

**UNIVERSITY OF HOUSTON SYSTEM
ADMINISTRATIVE MEMORANDUM**

SECTION: Fiscal Affairs

NUMBER: 03.A.29

AREA: General

SUBJECT: Tuition, Fees and Charges

1. **PURPOSE AND SCOPE**

The provisions of this document apply to all tuition, fees and charges imposed by System universities on students, employees and the public in accordance with Chapters [54](#) and [55](#) of the Texas Education Code. This document provides the requirements for approval of tuition, fees and charges and requires that roles and responsibilities of persons involved in the request, review, approval, implementation and record retention process be defined by policy.

2. **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.

In accordance with state 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. To the extent practical, the biannual tuition and fee approval process should be completed prior to the first opportunity for pre-registration for the first semester for which the tuition and fee changes are to take effect.

All tuition, fees and charges or amendments of tuition, fees and charges under this authorization require the approval of the Board. The CFO at each System university is responsible for developing policies and procedures for the request, review, approval, implementation and record retention requirements of tuition, fees and charges following guidelines established in this policy.

3. **GUIDELINES FOR THE REQUEST, REVIEW AND APPROVAL OF NEW FEES AND CHARGES OR AMENDMENT OF EXISTING FEES AND CHARGES**

System university policies shall be developed in sufficient detail to describe the persons involved in the request, review and approval process for new tuition, fees or charges or amendment of tuition, fees or charges.

Tuition, fees, and charges are reviewed and recommended to the Chancellor following their recommendation from various individuals or groups, including possibly committees

or advisory groups. Generally, the policy should cover the roles and responsibilities of any committee or advisory group, the Department Head, the Dean or Director, the College/Division Administrator, or equivalent, the responsible Vice President, President, Chancellor and the Board.

Board approval may be delegated to the Chancellor for certain fees, as specified in Board policy. Designated tuition or a fee may be charged at a rate lower than the approved rate if approved by the Chancellor or designee.

All requests for new tuition, fees and charges will be presented to the Board for approval, as required either annually or biannually, by the Interim Vice Chancellor for Administration and Finance.

4. GUIDELINES FOR NOTIFICATION AND IMPLEMENTATION OF BOARD APPROVED ACTION

The policy will define the persons responsible for timely notifying the appropriate staff within each System university responsible for implementing approved tuition, fee and charge changes. The policy will require that each area responsible for implementing Board approved tuition, fees, or charges will develop, implement and document, generally through written procedures, business processes to ensure compliance with Board authorized tuition, fee, and charge actions.

5. RECORD RETENTION

Any changes to tuition and fee rates must be supported by an approved Board agenda item and supporting documentation. The Board Office will be the official office of record for the maintenance of approved tuition and fee changes via the approved agenda item and board minutes. However, each System university will maintain documentation in sufficient detail to support the rates and fees it charged in any semester.

6. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice Chancellor for Finance

Senior Vice Chancellor for Academic Affairs and Provost

Review: Every three years on or before August 31

7. APPROVAL

Approved: Jim McShan
Interim Vice Chancellor for Administration and Finance

Renu Khator
Chancellor

Date: December 4, 2015

8. REFERENCES

[Texas Education Code, Chapter 54](#)

[Texas Education Code, Chapter 55](#)

REVISION LOG

Revision Number	Approval Date	Description of Changes
1	12/04/2015	Initial edition