraduate Students

- 1.1.1. Eligible Undergraduate Students are expected to rely on BCSAP assistance up to the maximum BCSAP loan available to them. Assessed need under the Common Assessment Mechanism that cannot be met by BCSAP should be met through bursaries, and then supplemented by loans, including Institutionally Facilitated Loans, the UBC Work-Study Program, and other forms of employment-based learning.
- 1.1.2. Bursary awards for students in a Differentiated Undergraduate Program will be made from the tuition set aside for student financial assistance in that Differentiated Undergraduate Program, together with any endowment income or donated monies designated for the purposes of student financial assistance in that Differentiated Undergraduate Program.
- 1.1.3. For undergraduate programs other than Differentiated Undergraduate Programs, the tuition set aside for student financial assistance in those programs, together with any endowment income or donated monies designated for student financial assistance generally, will be pooled and bursary awards for students in those programs will be made from this pool.

1.2. Eligible Graduate Students

- 1.2.1. Eligible Graduate Students in Designated Graduate Programs are expected to rely on BCSAP assistance up to the maximum BCSAP loan available to them. Assessed need under the Common Assessment Mechanism that cannot be met by BCSAP will primarily be met by loans, including Institutionally Facilitated Loans and commercial loans. However, for Eligible Graduate Students in Designated Graduate Programs for professional fields that do not normally provide professional compensation commensurate with the costs of education financial support will take the form of a mix of bursaries, loans, including Institutionally Facilitated Loans and commercial loans, and employment-based learning. The appropriate mix will vary across Designated Graduate Programs.
- 1.2.2. Eligible Graduate Students other than those in Designated Graduate Programs are expected to rely on BCSAP assistance up to the maximum BCSAP loan available to them. Insofar as possible, assessed need under the Common Assessment Mechanism that cannot be met by BCSAP will be met through bursaries, supplemented by teaching and research assistantships as appropriate. Loans, including Institutionally Facilitated Loans, the UBC Loan Program, and commercial loans, should be considered a last resort.

2. Institutionally Facilitated Loans

- 2.1. The University will undertake discussions with third-party lenders to expand the opportunities for Eligible Students to access credit facilities to support the costs of attending the University. The University will endeavour to make such Institutionally Facilitated Loans broadly available to Eligible Students on favourable terms as to interest, repayment schedules, and loan forgiveness.

3. Work Study Programs

- 3.1. The UBC Work Study Program will be funded by an allocation from the tuition fees paid by all students at the University.

4. Students With Special Financial Needs

- 4.1. The Responsible Executive may authorize exceptions in cases in which the Common Assessment Mechanism does not reflect the true need of an Eligible Student or does not address the institutional, diversity or equity priorities of the University. Where the Responsible Executive is of the view that emergency financial assistance is appropriate, the Responsible Executive may authorize such emergency financial assistance to be drawn from the UBC Emergency Financial Assistance Fund, which will be funded by an allocation from the tuition fees paid by all students at the University.

5. Financial Counseling

- 5.1. The Office of Student Financial Assistance, in collaboration with the various academic units of the University, will make financial counseling available to Eligible Students.

6. Reporting

- 6.1. The Responsible Executive will issue an annual report on student financial support that will include the following:
 - 6.1.1. levels of assessed financial need for Students who apply for bursaries, broken down by academic program and category of Student (Undergraduate Student, Graduate Student, Full-Time Student, Part-Time Student, and Out-of-Province Student) as determined by the Common Assessment Mechanism;
 - 6.1.2. levels of financial assistance provided to Students broken down by academic program, category of Student, category of assistance (grants, university interest-subsidized loans, interest-subsidized loans, institutionally negotiated commercial loans, work-study, research assistantships, or teaching assistantships), and by the source of assistance (external or University);
 - 6.1.3. the average value of the packages of support provided to Students broken down by category of assistance;
 - 6.1.4. the full annual value of the packages of support provided to Graduate Students other than those in Designated Graduate Programs broken down by academic program, category of assistance, and the source of assistance.