



**BOISE STATE UNIVERSITY**

University Policy 3150

## Tuition and Student Fees

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### **Effective Date**

July 1987

### **Last Revision Date**

April 2019

### **Responsible Party**

Vice President and Chief Financial Officer, (208) 426-1200

Vice President for Student Affairs and Enrollment Management, (208) 426-1418

### **Scope and Audience**

This policy applies to Tuition Fees, Educational Fees, Activity Fees, Facilities Fees, and Technology Fees.

### **Additional Authority**

State Board of Education Policy, Section V.R.

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## **1. Policy Purpose**

To establish guidelines for student fee and tuition rate changes and for the management of student fee revenue.

## **2. Policy Statement**

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. This

policy also provides a framework for ensuring student fees are expended for their stated purpose and are in compliance with State Board of Education request procedure.

### **3. Definitions**

#### **3.1 Tuition and Education Fees**

The fee charged for any and all educational costs, including all fees deposited in the unrestricted fund as defined in State Board of Education Policy, Section V.R.3.a. General and Professional-Technical Education and Fees. Tuition and educational 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.

#### **3.2 Activity Fee**

The fee charged for such activities as intercollegiate athletics, student health center, Student Union operations, the associated student body, intramurals and recreation, and other activities which directly benefit and involve students. The Activity Fee must not be charged for educational costs or major capital improvement and building projects. Major capital improvement and building projects include all projects that must be included in Boise State's six (6)-year capital construction plan as defined in State Board of Education Policy, Section V.K.2 Major Projects – Capital Construction Plans.

#### **3.3 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.

#### **3.4 Technology Fee**

The fee charged for campus technology enhancements and operations.

### **4. Responsibilities and Procedures**

#### **4.1 Request Procedure**

##### **4.1.1 Entities Receiving Student Fees**

Each year, all campus departments or groups currently receiving Activity, Facilities, and/or Technology Fees, with the exception of the student Activity Fee, will be required to submit a three (3)-year budget plan to the Vice President and Chief Financial Officer by the established

deadline. The budget plan must be in the required format and include all requested information. Individual departments or groups that receive an allocation from the student Activity Fee will provide requested budget information to the Student Activity Fee Advisory Board (SAFAB).

#### **4.1.2 Tuition and Educational Fees**

The Vice President and Chief Financial Officer will develop a recommendation for proposed changes to tuition and all educational fees in collaboration with the Provost.

#### **4.1.3 Activity, Technology, and Facilities Fee Proposals**

Each year, campus departments or groups seeking to establish or change an Activity, Technology, or Facilities Fee will submit a proposal. The proposal must be in the required format, include all necessary information, and be submitted by the established deadline to the Vice President and Chief Financial Officer for consideration.

#### **4.1.4 Student Activity Fee**

The Vice President for Student Affairs and Enrollment Management will approve and oversee the process utilized by campus departments and groups to request Student Activity Fee allocations. This process will include submission of information regarding any department or group's use of existing Student Activity Fee allocations.

#### **4.1.5 Establishment and Publishing of Student Fee Request Process Deadlines**

The Vice President and Chief Financial Officer and Vice President for Student Affairs and Enrollment Management will establish and publish all deadlines for the student fee request process by December 1 of the prior fiscal year. This information will be distributed broadly across campus.

#### **4.1.6 Notice of Proposed Tuition and Fee Increases**

The Vice President and Chief Financial Officer will issue a campus-wide notice of the proposed tuition and fee increases.

##### **4.1.6A Notice Requirements**

In accordance with State Board of Education policy, the notice of proposed tuition and 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; and
- 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.

#### **4.1.6B Tuition and Fee Hearing Requirements**

The public fee hearing must be held at a date to be set forth in the notice, but at least four (4) weeks prior to the State Board of Education meeting at which a final decision is to be made.

#### **4.1.6C Board Notification**

A record of the public hearing, as well as a copy of the initial notice, will be made available to the Board.

### **4.2 Student Activity Fee Advisory Board**

The SAFAB is responsible for developing recommendations regarding the amount of the Student Activity Fee and use of Student Activity Fee revenue. In consultation with the Associated Students of Boise State University (ASBSU) President, the Vice President for Student Affairs and Enrollment Management will determine the composition of SAFAB membership and will approve all appointments. SAFAB membership will consist of a majority of student representatives.

- a. SAFAB will review the use of Student Activity Fee revenue by departments or groups currently receiving an allocation.
- b. SAFAB will provide recommendations regarding the process utilized by campus departments and groups to request Student Activity Fee allocations for the upcoming fiscal year.
- c. SAFAB will provide an opportunity to campus departments and groups to present their request to SAFAB.
- d. SAFAB may submit a recommendation to the Vice President and Chief Financial Officer to change the amount or purpose of the Student Activity Fee by the established deadline.

- e. SAFAB will submit a recommendation of Student Activity Fee revenue allocations for individual departments or campus groups to the Vice President for Student Affairs and Enrollment Management.
- f. The Vice President for Student Affairs and Enrollment Management will review these recommendations with the President who will make a final decision.
- g. The Vice President for Student Affairs and Enrollment Management will provide written notification to campus departments and groups who receive an allocation. This written notification will include the specific purpose for the allocation, guidelines for how the fee is expected to be tracked, what is allowable and unallowable, and who is accountable for compliance.

#### **4.3 Executive Tuition and Student Fee Committee**

The Executive Tuition and Student Fee Committee is chaired by the Vice President and Chief Financial Officer. Its members include:

- Provost and Vice President for Academic Affairs
- Vice President for Research and Economic Development
- Vice President for Student Affairs and Enrollment Management
- Vice President for University Advancement
- Vice President for Campus Operations and Chief Operating Officer
- Vice President and Chief Financial Officer (the Chair)
- Three (3) members of the Student Activity Fee Advisory Board
- One representative each from the classified and professional staff associations
- One Faculty Senate representative
- One at-large faculty representative selected by the Provost and Vice President for Academic Affairs
- Associate Vice President for Budget and Planning (non-voting), and

- Chief of Staff (non-voting)

#### 4.3.1 Meeting after Public Hearing

The Executive Tuition and Student Fee Committee will meet after the public hearing to discuss and decide upon proposed changes to tuition and fees.

#### 4.3.2 Annual Review Responsibilities

The Executive Tuition and Student Fee Committee will review, on an annual basis, proposed fee changes, proposed changes to the purpose and description of existing fees, new fee proposals, and three (3)-year budget plans for every department or group currently receiving funding from student fees, with the exception of those departments or groups receiving student Activity Fee allocations. The Executive Tuition and Student Fee Committee will review any proposed student Activity Fee changes requested by the Student Activity Fee Advisory Board.

- a. 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 expenditure forecast, and the next fiscal year's budget, which would include any request for additional fees.
- b. The Executive Tuition and Student Fee Committee will make annual recommendations for any changes to Tuition and Student Fees, which could include changes to existing tuition and student fees and/or the establishment of new fees.

#### 4.3.3 Recommendation to the President

The Executive Tuition and Student Fee Committee will present a recommendation to the President regarding all proposed tuition and fees and/or rate/purpose changes in accordance with the time line established by the Vice President and Chief Financial Officer.

#### 4.3.4 President's Determination

The President retains the authority to make a final determination regarding any fee or rate increases within the President's jurisdiction.

#### 4.3.5 State Board of Education Notification

The President presents to the State Board of Education, the President's recommendations for tuition and fee changes requiring Board approval taking into consideration the recommendations made by the Student Activity Fee Advisory Board and the Executive Tuition and Student Fee Committee.

#### 4.3.6 Notification of Approved Changes in Fee Amounts and/or Changes to Approved Student Fee Purpose

The Vice President and Chief Financial Officer will provide written notification to the Vice President/Head of the division receiving the fee and to the Associate Vice President for Budget and Planning of any approved changes in fee amounts and/or changes to the approved student fee purpose. The Office of Budget and Planning will maintain official documentation of the most current approval of all student fee amounts and purpose for all Technology, Facilities, and Activity Fees covered in this policy.

#### 4.3.7 Approval of Student Fee Accountability Agreement

The Vice President/Head of the division receiving the student fee and the Associate Vice President for Budget and Planning will approve a Student Fee Accountability (SFA) agreement. The SFA will address how the fee will be used, how the fee will be tracked, and what is allowable and unallowable. The agreement will identify who in the division is accountable for compliance with the SFA. If the Vice President/Head of the division receiving the student fee and the Associate Vice President for Budget and Planning cannot agree on a SFA, the Vice President and Chief Financial Officer will determine the final SFA to be used.

### 4.4 Retention of Tuition and Educational Fee Documentation

The Office of Budget and Planning is responsible for the retention of Tuition and Educational Fee, Activity, Facilities and Technology Fee documentation. The Office of the Vice President for Student Affairs and Enrollment Management is responsible for the retention of documentation for student Activity Fee revenue allocations (i.e., SAFAB allocations). The retention procedures will identify the documentation to be kept and the retention periods.

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## Revision History

July 1995; February 2008; December 2010; April 2019