

UNIVERSITY of HOUSTON
MANUAL OF ADMINISTRATIVE POLICIES AND PROCEDURES

SECTION: Funding and Budgets
AREA: Tuition and Fees

Number: 11.03.01

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| SUBJECT: Tuition, Fees and Charges <u>(Interim)</u> |
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I. PURPOSE AND SCOPE

This document outlines and defines the fees and other charges for which statutory authority is provided to the University of Houston. This document further provides the requirements and process for approval of fees and charges under this authority, the budget allocation process, and restrictions on expenditure of the fees. The provisions of this document apply to all tuition, fees and charges imposed by the university on students, employees and the public, in accordance with Chapters [54](#) and [55](#) of the Texas Education Code.

II. POLICY STATEMENT

The Texas Education Code places restrictions on tuition, mandates that certain fees be charged, and allows certain other fees to be charged with the Board's approval. The statutes further state that no institution of higher education may collect from students attending the institution any tuition, fee or charge of any kind except as permitted by law.

All fees and charges or amendments of fees and charges under this authorization require the approval of the Board through the process outlined in this document **prior** to being assessed. Revenues from the approved fees shall be budgeted and expended in accordance with the guidelines provided in this document.

III. DEFINITIONS

- A. Consumables: Those tangible items that are consumed or lose usefulness within one year, or that are made of glass and therefore cannot be guaranteed to remain useful for one year.
- B. Compulsory fees ([54.5061](#)): Those fees charged to all students enrolled in the university.
- C. Discretionary fees: Those fees provided by the Texas Education Code that the Board "may" levy; i.e., the law allows the fees, with the Board's approval.
- D. Fees and charges: For the purpose of this document, every fee and charge imposed by the University of Houston or any university unit on students, employees or the public. Charges between departments within the university are not included in this definition.
- E. Laboratory: Work other than class work, such as experimentation and practical application in a laboratory or studio space, that is scheduled at a separate meeting time apart from the time spent in the lecture.
- F. Mandatory fees: Those fees and charges provided by the Texas Education Code that the Board "shall" assess; i.e., those fees and charges that are mandated by law.
- G. Materials and supplies: Consumables.

- H. Course-related fees or instruction-related fees: Laboratory fees, supplemental instruction fees, or incidental fees that are charged to cover costs of materials or services related to a specific course or laboratory, as allowed by statute.
- I. Voluntary fees (54.5061): Those fees charged only to those students who use the service for which the fee is established.

IV. FEES AND CATEGORIES OF FEES AUTHORIZED UNDER TEXAS LAW

- A. Tuition: Article 54.051 of the Texas Education Code establishes tuition rates and sets limits related to tuition that may be charged by Texas institutions of higher education.

Also, Article 54.0513 establishes Designated Tuition. Funds collected under this statute are considered institutional funds and are accounted for as designated funds.

- B. Fees: The articles of the Texas Education Code cited in parenthesis in this section provide for the following fees and categories of fees.

1. Supplemental instruction fee (54.05111): The tuition statute states that students registered for a course or courses in art, architecture, drama, speech or music, where individual coaching or instruction is the usual method of instruction, shall pay a fee for the individual coaching or instruction, in addition to regular tuition.
2. ~~General property deposit (54.502): A mandatory charge not to exceed \$10 is imposed on all students entering the university to insure against losses in laboratories and libraries. This fee, less any loss or breakage, will be refunded only after a student has officially withdrawn or graduated from the university.~~
3. ~~University Center fees (54.526): The statute allows a fee not to exceed \$35 per student for each regular semester (or \$17.50 per summer session) to be set for financing, constructing, operating, maintaining, and improving the University Center. The Board has approved this compulsory fee. These fees are subject to the responsibilities of the Student Fee Advisory Committee.~~
43. International education fees (54.5132): The statute allows, and the Board has approved, a fee of not less than \$1 and not more than \$4 for each semester or summer session to be deposited into an international education financial aid fund to assist students participating in international student exchange or study programs. The fee may be increased (up to a \$4 maximum) only if approved in a student election for that purpose.
54. Recreational Facility Fee (54.528): A fee not to exceed \$75 per semester (may be pro-rated for summer) may be charged to each student to finance, construct, operate, maintain, or improve the student wellness and recreation facilities. The Board may increase the fee, but not more than 10 percent per year without a student election approving the larger increase.
65. Laboratory fees (54.501): The university shall set and collect a laboratory charge in an amount sufficient to cover in general the cost of laboratory materials and supplies used by a student of not less than \$2 nor more than \$30 for any one semester or summer term for any student in any one laboratory course.

This fee is limited to laboratories, as defined in Section III above, associated with laboratory courses, and the amount of the fee shall not exceed the cost of actual materials and supplies used by the student in the laboratory.

- [76.](#) Incidental fees (54.504): A fee may be charged to students or prospective students to cover the cost of providing materials or services which are not the subject of a charge under any other statutory authorization. Incidental fees may be course related or non-course related. The rate of the fee should reasonably reflect the actual cost to the university for the materials or services for which it is collected; balances of incidental fees may only accrue to the extent considered reasonable in the business cycle of the college or department, or to provide sufficient funds for replacement of equipment and furnishings on a regular, but not annual, basis. Balances accruing as a result of enrollment variances or fluctuations in the cost of materials or services will be expended for the purpose for which the funds were collected, and that use will be stated in an annual report on the use of incidental fees. Funds accruing for the replacement of equipment and furnishings will be accounted for in a manner in which the balance can be readily identified.
- [87.](#) Student service fees (54.503 and 54.5061): These statutes allow the university to charge fees to cover the cost of student services that the Board considers necessary or desirable in carrying out the educational functions of the university. The fees may be approved as either compulsory or voluntary; the maximum allowable for all compulsory fees is \$150 per semester or summer session (unless approved by a majority vote of the students under this statute.) The Board has approved two compulsory student service fees, including the student service fee and the Health Center fee.
- Student services, under this statute, cover textbook rentals; recreational activities; health, hospital, and other medical services; group hospitalization; intramural and intercollegiate athletics; artists and lecture series and other cultural entertainment; debating and oratorical activities; student publications; student government; student fees advisory committees; student transportation services; and any other student activities and services specifically authorized and approved by the Board, except those authorized by any other section of the Education Code.
- [98.](#) Rentals, rates and charges (55.16): The Board is authorized by this statute to impose rentals, rates and charges upon students and others for the occupancy, services, use, and/or availability of all or any of its property, buildings, structures, activities, operations, or other facilities, in such amounts and in such manner as may be determined by the Board.
- ~~The Board is not required to charge students enrolled in different degree programs at the institution the same rentals, rates and charges.~~
- [409.](#) Fees and charges for services to the general public (54.506): The Board must approve schedules of minimum fees and charges for services performed by any department or unit of the university for students and the public. The schedule shall conform to the fees and charges customarily made for like services in the community. Examples of such services include the Optometry Clinic, the Speech and Hearing Clinic or reading and other clinics.
- [140.](#) Fees for continuing education courses (54.545): In accordance with Section [54.545](#) of the Texas Education Code, the Board delegates authority to the Chancellor, or his/her designee, to set fees for each continuing education course at each institution in an amount sufficient to permit the institution to recover the costs of providing the course. Fees will be charged only for a course for which

the institution does not collect tuition or receive formula funding, including an extension course, correspondence course, or other self-supporting course. Information regarding fees charged for continuing education courses shall be on file at each institution in the Office of the President.

121. Vehicle registration and other fees related to parking and traffic (54.505): The Board is authorized by this statute to charge reasonable fees to students, faculty, and staff for registration of vehicles. The Board is also authorized to charge reasonable fees for parking facilities, enforcement and administration of parking and traffic regulations. These fees are voluntary.

V. REVIEW AND APPROVAL OF NEW FEES AND CHARGES OR AMENDMENT OF EXISTING FEES AND CHARGES

All requests for new fees and charges will be concurrently solicited and sent to the Board for approval annually. Fees and charges may not be assessed without appropriate prior Board or presidential approval. All fees and charges made under these statutes shall be requested and approved in accordance with this document and budgeted and expended under the restrictions outlined below.

Under Texas law, tuition and fees may not be increased after the student has registered for the semester or summer term for which the tuition or fee is in effect. Therefore, the annual fee approval process must be completed prior to early registration for the semester for which the fee is in effect.

A. Administrative and Auxiliary Fees:

The Administrative and Auxiliary Fee Committee is appointed by the Executive Vice President for Administration and Finance and is charged with the review of all administrative and auxiliary fees and designated tuition that are charged by the university. This annual review is conducted during the same timeframe as the review of course, lab and incidental fees with the colleges occurs. The committee makes recommendations to the Executive Vice President for Administration and Finance about whether the fees are pertinent and whether the amount charged is appropriate. Annually, each member of the committee, whose department assesses fees, will certify their understanding of the policies and statutes related to the assessed fees. The committee is comprised of representatives from each area that is responsible for an administrative or auxiliary fee, namely, the Division of Administration and Finance, the Division of Student Affairs, the Division of Information Technology; a representative from the ~~Academic Fee Committee~~ Academic Budgets and Administration office; and the Executive Director of Budget. Annually, the Associate Vice President for Finance will nominate members to this committee. Each year, the committee will submit its final report to the Executive Vice President for Administration and Finance for consideration as the ~~V~~ice ~~P~~resident makes tuition and fee recommendations to the President. Annually, the chair of the Administrative and Auxiliary Fee Committee will distribute a schedule and guidelines for requesting of fees and charges for the following fiscal year. The distribution will be made to all ~~D~~eans, ~~D~~irectors, ~~C~~ollege/Division ~~A~~administrators and members of the President's Cabinet. Annually, the chair of the committee will request a report from each department receiving incidental fee revenue on the use of the fee monies for the prior fiscal year. This report will include an analysis of fee revenue and expenditures, certification that expenses were appropriate to the purpose for which the fee is charged, and a business plan for the use of accrued balances, if any.

B. Academic Fees:

~~The members of the Academic Fee Committee are appointed by the Senior Vice President for Academic Affairs and Provost, and serve for a term of one year. A representative from Information Technology, Student Affairs and Administration and Finance will serve on the committee to represent their division's interests. Each year, the chair of the Academic Fee Committee will distribute guidelines for incidental, laboratory and other instructional related fees and charges, and solicit requests for instruction-related fees and charges for the following fiscal year. The Academic Fee Committee will consider all requests for the addition, modification and deletion of fees, and recommend action on these requests to the Senior Vice President for Academic Affairs and Provost. Annually, the chair of the Academic Fee Committee~~Academic Budgets and Administration office will request a report from each department receiving incidental fee revenue on the use of the fee monies for the prior fiscal year. This report will include an analysis of fee revenue and expenditures, certification that expenses were appropriate to the purpose for which the fee is charged, and a business plan for the use of accrued balances, if any. Departments and colleges will at the same time certify their understanding of the policies and statutes related to the assessed fees. Requests for new fees are reviewed by the Senior Vice President for Academic Affairs and Provost and his cabinet.

~~The above-mentioned fee committees~~Both reporting groups shall evaluate and recommend all requests for new fees and charges.

As a general rule, any new fee or charge or amendment of fee or charge requires the approval of the ~~D~~department ~~H~~head, the ~~D~~ean or ~~D~~irector, the ~~C~~college/~~D~~ivision ~~A~~administrator, the responsible ~~V~~ice ~~P~~resident, President, Chancellor and the Board. Board approval may be delegated to the Chancellor for certain fees, as specified in Board Policy ~~4856.03~~. Designated tuition or a fee may be charged at a rate lower than the approved rate if approved by the Chancellor.

VI. BUDGETING AND EXPENDITURE RESTRICTIONS

(General guidelines for state and non-state (local) funds are provided in MAPP 04.01.0205.02.01 – Expenditures and Expenditure Authority–Procurement-General.)

A. Tuition and “Designated Tuition”:

1. Tuition is allocated during the annual budget preparation process and is accounted for as education and general funds. Tuition is subject to the expenditure restrictions of state funds. Tuition is further restricted in that it may not be used for the discretionary business expenses indicated in MAPP 05.02.02 – Official Functions and Discretionary Expenditures.
2. Designated Tuition is accounted for as designated funds and is allocated as a part of the annual budget preparation process. These funds are expended as designated (local) funds. Designated tuition is further restricted in that it may not be used for the discretionary business expenses indicated in MAPP 05.02.02 – Official Functions and Discretionary Expenditures.

B. Fees and charges:

1. Supplemental instruction fees are accounted for as education and general funds and are subject to the expenditure restrictions of state funds.

2. General property deposit funds are accounted for as a liability in the general ledger ~~while the student still has a claim to these funds, if and when, the funds are forfeited by the student.~~ General property deposit funds are invested in accordance with Sections 51.003 and 51.0031 of the Texas Education Code.

Students may request a refund on general property deposits. The student who made the deposit must make their refund request within four years from the date of last attendance. Deposits not requested by that time are forfeited and become revenue. Forfeited general property deposits are transferred into a designated cost center, the Student Deposit Fund, in accordance with state direction. Income from investment of the Student Deposit Fund is expended for scholarships to needy and deserving students who are residents of Texas.

3. University Center fee revenues are budgeted into auxiliary cost centers. University Center fee revenues may be expended, subject to the recommendation of the Student Fee Advisory Committee and the final approval of the President and the Board, for necessary expenditures related to the operation, maintenance and capital improvement of the University Center.
4. International education fees are deposited into a designated account. Funds are used to provide scholarships for study abroad programs, as provided by state law. Scholarship recipients are determined by a committee administered by the Office of the Senior Vice President for Academic Affairs and Provost.
5. Laboratory fees shall be budgeted and accounted for as educational and general funds.

Funds collected as laboratory fees shall be expended only for consumable supplies and materials actually used in the laboratories, such as paper, copying, chemicals, art materials, etc. used in the laboratories.

6. Incidental Fees shall be budgeted and accounted for as other designated funds.

The revenues from incidental fees must only be used to provide materials, equipment, furnishings and services specifically for the purpose assessed. Incidental fee revenues may be spent for the following:

- Consumable materials and supplies used in the course or services that are more effectively and economically purchased in bulk and charged through this fee.
- Non-consumable supplies and materials used in courses or to provide services that are not consumed, the usefulness of which may extend beyond one year, such as: maps, computer software, cables and transportation costs. This does not include reference materials.
- Equipment and furnishings that are related directly to academic activities.
- Service contracts for maintenance of instructional equipment. Copier rental may be allowable proportional to the copies distributed to students.
- Wages for students or staff to assist in the instructional process; i.e. tutors for laboratories, instructional assistants and graders, and will include salaries and wages for staff providing service to the students, such as advising and planning, and those staff maintaining equipment

and furnishings used for the instruction and providing of service for which the fee is assessed. This also includes salaries for employees providing non-instructional related services to students.

- Travel costs that are a function or requirement of the course, such as practice teaching supervision or field trips.
7. Student service fee revenues are budgeted into auxiliary cost centers. Student service fee revenues may be expended, subject to the recommendation of the Student Fee Advisory Committee and the final approval of the President and the Board, for necessary expenditures in support of the student service for which they are allocated.
 8. Recreational Facility Fees: Are-are deposited into auxiliary cost centers and expended for purposes related to the student wellness and recreational facilities.
 9. Rentals, rates and charges: Revenues from rentals, rates, and charges shall be deposited into designated cost centers or auxiliary cost centers, and expenditures shall be restricted to the purpose for which the rental or charge is assessed. Where the charge is for rental of university space for which Education and General funds are received, the state must be reimbursed for utilities and maintenance costs.
 10. Fees and charges to the general public: Revenues from fees and charges to the general public are deposited into designated or auxiliary cost centers and expended to provide the good or service for which the charge is assessed.
 11. Fees for continuing education courses shall be deposited into designated cost centers created for that purpose and shall be expended to cover the costs of the courses.
 12. Vehicle registration fees and other fees related to parking and traffic shall be deposited into auxiliary cost centers. The revenues from these fees shall be expended for the purpose for which assessed including registration of vehicles, building and maintenance of parking lots and facilities enforcement of parking restrictions, traffic signs and markings, towing, and other expenses related to parking and transportation.

VII. NOTIFICATION OF BOARD APPROVAL

The chairs of the administrative and ~~academic-auxiliary~~ fee committee and Academic Budgets and Administration offices shall notify fee users of Board action or presidential action regarding recommendations from their respective committees and/or reports.

VIII. BILLING AND PAYMENT

- A. All instruction-related fees and charges shall be billed through the student billing system to the extent practicable. Similarly, wherever possible, other significant regular fees and charges (such as application fees) shall be billed through the student billing system and payments made through Student Financial Services.
- B. Those charges and fees handled by the college or division are subject to MAPP 05.01.01 on cash handling.

IX. BUDGETING

A. Tuition and Fee Revenues and Expenses. The budgeting of tuition and fee revenues and associated expenditures shall be incorporated into the annual budgeting process of the university.

B. Travel and Discretionary Business Expenses.

1. The dean of each college will present an annual plan and budget for travel and discretionary business expenses to be funded by the college (excluding sponsored project funds) during the fiscal year for approval by the pProvost prior to the start of the fiscal year. This budget will not be exceeded during the fiscal year. Sponsored projects must abide by the requirements and budgetary limits of the sponsor agreement regarding travel and discretionary business expenses.
2. The dean of each college will also present to the pProvost for approval a budget for himself or herself regarding travel and discretionary business expenses during the upcoming fiscal year.
3. In a manner similar to 1 and 2 above, senior administrators who report directly to the pPresident shall prepare travel and discretionary business expense budgets for their division as well as for themselves.

X. MONITORING

The Office of the Senior Vice President for Academic Affairs and Provost shall monitor expenditures of revenues from instruction-related fees through the annual fee reporting process.

The ~~Office of Budget Administration and Analysis~~ Academic Budgets and Administration office shall monitor fee income and expenditure as a part of the monthly university budget to actual reports. The Senior Vice President for Academic Affairs and Provost shall monitor instruction-related fees at the college level for appropriate expenditure rates based on revenues.

XI. REVIEW AND RESPONSIBILITY

Responsible Party: Assistant Vice President for Academic Operations

Associate Vice President for Finance
~~Senior Vice President for Academic Affairs and Provost~~

Review: Every three years, on or before August 31

XII. APPROVAL

Senior Vice President for Academic Affairs and Provost

Executive Vice President for Administration and Finance

President

Date of President's Approval: _____

Expiration Date: August 31, 2012

XIII. REFERENCES

Texas Education Code, Chapters 54 and 55

Index terms: Board approval of fees and charges
Charges
Fees
Tuition

REVISION LOG

| <u>Revision Number</u> | <u>Approved Date</u> | <u>Description of Changes</u> |
|------------------------|----------------------|--|
| <u>1</u> | <u>05/02/2001</u> | <u>Initial version</u> |
| <u>2</u> | <u>06/01/2004</u> | <u>Applied revised MAPP template. In Section IV, added Recreational Faculty Fee (54.528), revised examples of Incidental Fees (54.504), and updated fees for Continuing Education Courses (54.545). Added documentation to new Administrative and Auxiliary Fees Committee in Section V. Added Recreational Facility Fees in Section VI. Added Senior Vice President for Academic Affairs and Provost as responsible party. Changed review period to be every three years instead of during each August legislative session. Removed MAPP 04.01.02 from Section XIII</u> |
| <u>3</u> | <u>Interim</u> | <u>Interim release based on possible composite tuition/fee structure changes with the Board of Regents for implementation in Fall 2013. Applied revised MAPP template and added new revision log. Removed General Property Deposit fee. Added references to MAPP 05.02.01 and 05.02.02 and additional documentation to Section VI for restrictions to "designated tuition" and "tuition." Removed information on Academic Fee Committee from Section V.B.1 and other areas, and inserted information on annual report from the Academic Budgets and Administration office. Added budgetary information to Section IX; added "Tuition and Fee Revenues and Expenses" and "Travel and Discretionary Business Expenses" to separate information. Added a statement concerning the annual approval process for</u> |

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| | | <p>travel and discretionary expense budgets not including sponsored project funds since they already have budgetary limits and restrictions imposed by the sponsor for each award. Added Assistant Vice President for Academic Operations as responsible party; added Senior Vice President for Academic Affairs and Provost for approval authority. Removed index terms</p> |
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