



UTAH SYSTEM OF
HIGHER EDUCATION

MEMORANDUM

TAB G

May 20, 2021

Adoption of Policy R517, *Course and Program Fees*

The purpose of this new policy is to establish the process for establishing, reviewing, revising, and repealing course and program fees in the Utah System of Higher Education.

Policy sections include requirements and guidance for:

- Statement on affordability
- General principles
- Delegation of authority to institutional boards of trustees
- Institutional policy and procedures
- Course and program fee committee
- Sunset of course fees
- Student notification
- Assessing and allocating
- Periodic audit reviews

Policy input and review was provided by institutional finance officers, audit groups, and Commissioner staff. This policy replaces the current technical college [policy 204, *Tuition and Fees*](#) section 8, and adds additional guidance to USHE Tuition and Fee policies [R510, *Tuition*](#) and [R516, *General Student Fees*](#).

Commissioner's Recommendation

The Commissioner recommends the Board adopt Policy R517, *Course and Program Fees*, effective immediately and revise technical college policy 204 to remove section 8.

Attachments

R517, Course and Program Fees¹

R517-1 Purpose: To establish the process for establishing, reviewing, revising, and repealing course and program fees for institutions in the Utah System of Higher Education.

R517-2. References

2.1 [Utah Code Title 53B Chapter 1](#) (Governance, Powers, Rights, and Responsibilities)

R517-3. Definitions

3.1. Course Fees: Fees established to cover allowable costs of a particular course not covered by tuition.

3.2. Program Fees: Fees established to cover allowable costs of a particular program of study not covered by tuition.

R517-4. Affordability in the Utah System of Higher Education: The Utah Board of Higher Education has established affordability as a strategic priority. To support that priority, institutions and boards of trustees should consider the impact course fees and program fees have on the cost of attendance.

R517-5. General Principles: In addition to Board-approved tuition and general student fees, institutions may assess course-based and program-based fees established in accordance with this policy. This policy does not apply to courses or programs that do not charge Board-approved tuition such as continuing education or self-supporting courses.

Course fees and program fees may be instituted to cover direct costs essential to the educational outcomes for specific course or program offerings, and often include materials that cannot be purchased by individual students or for which bulk purchases reduce the cost to students. Such direct costs include course materials, chemicals, tooling, uniforms, laundry, testing, off-site instructional activities, supplies used in instruction; instructional equipment; student licensure and certifications; maintenance of laboratory equipment, computer software, subscriptions or transportation in which the entire class participates.

5.1. Course and program fees should cover only the specific costs associated with the particular course or program.

¹ Adopted: May 21, 2021

5.2. Institutions may not charge course or program fees for costs that are incurred across all programs or courses.

5.3. Course and program fees should recover costs when no other dedicated funds are available for that purpose.

5.4. Institutions should set course and program fees based on the cost of the activity or service for which the fee is levied.

5.5. Institutions may use course and program fees only to support the activity or service for which the fee is being charged.

5.6. Institutions shall track and account course and program fees in such a way that the proper use of revenue can be evaluated or audited.

5.7. With the exception of equipment replaced on a rotating schedule, course and program fees shall be used each academic period for the benefit of the students who paid the fees.

5.8. Course and program fees at degree granting institutions shall not be used to pay instructional services rendered by faculty, staff, and teaching assistants. Exceptions may include special instructional arrangements such as private music, aviation, clinical, and tutors.

5.9. Course and program fees should not be used to pay for materials that can be purchased directly by students through campus stores or other approved institutional entities.

Exceptions to these general principles shall be documented by the institution and reviewed periodically by the institution's course and program fee committee.

R517-6. Delegation of Authority to Establish Course Fees: The Board delegates to the boards of trustees the responsibility to review, approve, adjust, and repeal course fees and program fees.

R517-7. Institutional Policy: Each institution shall develop a course and program fee policy and procedure to govern the institution's processes for establishing, reviewing, revising, and repealing course fees and program fees. The institutional policy shall include the following elements:

7.1. Institution Course and Program Fee Committee: Each institution shall establish a course and program fee committee, which shall oversee the establishing, revising, maintaining, or repealing course and program fees.

7.1.1. Appointment and Procedures of the Committee: Each institution will adopt policies and procedures for appointing members of the course and program fee committee and for the operation of the committee consistent with this policy.

7.1.2. Student participation in the Committee: Institutions shall invite student participation in the course and program fee committee.

7.1.3. Duties of Committee: The course and program fee committee shall ensure that course fees and program fees are justifiable, reasonable, and necessary for the specific course or program for which they are proposed.

7.1.3.1. The institutional course and program fee committees shall review all proposals to establish new course and program fees to ensure the proposals meet the general principles of this policy and are supported by a demonstrated need, a clear statement describing the purpose of the fee, and a sound budget plan. If the committee determines the proposed fee meets these criteria, it may forward the proposal to the board of trustees. The board of trustees shall review the proposed fee in accordance with the criteria in this policy and the institution's program and course fee policy and, if satisfied, may approve the new fee.

7.1.3.2. Institutional course and program fee committees shall review all proposed course and program fee revisions with their associated revised budget plans and evaluate the rationale for the proposed change.

7.1.3.3. Each institution's course and program fee committee shall review each course and program fee at least once every three years to ensure the fee still meets established objectives. As part of this review, the committees shall review

fund balances for particular fees and ensure that the funds generated are used for their approved purpose.

7.2. Sunset of Course Fees: Course fees and program fees shall be repealed after a period prescribed by the institution's policy if not reviewed and renewed by the course and program fee committee.

7.3. Notice to Students: Institutions shall include information about approved course and program fees in each academic term's schedule available to students prior to registration. Any changes to course and program fees must be approved and published in the schedule for the academic term in which the change shall be effective. Only course and program fees included in the schedule shall be assessed for the academic term.

7.4. Assessing Fees: Institutions shall assess course and program fees subject to the same billing, refund, and collections process as tuition and shall be accounted for through institutional-authorized student and financial systems.

7.5. Allocating Fees: Institutional course and program fees shall be allocated for the approved purpose and accounted for within the institution's financial system in a manner to facilitate audit verification.

7.6. Board of Trustees Oversight and Review: The institution's board of trustees shall at least annually review the recommendations of the institution's course and program fee committee for requests to establish, revise, or repeal course and program fees.

R517-8. Periodic Audit Review: Institutional or system internal auditors shall periodically review a sample of the institutions' course and program fees for compliance with this policy.

Tech 204, Tuition and Fees

204.1 Purpose: To establish policies for setting tuition and fees to be charged to students attending USHE technical colleges.

204.2 Approval

Board of Higher Education approval: June 2, 2004. Revised: June 11, 2008. Replaced: September 30, 2010. Revised: January 12, 2011; October 18, 2012; January 10, 2013; April 25, 2013; April 10, 2014; June 8, 2016; May 18, 2017; September 13, 2017.

R517-3 References

UCA 53B-2a-106, Technical Colleges — Duties

UCA 53B-2a-104, Utah Board of Higher Education — Powers and Duties

UCA 53A-15-301, Education Programs for Students with Disabilities

UCA 53B-9-101(2), Higher Education for Senior Citizens

Utah Administrative Code R277-419-4, Pupil Accounting

Utah Administrative Code R277-705, Secondary School Completion and Diplomas

Policy 200, Program/Course Approval and Reporting

Policy 205, Student Enrollment and Outcome Reporting

204.4 Definitions

4.1 Senior Citizen: Utah residents age 62 and over.

4.2 Audit: No record of competencies is posted to the student's transcript.

204.5 Secondary Tuition

5.1 As prescribed in UCA 53B-2a-106(1)(b)(ii), no tuition is assessed to a secondary student documented according to Policy 205.5.1.1 who is formally scheduled in an approved program (200.4.1) or course (200.4.2).

5.2 A secondary student shall not be charged tuition at a USHE technical college, regardless of the day or time of the course or program, through the date that he or she no longer qualifies as a secondary student. Effective on that date, the student shall be considered a postsecondary student and shall be charged the college's regular tuition rate. For a student whose secondary status changes while enrolled in a defined-length course (201.6.2), the student shall be allowed to complete the course without paying tuition for the remainder of the course.

5.3 A referral of a student by a public or private high school shall constitute sufficient documentation of secondary student status for tuition purposes. In the absence of a high school referral, a college shall require evidence that the student qualifies under Policy 205.5.1.1. Colleges shall not require but will encourage and facilitate referral of secondary students through public school districts.

204.6 Postsecondary Tuition

6.1 Postsecondary Tuition: Low cost tuition, as prescribed in UCA 53B-2a-106(1)(b)(i) and as approved by the Board of Higher Education, shall be assessed to postsecondary students formally scheduled in a program (200.4.1) or course (200.4.2).

6.2 Tuition Hearings: Each USHE technical college shall hold a meeting to receive public input and response on any proposed tuition increases. These meetings shall follow the requirements of UCA 53B-7-101.5.

6.3 Fiscal Year Effective Date: Tuition rates shall be effective for all coursework beginning July 1 of the fiscal year for which the rates are approved. Tuition for a defined-length course (201.7.2) shall be calculated and assessed for the complete course at the approved rate for the fiscal year in which the course begins, regardless of whether the final portion of the course occurs in the following year for which a different tuition rate is approved.

6.4 Differential Tuition: Based on extraordinary circumstances, a college board of directors may request that the Board of Higher Education approve a differential tuition rate for a specific course or program. Approved differential tuition rates shall expire on June 30 of each year. A new

request and approval of the Board of Higher Education is required to continue differential tuition rates past June 30 of each year.

6.5 Residency Classification: Because USHE career and technical education and basic instruction classes are short-term and non-credit, colleges are not required to determine students' state residency classification.

204.7 Senior Citizen Tuition

7.1 Senior Citizen Audit Waivers: Senior citizens shall be permitted to enroll on an audit basis in courses or classes, at any USHE technical college, without payment of regular tuition, subject to the following:

7.1.1 Enrollment shall be on a space available basis, as determined by the college, after all students on the course waiting list (excluding programs) have been accommodated. Senior citizens seeking audit waivers shall not be permitted to place their names on course waiting lists.

7.1.2 A minimum administrative fee, as determined by the college, shall be charged to cover the cost of registration, record keeping, and reporting.

7.1.3 All applicable fees shall be charged, as determined by the college.

7.2 Payment of Tuition for Certificates: To receive a program certificate (200.4.3) from any course or program in which he or she is enrolled, a senior citizen shall be required to pay full tuition.

7.3 Senior Citizen Enrollment Reporting: Senior citizens participating through the audit waiver policy shall be enrolled as senior citizens (205.5.4).

204.8 Fees

~~**8.1 Approval and Assessment of Fees:** Fees, as approved by the college board of directors, may be assessed to secondary and postsecondary students and to senior citizens formally enrolled in an approved course or program.~~

~~**8.2 Notification to Secondary Education Providers:** By March 31 of each year, or a later date if agreed to by the district superintendent or charter school or private school chief executive officer and the college president, each USHE technical college shall provide written notification of the approved secondary student fee schedule to all secondary education providers in the geographic area served by the college, and to the Commissioner of Higher Education. The notification shall be provided in the following manner:~~

~~**8.2.1** The technical college president shall provide written notification of the approved fee schedule and a list of required text and workbooks to each school district superintendent, to the chief administrative officers of charter/private schools, and to all other secondary education providers in the geographic area served by the college, and to the Commissioner.~~

~~**8.2.2** Each local school district representative on the technical college board of directors shall provide written notification of the approved fee schedule and a list of required text and workbooks to the Board of Education president for the district he or she represents.~~

~~**8.2.3** If any new programs are added by the college after March 31 of each year, for which a fee and/or text and workbooks have been approved, notification of the approved fee and required text and workbooks shall be provided in the manner described in 8.2.1 and 8.2.2 above.~~

~~**8.3 Fee Waivers**~~

~~**8.3.1** If a secondary student is fee waiver eligible, as determined by the local school district or charter school, a USHE technical college shall waive the eligible fees for that student.~~

~~**8.3.2** Reimbursement for fee waiver eligible students' fees may be negotiated between individual USHE technical colleges and local districts and charter schools.~~

204.9 Refunds

All USHE technical colleges shall have a tuition and fees refund policy which meets, at a minimum, Council on Occupational Education requirements.