



**Minnesota State Colleges and Universities
System Procedures
Chapter 5 – Administration
Procedures associated with Board Policy 5.11**

5.11.1 Tuition and Fees

Part 1. Authority. Board Policies 1A.1, 1A.3 and 5.11 delegate authority to the chancellor to develop procedures on behalf of the Board for purposes of implementing Board Policy 5.11.

Part 2. General. All tuition and fee rate structures are authorized by the Board. Tuition and fees collected shall be deposited and reported through the business office at each college or university.

Discretion is given to presidents to establish certain rates in accordance with Board policy and system procedure. Colleges and universities shall maintain and appropriately disseminate policies that define the terms under which students are not charged specific fees covered by this policy. Before any new fee category is added or any increase is made in the fee maximums, the system office shall consult with the statewide student associations.

Part 3. Tuition. All colleges and universities shall charge tuition consistent with Minnesota Statutes and policies. The tuition categories are, per credit, differential course and program, banded and market driven. Any tuition category may include resident and nonresident rates. All tuition shall include the cost of consumable supplies used in the classroom or laboratory. Advance deposits are considered prepayment of tuition and are refundable in accordance with Board Policy 5.12. Fees paid by the colleges and universities to a private vendor for instructional services shall be included in the cost of tuition and not charged separately.

Subpart A. Per credit tuition. Colleges and universities may charge tuition on a per credit basis for undergraduate and graduate programs. Per credit tuition rates are approved for individual campuses by the Board as part of the operating budget process.

Subpart B. Differential course and program tuition. Colleges and universities may charge tuition by course or program when there is an extraordinary cost of offering the course or academic program (i.e., need for specialized equipment; required expensive supplies; accreditation standards; delivery methods; program expansion/enhancement). Setting tuition by course assigns a per credit price for an individual course. Setting tuition by program assigns a per credit price for all the core courses in an academic program. Differential course and program tuition rates are approved by the Board as part of the operating budget process.

Subpart C. Banded tuition. Banded tuition is defined as charging a single-rate tuition for credits registered within an identified range of credits. Individuals falling above or below the

identified range pay per credit tuition rates. Banded tuition rates are approved for campuses by the Board as part of the operating budget process.

Subpart D. Market driven tuition. Colleges and universities may set and charge market driven tuition for customized training, continuing education, non-resident/non-reciprocity, non-credit instruction, and contract post-secondary enrollment options.

Part 4. Mandatory Fees. Mandatory fees are in statute or policy and are required to be charged at all colleges and universities. All mandatory fees must be at or below Board specified maximums.

Subpart A. Senior citizen fee in lieu of tuition. Each college and university shall charge an administrative fee in lieu of tuition to senior citizens pursuant to *Minnesota Statutes §135A.51* and *Minnesota Statutes §135A.52*.

Subpart B. Parking fees.

1. Colleges and universities shall develop a policy to charge parking fees to generate revenue for parking lot construction, improvements and maintenance, and parking enforcement, pursuant to *Minnesota Statutes §136F.67*.
2. The president shall determine the fees. Students shall pay an amount that is equal to or less than that paid by the colleges' and universities' employees for the same type of parking (e.g. reserved, general, etc.).
3. Colleges and universities have the option to collect fines and towing fees for parking violations pursuant to *Minnesota Statutes §136F.53*.

Subpart C. Statewide student association fees. All colleges and universities shall collect a fee as authorized by *Minnesota Statutes §136F.22* and in accordance with Board Policy 3.7.

Subpart D. Fees associated with tuition and fee payments.

1. Colleges and universities shall establish a policy to charge a fee for late payment of tuition and/or fees. A late fee may also be charged for late payment under an approved payment plan. The policy may provide for specific situations wherein the president of the college or university may waive this fee. Documentation concerning waivers must be retained and made available upon request. Consistent with *Minnesota Statutes §197.775*, students who are eligible and have applied for but not yet received veterans benefits are exempt from being charged a late fee.
2. Colleges and universities shall establish a policy to charge a fee for payment plans. This fee shall allow students to pay their tuition and fees over the course of the semester.

Part 5. Optional Fees. Colleges and universities may choose among the fees detailed below in determining those that are appropriate to the college or university and may establish the appropriate level of the fees consistent with Board policy and system procedure. All optional fees must be at or below Board specified maximums. The president of the college or university shall have final approval on all optional fees and subsequent rates.

After consultation with the recognized campus student association, the president may exempt specific groups of students from all or a percentage of any optional fees when deemed to be in the best interests of the college or university. Upon request, the specific group exemption and number of exempt students shall be published and disseminated to students, and the number of exempt students shall be reported to the appropriate campus student associations.

Subpart A. Student application fee.

1. Colleges and universities may establish a policy to charge a fee for student applications, consistent with Board Policy 3.4 and System Procedure 3.4.1. The local campus policy shall list situations in which students are not charged this fee.
2. Undergraduate or graduate application fees may be assessed at each college or university to all credit-seeking applicants. Students denied enrollment to the college or university due to program size limitations or closure shall receive a refund of this fee.

Subpart B. Credit for prior learning assessment fee.

1. Colleges and universities may establish policies to charge a fee for assessment of learning that is attained outside the sponsorship of legally authorized and accredited higher education institutions, leading to awarding of credit for a comparable competency in accordance with Board Policy 3.35 and System Procedure 3.35.1.
2. A fee may be charged for such services as: examinations, performance or product evaluation, reviews of experiential portfolios and nonacademic credentials, and entering the credits awarded into the transcript.
3. Procedures shall ensure that the fee charged reasonably reflects the cost of service provided, such as personnel costs and related administrative costs, in assessing the learning and awarding credit.
4. A fee shall not be charged for credit evaluations for students seeking transfer of credits from other accredited higher education institutions.
5. A fee shall not be charged for students seeking advanced standing without a credit award.
6. A fee shall not be charged for analysis and awarding of credit for training delivered by the United States military.

Subpart C. Student life/activity fee.

1. Colleges and universities may establish a policy to charge a fee for student life activities as defined by *Minnesota Statutes §136F.01, subd. 5* and Board Policy 2.8, Student Life.
2. Campus programming and budgeting processes for the use of these funds shall be governed by Board Policy 2.8, Student Life.

Subpart D. Athletics fee.

1. Colleges and universities, by an affirmative vote of the campus student association, may establish a policy to charge a fee for athletics. This fee will support student athletics and replace annual requests for funding from the student life/activity fee.
2. Campus programming and budgeting processes for the use of these funds shall be similar to those processes used for student life activities.

3. For this fee, students will receive admission to regular athletic contests based on ticket availability and an agreement with the campus student association.

Subpart E. Health services fee.

1. Colleges and universities may establish a policy to charge students a fee for health services as defined by *Minnesota Statutes §136F.20*.
2. Campus programming and budgeting processes for the use of these funds shall be similar to those processes used for student life activities.
3. The decision to charge the fee either per credit or as a flat fee shall be made after consultation with the campus student association.

Subpart F. Special event fee.

1. Colleges and universities may establish a policy to charge students for special campus events.
2. These events may include, but are not limited to, such activities as seminars, workshops, special orientations, enrichment events, concerts, convocations, ceremonies such as graduation, and athletic events.

Subpart G. Residential learning community fee.

1. Colleges and universities may establish a policy to charge a residential learning community fee.
2. The fee shall be charged only to students participating in this program.
3. Student program participants shall be included in the process for allocating this fee.

Subpart H. Technology fee.

1. Colleges and universities may establish a policy to charge a fee to students for the acquisition, upgrading and/or maintenance of technology for academic and student support activities that provide or enhance student access to technology. Academic and student support activities include but are not limited to technology infrastructure, computer labs, wireless networks, ongoing technology support, and software licensing.
2. A technology fee advisory committee shall exist for each college or university. A majority of the committee members shall be students. The campus student association(s) shall appoint the student members of the technology fee advisory committee. Prior to making recommendations to the college or university president, the technology fee advisory committee will present the recommendations to the campus student association(s) for advice and recommendation.

The campus student association(s) and the institution president or designee shall jointly determine a schedule for the technology fee advisory committee to ensure that the plan and budget for the technology fee will be completed for action prior to the end of the spring semester. The college or university shall provide the necessary background materials in advance to the technology fee advisory committee in accordance with System Procedure 2.3.1, part 2, subpart B.

3. The college or university president shall review any modifications to the recommendation with the campus student association(s) and the technology fee advisory committee prior to the implementation for that year.

Part 6. Personal property charges and service charges. Personal property charges and service charges are authorized by the Board and adopted at campus discretion. Personal property charges shall be for items that become the personal property of a student and have an educational or personal value beyond the classroom. Service charges shall be for services for or on the behalf of the student. Students may not be charged for consumable supplies, nor for system on-campus and off-campus facilities costs related to instruction.

Individual personal property charges and service charges shall be approved by the president. The approximate range or rate shall be available to students at the time of registration. A list of these charges shall be available to students upon request at the campus. Charges are based on actual costs and can include but are not limited to charges for such items as follow. Documentation of charge calculations must be maintained for audit purposes.

Subpart A. Personal property charges. Personal property is that property retained by the student and having value outside of the classroom. Personal property may include, but is not limited to, tools, books, materials and supplies retained by the student, official transcripts, identification cards, and replacement or additional diplomas.

Subpart B. Service charges. Service charges shall include:

1. Equipment, including special leases or rentals of laptop computers as required by an institution or program. Situations requiring students to purchase or lease college- or university-wide technology shall be reviewed by the technology fee advisory committee and the campus student association(s) shall be consulted.
2. Special testing, including testing for counseling (e.g. career interest inventories, type indicators, etc.); occupational certification; retesting of entry level assessment; and optional testing requested by the student. Students shall not be charged for initial entry assessment or required outcome assessment.
3. Other instructional services, such as:
 - a. additional instructional costs not included in tuition, but paid by the student to a private vendor (e.g. theater tickets, bowling lane rentals, green fees, ski lift tickets, etc.) may be a service charge if identified at the time of registration.
 - b. costs of private lessons associated with a credit-bearing course (e.g. flight training, voice or instrument, art, etc.) may be charged in addition to tuition.
4. Other non-instructional services provided to students for their personal benefit, such as legal services, health services, and insurance.
5. Assessments to discourage a behavior such as a library overdue charge, a non-sufficient funds bank charge or restitution charge to pay for damage incurred.
6. Actual course-related travel costs required for transportation, room, board and other expense.

Part 7. Revenue Fund Fees. Revenue fund fees must be charged to generate sufficient revenue to pay the debt service, equip, operate, maintain and repair revenue fund facilities. Fees shall be

sufficient to provide adequate operating reserves. Revenue fund fees are charged for room and board, student union facilities, wellness center and outdoor recreation, parking, and for any other revenue generating facility that is designated as part of the revenue fund by the Board. Optional fees may be charged and include other usage, service and equipment fees.

Subpart A. Room and board fees. The room fee is the amount an enrolled student pays for occupying a residence hall room while attending a college or university. The board fee is the amount an enrolled student pays for their selected meal plan offerings.

Subpart B. Student union facilities fees. The amount an enrolled student pays to support the operations and maintenance of a student union facility while attending a college or university.

Subpart C. Wellness center and recreation facility fees. The amount an enrolled student pays to support the operations and maintenance of a student wellness center or recreation facility or area while attending a college or university.

Subpart D. Parking ramp and surface lot fees. The amounts that students, faculty, staff and visitors pay for parking in or on parking facilities in the revenue fund.

Subpart E. Other Facilities Fees. The Board may from time to time approve fees for revenue fund facilities that are not otherwise contemplated above. Those facilities fees shall be charged to an enrolled student to support such a revenue generating facility, which shall be designated by the Board as part of the revenue fund.

Subpart F. Optional Revenue Fund Fees. Colleges and universities may charge optional revenue fund fees for revenue fund facilities. Optional revenue fund fees are items such as room or facility usage fees, service charges, and equipment charges. The president of the college or university shall have final approval on all optional fees and subsequent rates. The president may exempt specific groups from all or a percentage of room or facility usage or rental fees provided the revenue fund program remains financially viable and such exemption is deemed to be in the best interests of the college or university. The three major categories of optional revenue fund fees are listed below:

1. Room or Facility usage or rental fees, such as for use of rooms in the student union, athletic facilities, fields, residence hall common rooms. Fees may also be charged for facility usage outside a typical academic year, such as for summer or conference activities, storage, and early or between semester occupancy of residence halls. It is usual and customary that recognized campus student organizations (as defined under Student Life Procedure 2.8.1) are exempt from ordinary room or facility usage or rental fees.
2. Service charges, such as for lost or damaged items or modification of contractual terms. A sampling of such fees may include, but are not limited to, a fee for early release from a residence hall contract, residence hall cancellation fee, late charges, installment payment charges, lost key charge, loaner key charge, room changes charge, damages to residence hall room or common areas.

3. Equipment and personal property fees for use in Revenue Fund Facilities, such as fees for rental of athletic equipment, installation of equipment (i.e. air conditioning in residence halls), technology, or other items or services otherwise available for use by students who use the facility.

Date of Implementation: 08/06/08

Date of Adoption: 06/21/00

Date and Subject of Revision:

1/25/12 – *The Chancellor amends all current system procedures effective February 15, 2012, to change the term “Office of the Chancellor” to “system office” or similar term reflecting the grammatical context of the sentence.*

05/19/11 - *Revenue Fund fees defined and added to procedure; defined tuition categories and removed distance learning from market driven category; eliminates guideline 5.11.1.2; requires colleges and universities to maintain records supporting personal property and service charges; clarifies that tuition deposits are fully refundable and that credit for prior learning fees are not assessed on U. S. Military training.*

08/06/08 - *Significant amendments were made throughout the entire procedure to make the tuition and fee procedure consistent with changes to Board policy 5.11*

08/15/07 - *Adds Part 4, Subpart D – makes mandatory fees and deletes Part 5, Subpart B and Subpart C under optional fees.*

12/20/05 - *Effective 01/01/06: Eliminated the drop fee and career services fee as optional fees. Career services costs may be recovered under Part 6 as personal property and service charges. Also, the student consultation process associated with the technology fee was modified to enhance student participation and consultation.*

Effective 08/15/07 the following amendments will occur:

Adds new Part 4, Subpart D Fees associated with tuition and fee payments.

Deletes Part 5, Subpart B and Subpart C.

11/11/03 - *Added language to General that requires consultation with the statewide student associations before fee increases are brought before the Board.*

06/24/03 - *The Board approved policy changes to the Tuition and Fees Policy 5.11 at their June meeting which required changes to procedures on specific fees such as the Student Application Fee, Drop Fee, Payment Plan Fee, Credit or Prior Learning Assessment Fee, Career Services Fee and Technology Fee.*

06/21/00 - *Moved language formerly in system procedure 5.2.1.*