

# SOUTH DAKOTA BOARD OF REGENTS

## Policy Manual

**SUBJECT:** Tuition and Fees: General Procedures

**NUMBER:** 5:5

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### 1. **Tuition and Fees Procedures**

The Board of Regents shall determine all tuition rates, fees, room and board. The Board may alter any of these rates at its discretion. The approved rates can be found on the Board of Regents website and available at the Executive Director's office.

#### A. Tuition and Fee Approval Process

- 1) Each year in March or April, following the close of the current legislative session, the Executive Director shall present recommended tuition and fee rates to the Board for action.
- 2) Tuition and fee rates become effective after the end of the spring term unless an alternative date is specifically approved by the Board.
- 3) The universities may request necessary increases to any fees previously approved.
- 4) If a university desires to add a new fee to the Board's fee schedule, the fee request should normally come through the annual budget request process. Exceptions to this process may include new programs approved by the Legislature.

### 2. **Due and Payable**

Students will be required to pay their bill according to established deadlines or make other financial arrangements, including but not limited to, payment plans, deferments for financial aid, or third party payments.

- A. Any payment arrangement other than the FACTS payment plan must be documented on the Colleague restriction screen and the student must pay a charge equivalent to the FACTS payment plan charge. If the student does not meet the terms of the agreement, there will be an additional late fee charge added in accordance with the late fee schedule defined in BOR policy.

- B. Students with at least one standard term course will be required to pay their full tuition and fee bill or make other financial arrangements no later than the day after census date for the standard term.
- C. Students who are enrolled in only non-standard term classes, as defined in BOR policy 5:7, will be required to make payment or payment arrangements no later than the day after census date for the standard term. Students enrolled in only non-standard term classes will be able to make payment arrangements to defer payment of their account until the start day of their first non-standard term course.
- D. Students that have a balance due after the established deadline and are not administratively withdrawn, will be assessed late fees and will have a CAR Hold placed on their record until they pay the balance due.

### **3. Billing Corrections**

The institutions shall review billing tables and course charges prior to the billing cycle to insure bills are accurate. Corrections that would increase the billing amount are allowed up to three weeks after the start of the semester. Corrections where students have been over-billed should be made when identified and verified.

### **4. Late Charges**

Late charges will be assessed to students if no payment or financial arrangement to pay is received on accounts that have been billed and a due date has been established.

- A. If no payment or financial arrangement to pay is received by the established deadline, a late payment charge may be assessed on accounts of less than \$100.00 and will be assessed on accounts of \$100.00 or more as follows:
  - 1) \$10.00 on accounts with a balance of less than \$100.00.
  - 2) \$30.00 on accounts with a balance of \$100.00 to \$1,000.00.
  - 3) \$50.00 on accounts with a balance greater than \$1,000.00.
- B. A late payment fee may be assessed each time payment is not received by the established due date noted on the bill or in a deferral agreement.

### **5. Cancellation of Registration or Administrative Withdrawal**

Students are expected to make full payment or make an arrangement to pay by the established deadlines or the student's enrollment will be:

- A. Cancelled if they never attended a class within the term as verified by the faculty prior to the term due date, or

- B.** Administratively withdrawn if they did attend a class or classes within the term as verified by the faculty with a last date of academic activity prior to the term due date.
- C.** If a student's course enrollment for a term consists of all courses that have a begin date after the census date of the term, the university will not cancel the student's enrollment or assess a late fee until the end of the add/drop period for the course with the earliest start date.

## **6. Assumptions and Guidelines**

The Board establishes tuition rates using the following assumptions and guidelines:

- A.** Qualified South Dakota students should have reasonable access to public higher education opportunities in South Dakota with proper consideration given to economically disadvantaged students and minorities.
- B.** Tuition rates in adjacent states are considered.
- C.** Non-residents should pay more than residents.
- D.** Graduates should pay more than undergraduates.
- E.** Reciprocity agreements have the potential to benefit South Dakotans.
- F.** The School of Medicine tuition rates should be comparable to rates charged on other medical schools with a community based hospital environment.
- G.** The Law School tuition rates should be comparable to regional law schools with a mission to attract students who want to practice law in their own state.
- H.** Low enrollment graduate programs, though high quality, must maintain a critical mass sufficient to offer a quality program, and enrollments are influenced by graduate tuition rates.

## **7. Setting Tuition and Fees**

- A.** The Consumer Price Index calculated by the Bureau of Finance and Management will be used as the inflationary measure that will be used to gauge the annual inflation on the cost of higher education. The CPI shall be used as a guide to limit the total annual fee calculation.
- B.** The Medical School tuition and fee rates shall be compared to community-based schools across the country. If the Medical School cost is below the community-based average, the tuition and fee rate will increase by the amount behind the average plus the average graduate tuition and fee rate increase. If the Medical School rates are above the community-based average, they will increase by the average graduate tuition and fee rate increase.

- C. The Law School tuition and fee rates shall be compared to regional community-based schools, excluding Minnesota and Iowa. If the Law School cost is below the regional average, the tuition and fee rate will increase by the amount behind the average plus the average graduate tuition and fee rate increase. If the Law School rates are above the regional average, they will increase by the average graduate tuition and fee rate increase.
- D. The increased cost of salary policy and benefit costs will be used as a guide to establish the annual adjustment to tuition and salary enhancement fees.
- E. Increases to fees that are not inflationary in nature shall be justified and approved on their own merits and will not be limited by the CPI or the established guide.

**8. Classification of Students for Tuition Payment**

All students are classified as residents or non-residents (see Policy 3:2, Classification of Students) for payment of tuition for state-supported courses. Except as provided elsewhere in this policy, non-resident students shall be charged the non-resident tuition rate.

**9. Tuition Charged at the Course Level**

Students shall be charged tuition by the credit based on the course level, except for dual numbered courses. If a student is enrolled in a dual numbered course, he or she shall be charged according to the level for which he or she desires credit.

**SOURCE: BOR, October 1988; March 1991; June 1991; May 1993; August 1993; October 1993; December 1993; May 1994; May 1995; June 1995; August 1995; March 1997; May 1997; June 1997; August 1997; October 1998; March 1999; December 2000; March 2001; August 2001; March 2002; August 2002; October 2002; December 2002; March 2003; June 2003; December 2003; June 2004; October 2004; May 2005, December 2009; December 2010; December 2011.**