Preliminary Financial Information

(Post-secondary 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 Associate Deans for review.

Please allow 2 weeks for completion of preliminary financials.

Proposed Program Name:

Program Type (diploma, certificate, degree etc.):

Associate Dean/Department:

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

Date Submitted:

Institutional Research

1. 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.*

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

College	Program Name	MTCU Code	Base Tuition

Program Enrolment

3. What is the projected enrolment for Semester 1 new intakes in Years 1 to 5?

	Summer Intake	Fall Intake	Winter Intake
Year 1			
Year 2			
Year 3			
Year 4			
Year 5			

Delivery Sequence

4. How will the semesters flow in an academic year? Enter "R" on the table below for "Regular" delivery (Fall/Winter delivery; summers off), or enter "A" for an "Accelerated" delivery (consecutive terms: Fall/Winter/Summer).

	Summer Intake	Fall Intake	Winter Intake
Delivery			

Attrition Rate

5. What are the projected attrition rate percentages for each semester?

	Summer Intake	Fall Intake	Winter Intake
Semester 2	%	%	%
Semester 3	%	%	%
Semester 4	%	%	%
Semester 5	%	%	%
Semester 6	%	%	%
Semester 7	%	%	%
Semester 8	%	%	%

Program of Study (POS)

6. Provide the following details regarding the proposed program of study (this is a preliminary estimate that can be revised once the POS is finalized at the Proposal Development stage).

Criteria	Number
Number of semesters	
Number of students per section (lectures)	
Number of students per section (labs)	
Number of students per section (placement)	

Teaching Contact Hours (TCH) per week

Complete only those semesters that apply to credential	Lecture	Lab	Placement
Semester 1			
Semester 2			
Semester 3			
Semester 4			
Semester 5			
Semester 6			
Semester 7			
Semester 8			

Semester Duration

7. All semesters assumed to be 14-week duration unless noted below.

Semester	SEM01	SEM02	SEM03	SEM04	SEM05	SEM06	SEM07	SEM08
Number of Weeks/ Semester								

Administrative Requirements

8. Is a Program Coordinator required? ☐ No ☐ Yes

   If yes, please specify level: Step 1 ☐ Step 2 ☐

9. 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 ☐

   New full-time support pay band, if applicable:

   New part-time support hourly rate, if applicable:

   New part-time support hours per term, if applicable:

Staffing

10. Enter number of FT faculty members each year (assume each FT faculty teaches 420 TCHs over 2 terms or 525 including the summer term).

Year	Year 1	Year 2	Year 3	Year 4	Year 5
Number of FT faculty	Not allowed*				

*Exceptions may apply where degrees require faculty SMEs for approval.

New Faculty Step Level:

Justification for FT staffing:

Operating Budget Requirements

11. 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
Curriculum Development (Maximum $2,000 per non-degree course, $4,000 per degree course) *					
Equipment Maintenance					

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

* These maximums are only a partial contribution for full curriculum development costs; the balance of funds needs to be allocated and taken from the School's allowable spend.

Capital Requirements

12. 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					

Operating Expense	Year 1	Year 2	Year 3	Year 4	Year 5
Other (please specify)					

Other Considerations

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