

Preliminary Financial Information (Continuing Education (CE) Programs)

This information will be used to provide a 5-year Cash Flow Analysis to be included in the new program proposal. Once a preliminary financial analysis is completed, a follow-up meeting can be arranged to discuss any required changes prior to submitting the final version to the Director, Financial Planning for approval.

Preliminary financials will be prepared and e-mailed to you for review. Thank you.

Please allow 2 weeks for completion of preliminary financials.

Proposed Program Name:

Program Type (diploma, certificate, etc.):

Associate Dean/Program Manager/Department:

Proposed Start-up Date (academic year & term):

Date Submitted:

Institutional Research

- Has the Institutional Research (IR) analysis on tuition and grant values been completed? No Yes

Please note: IR analysis on tuition & grant values **must** be submitted to Finance with this financial information in order to complete the New Program Proposal costing.

- Review the tuition analysis and recommend the line items that most closely match the new program being proposed

College	Program Name	MTCU Code	Cost per Course

Program Enrolment and Delivery Sequence

- What is the projected enrolment for the 5-year period? Complete Excel Enrollment Timing spreadsheet.

Administrative Requirements

- Is a Program Specialist required? No Yes

If yes, please specify cost per semester: \$

5. Are other additional Support Staff required over and above the department's current staff? No Yes

If yes, specify Full-time (FT) or Part-time (PT): FT PT

Full-time support pay band, if applicable:

Part-time support hourly rate, if applicable: \$

Part-time support hours per term, if applicable:

Staffing

6. Enter PT cost (before benefits) for standard courses. Any non-standard course rates should be entered on the Enrolment Timing spreadsheet.

CE teaching cost per TCH	
FT teaching cost per TCH	
DE/OntarioLearn Mohawk Hosted teaching cost per SCH	
OntarioLearn Other College Hosted teaching cost per Enrollment	

Operating Budget Requirements

7. Please provide preliminary estimates of expenses related to the academic delivery of the program:

Operating Expense	Year 1	Year 2	Year 3	Year 4	Year 5
Equipment Maintenance					
Fees (Licensing, etc.)					
Lab materials					
Small Equipment					
New! Library Resources (Confirm with Library Director (print material, subscriptions, online resources, etc.))					
Travel/Professional Development (PD) costs					
Initial Advertising & Promo Materials					

Operating Expense	Year 1	Year 2	Year 3	Year 4	Year 5
Other (Please specify. For instance, a program refresh or review in later years)					

Note: Administrative overhead will be calculated in the final financial template based on a costing methodology.

Capital Requirements

8. What are the projected capital expenses/start-up costs for the program?

Operating Expense	Year 1	Year 2	Year 3	Year 4	Year 5
Capital Equipment – Information Technology					
Capital Equipment – Equipment & Furniture					
Capital Equipment – Major Equipment					
Capital Equipment – Vehicles					
Renovations					
Other (please specify)					

Other Considerations

9. Are there any financial considerations to be reflected in the program financials? (e.g. clustering programs, etc.)