
TUITION AND STUDENT FEES

Purpose:

To establish guidelines for student fee and tuition rate changes.

Additional Reference:

Idaho State Board of Education Governing Policies & Procedures, Section V.R.

Scope:

Applies to tuition and all student fees.

Responsible Party:

The Division of Student Affairs, 426-1418

Definitions:

Tuition – the fee charged for any and all educational costs. Tuition fees include, but are not limited to, costs associated with academic services; instruction; the construction, maintenance, and operation of buildings and facilities; student services; or institutional support

Activity Fee - the fee charged for such activities as intercollegiate athletics, student health center, student union operations, the associated student body, financial aid, intramurals and recreation, and other activities which directly benefit and involve students. The activity fee shall not be charged for educational costs or major capital improvement and building projects.

Facilities Fee - the fee charged for capital improvement and building projects and for debt service required by these projects. Revenues collected from this fee may not be expended on the operating costs of the general education facilities.

Technology Fee - the fee charged for campus technology enhancements and operations.

POLICY

I. Policy Statement

The State Board of Education (SBOE) has delegated the authority to the President of the University for establishing student health insurance rates, room, board, and apartment rates, and activity fees. This policy outlines the process

the University follows to set these rates and its effort to ensure students are aware of and have the opportunity to participate in the fee-setting process.

II. Procedure

- A. Fee Increase Proposals: In December, campus departments or groups seeking to increase or establish a new fee will be invited to submit a fee proposal to the Vice President for Finance and Administration for consideration. In order to be considered, proposals must be submitted timely, in the required format and include all necessary information.
- B. Notice of Proposed Fee Increases: The Vice-President for Student Affairs will issue a campus-wide notice of the proposed tuition and fee increases.
 1. Notice Requirements: In accordance with State Board of Education policy, the notice of proposed fee increases must:
 - a. Be made in writing to the student body president and recognized student newspaper
 - b. Be made during the months of publication of the proposal as set forth in the initial notice
 - c. Include the amount of change, statement of purpose and the estimated revenues to be collected
 - d. Include an invitation to students to present oral or written testimony at the public hearing held by the institution to discuss the fee proposal.
 2. Fee Hearing Requirements: The public fee hearing must be held at a date to be set forth in the notice, but at least six (6) weeks prior to the State Board of Education meeting at which a final decision is to be made.
 3. Board Notification: A record of the public hearing as well as a copy of the initial notice will be made available to the Board.
- C. Fee Committees: To achieve a consistent process, two committees, each independent of the other, will determine proposed changes to certain fees, as outlined below.
 1. Executive Budget Committee: The Executive Budget Committee, chaired by the VP for Finance and Administration, with members including the Provost, VP for Research, VP for Student Affairs, VP for University Advancement, University Legal Counsel, the President of

ASBSU, the Vice-President of ASBSU, and *ex officio* member the University Budget Director will meet after the public fee hearing to discuss and decide upon proposed changes to the following fees:

- a. Tuition - the fee charged for any and all educational costs. Tuition fees include, but are not limited to, costs associated with academic services; instruction; the construction, maintenance, and operation of buildings and facilities that are funded through state appropriations; student services; or institutional support.
 - b. Facilities Fee - the fee charged for capital improvement and building projects and for debt service required by these projects. Revenues collected from this fee may not be expended on the operating costs of the general education facilities; however the fees may be used to fund maintenance, repair and capital improvements and the staff that support those activities for facilities funded through auxiliary funds.
 - c. Technology Fee - the fee charged for campus technology enhancements and operations.
 - d. After this committee has determined its proposed changes, it will provide the Student Activity Fee Allocation Committee with guidelines regarding the range of change available for the Student Activity Fees.
2. Student Activity Fee Allocation Committee: The Student Activity Fee Allocation Committee is chaired by the Vice President for Student Affairs or his/her designee, and shall be a non-voting member. Additional members include four (4) students, two (2) of which are the President and Vice President of ASBSU, and representatives appointed from each of the following groups: up to 2 from the Faculty Senate, 1 from the Professional Staff Senate, and 1 from the Association of Classified Employees. *Ex Officio* committee members include the University Budget Director and Associate Vice President for Undergraduate Studies. This committee will be responsible for determining proposed changes to the Student Activity Fee.
- a. Activity Fee - the fee charged for such activities, and the staff to support them, as intercollegiate athletics, student health center, student union operations, the associated student body, financial aid, intramurals and recreation, and other activities which directly benefit and involve students. The activity fee shall not be charged for educational costs or major capital improvement and building projects, unless associated with a facility that is funded through

auxiliary sources. This fee may not be used to fund programs where students receive academic credit from the department.

- b. This committee will review the budgets for every department, group or organization currently receiving funding from the student activity fee on an annual basis. This examination will include a review of the previous fiscal year's budget, actual revenue and expenditures, the present fiscal year's budget, revenue and expenditures to date, and the next fiscal year's budget, which would include any request for additional fees. The Student Activity Fee Allocation Committee will make annual recommendations for any changes to the Student Activity Fees, which could include one-time or permanent reallocation of present funding levels, and/or increase to present funding, and/or the establishment of new fees, to the Executive Budget Committee.
- D. Recommendation to the President: The Executive Budget Committee will present a recommendation to the President regarding all proposed tuition and fees and/or rate changes in accordance with the time line established by the committee.
- E. President's Determination: The President retains the authority to make a final determination regarding any fee or rate increases within his jurisdiction.
- F. SBOE Notification: The President notifies the SBOE of any fee or rate increases he has the authority to approve, and presents to the SBOE recommendations for tuition and fee increases which require Board approval.