

Board Policy on Tuition and Fee Process
Board of Trustees of Oregon Institute of Technology

1.0 Purpose

It is the policy of Oregon Institute of Technology that tuition, fines, fees and other charges are to be developed, approved, issued and communicated in a consistent manner, with the engagement of appropriate University stakeholders. The purpose of this policy is to outline and clarify the process for setting tuition, fines, fees and other charges at the University.

2.0 Background

2.1 Tuition and Mandatory Enrollment Fees. ORS 352.102(2) requires the Board of Trustees to establish a process for determining tuition and mandatory enrollment fees.

2.2 Incidental Fees. ORS 352.102(3) requires the Board request that the President submit to the Board the joint recommendation of the President and ASOIT prior to the Board authorizing, establishing, or eliminating any incidental fees for programs under the supervision or control of the Board and found by the Board to be advantageous to the cultural or physical development of the students of the University. ORS 352.105 requires the Board to collect mandatory incidental fees upon the request of ASOIT, except in certain circumstances. ORS 352.105(1) requires that ASOIT consult with the Board in the establishment of a process for requesting mandatory student incidental fees.

3.0 Definitions

3.1 "ASOIT" means the Associated Students of Oregon Institute of Technology, the recognized student government of the University.

3.2 "Incidental Fee Committee" means the ASOIT committee responsible for recommending to ASOIT the amount and allocation of the mandatory incidental fee and for recommending amendments, revisions, or supplements to the Student Fee Guidelines. Any amendments, revisions, or supplements to the Student Fee Guidelines must be adopted by ASOIT in consultation with the Board. A copy of the current Student Fee Guidelines must be provided at least annually to the Board's Finance and Facilities Committee.

3.3 "Tuition Recommendation Committee" means the committee responsible for recommending the resident undergraduate tuition rates to the President. The Committee is comprised of six undergraduate students, representing both University

campuses, who are appointed by the ASOIT President. The committee is supported by senior administrators of the University.

4.0 Roles and Responsibilities

4.1 The Board of Trustees retains authority and responsibility to annually establish tuition, mandatory incidental fees, and mandatory enrollment fees.

4.2 The Board delegates to the President, who may further delegate to the Vice President for Finance and Administration, authority and responsibility to annually establish other fines, fees, and charges, as provided in Section 6.0 of this policy.

5.0 Setting of Tuition, Mandatory Enrollment Fees, and Incidental Fees

Tuition, mandatory enrollment fees, and incidental fees, are established annually by the Board, generally at the Board's meeting in March prior to the applicable academic year and will be set in accordance with the requirements of ORS 352.102 and ORS 352.105.

5.1 Process for Setting of Tuition and Mandatory Enrollment Fees. The Tuition Recommendation Committee will meet at least twice between January and February each year prior to providing the President with the Committee's proposed resident undergraduate tuition rates and mandatory enrollment fees for the upcoming academic year. A minimum of one public forum will be held to discuss and obtain input on the proposed tuition and mandatory enrollment fees and broad notification of the forum will be made to the University community.

When making its recommendation to the President, the Tuition Recommendation Committee will consider input received at the public forum, historical tuition and fee trends, comparative data for peer institutions, the University's budget and projected cost increases, and anticipated state appropriation levels. After evaluating the Tuition Recommendation Committee's recommendation, the President will bring his or her recommendation to the Board for consideration regarding tuition rates and mandatory enrollment fees.

When setting tuition and mandatory enrollment fees, the Board may consider a number of factors, including the desire to (a) create affordable access to degree programs, (b) create a diverse student body, (c) maintain strong degree programs at every level, and (d) develop and maintain the human and physical infrastructure necessary to support the university's educational outcome goals.

5.2 Process for Setting Mandatory Incidental Fees. A mandatory incidental fee is assessed against each undergraduate student enrolled at the University each term to support institutional student programs that enhance the academic mission and function of the University. Funds generated by the mandatory incidental fees will be allocated as required by ORS 352.105(1).

The Incidental Fee Committee is responsible for recommending the amount and allocation of the mandatory incidental fee for the upcoming academic year to ASOIT, pursuant to the Student Fee Guidelines. ASOIT will then evaluate the Committee's recommendation and present ASOIT's recommendation regarding mandatory incidental fees to the President. The President will bring the request of ASOIT regarding mandatory incidental fees to the Board for consideration, which request may be refused by the President or Board only in accordance with the terms of ORS 352.105. In the event ASOIT and the Board cannot agree on the amount of any mandatory incidental fees, the terms of ORS 352.105(3) and ORS 352.105(4) will apply.

5.3 Limits on Tuition and Mandatory Enrollment Fees Increases. When setting tuition and mandatory enrollment fees, the Board must limit increases to the extent required by ORS 352.102(4).

5.4 Fee Remissions. Tuition rates set by the Board do not preclude the President or his or her delegate from establishing and applying fee remissions for particular students towards the cost of tuition.

6.0 **Setting of Other Fines, Fees and Charges**

6.1 Process for Setting Other Fines, Fees and Charges. The President is authorized to establish other fines, fees and charges of the University. Such other fines, fees and charges are to be reconsidered annually.