

**SOUTH DAKOTA BOARD OF REGENTS**

**Budget and Finance**

**AGENDA ITEM: 7 – I**

**DATE: August 10, 2017**

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**SUBJECT: BOR Policy 5:5:4 – Tuition and Fees: Fees (First Reading)**

Attached are the proposed changes to BOR Policy 5:5:4 – Tuition and Fees: Fees. The policy has been reformatted to meet policy standards and definitions have been added. The substantive change is the clarification of the student approval process when the General Activity Fee (GAF) is increased above inflation.

The policy has been reviewed by the necessary councils and the Council of Presidents and Superintendents.

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**DRAFT MOTION 20170810\_7-I:** I move to approve the first reading of the revisions to BOR Policy 5:5:4 – Tuition and Fees: Fees.

# SOUTH DAKOTA BOARD OF REGENTS

## Policy Manual

**SUBJECT:** Tuition and Fees: Fees

**NUMBER:** 5:5:4

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### A. PURPOSE

To identify the fees and charges assessed by the universities.

### B. DEFINITIONS

1. **Charge(s):** Charges relate to an elected activity and cannot be mandated by the university. Miscellaneous field trip expenses and services from an outside vendor are the only acceptable charges related to courses.
- ~~2.~~ **Fee(s):** The surcharge beyond tuition, whether per credit hour or annual, necessary to cover the costs associated with a course above and beyond tuition. There are four classes of fees: Mandatory Fees, Fees for Service, Discipline Fees, and Delivery Fees. ~~All fees must have Board approval.~~

### C. POLICY

#### 1. Fees Retained by the Universities

The Board has authorized the universities to ~~charge-assess~~ certain fees and to retain the revenue for the specified uses. An institution shall not assess any fee for any special purpose unless authorized by the Board. Information about approved fees shall be available on the Board's webpage and ~~at the Executive Director's Office on the university websites.~~

##### 1.1. General Activity Fee (GAF)

The general activity fee supports student functions related to the co-curricular activities and operations and payment of debt incurred for the construction, maintenance, repair and equipping of student unions, athletic facilities and wellness facilities as approved by the Board. Examples of activities funded by GAF are student organizations, cultural events, homecoming, student government, yearbooks, student newspapers, campus radio and television stations, child care, student activities, athletics, intramurals, student health services, and the operational and debt expenses for student unions. The general activity fee shall be assessed on all ~~state-support-on-campus credit hours, courses delivered on-campus.~~

- 1.1.1. Student Representation on General Activity Fee Committee: There shall be at least a simple majority of students on the committees that recommend to the president the rates and allocation of the general activity fee. The president of

the institution has the approving authority for the final recommendation to the Board.

1.1.2. A request above inflation for a GAF fee increase should include the following:

- Open student hearings that include the proposed annual cost increase and an explanation of what the funds will be used for; and
- An explanation of student reaction and level of support for the fee increase.
- Representatives from Student Government will be asked to provide information to the Board.

1.1.3. Authorization to Waive General Activity Fee: Universities are authorized to waive the general activity fee for anyone enrolled in a workshop.

~~1.1.3. Intramural Participation: Students shall not be charged to participate in intramurals unless there is an off campus facility charge related to the activity or a fee has been specifically approved by the Board beyond the general activity fee.~~

1.2. Discipline Program Fees:

Discipline Program fees shall be used to purchase instructional equipment and supplies and pay other operating costs for high cost disciplines. The funds are also available to supplement salaries for faculty within the discipline. The dollars should be used such that they benefit the students enrolled in the discipline.

1.2.1. A complete listing of approved program-discipline fees shall be available on the Board's webpage, each university's website, and at the Executive Director's Office. All program-discipline fees must be approved by the Board.

1.3. Application Fee:

1.3.1. Undergraduate Application Fee: Students will be assessed the application fee for each university to which they apply as a degree-seeking student. Any student that attended a Regental institution in the three terms prior to the term of the application is eligible for a fee waiver. Military personnel that have dropped out due to a call to active duty for a period exceeding the three previous terms are also eligible for a waiver. Students taking courses as a "special" student will not be assessed the application fee until they are accepted as a degree seeking student.

1.3.2. Graduate Application Fee: The fee will be assessed once when a student applies to the graduate school. The student will have to pay again if they switch institutions and/or they dropped out for more than three terms and have to reapply. Students attending as "special" students will not be assessed the application fee until accepted as a degree seeking student.

1.4. Transcript Fee:

1.4.1. Students shall be assessed the transcript fee for each official copy of their academic record. The revenues will be used to cover the cost of the e-transcript processing center as well as to cover local processing costs. Students have the ability to generate unofficial copies of their transcript or will be provided one at no charge. Campuses may charge to cover postage or for multiple copies.

1.5. Program Delivery Fees:

1.5.1. Universities may assess approved a-program delivery fees to support the incremental costs of additional equipment, support staff, space or facilities, student services, business services or library, and related services for all courses in a program offered in an off-campus location.

1.6. International Student Fee:

•1.6.1. All F-1 and J-1 international students enrolled on campus for credit at a South Dakota public university shall be charged the International Student Fee each academic term in which they are enrolled. An F1 or J1 visa student cannot take all of their courses via distance except for the summer term – and there is no tracking required in that event. If the summer term is their first term, they cannot take all of their courses via distance. In the event an international student with an F1 or J1 visa enrolls via distance from another state, we have no tracking responsibility for the student. The fee will be assessed to degree-seeking students, English as a Second Language (ESL) students, and foreign students enrolled under a cooperative agreement with a foreign institution

1.7. Northern State University Exchange Program Fee:

1.7.1. Beginning with summer 2016 term, foreign exchange students attending NSU under any agreement will pay the exchange program fee in addition to the General Activity Fee (GAF).

1.8. Room-Housing and Food Service Board:

~~1.9.~~1.8.1. \_\_\_\_\_ The Board shall approve all board food service plans and room housing plans for standard semesters and the weekly summer room rates.

## 2. Charges

### 2.1. Incidental Charges:

2.1.1. The universities may assess students incidental charges for elective miscellaneous services the university has been granted authority to administer, provided that the services do not have a direct or specific relationship to a course offering. The services must be elected by the students and not mandated by the university.

### 2.2. Course Charges:

2.2.1. Students enrolled in certain courses for which the services of an outside vendor are required may be assessed a charge for the course. Students enrolled in programs requiring malpractice or other insurance may be assessed a charge to recover payments made on their behalf. Course charge shall be noted in the course description published in the university catalog.

### 2.3. Field Trips:

2.3.1. The universities may assess students incidental charges for field trips. This charge can be assessed provided that the costs are for the field trip only (transportation, meals and lodging, price of admission, etc.).

2.3.2. Any funds collected for field trips shall be collected by the same university offices that are responsible for the collection of tuition and fees.

### 2.4. Study Tours:

2.4.1. The universities may assess students a study tour charge to cover the costs of studying abroad for Board approved study tour programs. The costs may include student transportation, meals, lodging, and other incidental costs. The charge may also include the allocated costs for faculty overhead (transportation, meals, lodging, etc.). Salary costs for faculty members that will teach portions of the program can only be included if no tuition revenues will be collected for the associated credits.

### 2.5. Assessment Charges or Testing Fees:

2.5.1. Unless a fee is specifically approved by the Board, only certain assessment costs can be charged to students according to the following criteria:

- The initial cost of system-wide exams mandated by the Board will be covered with tuition revenues paid by students. The cost of retests will be borne by the student.
- The cost of exams required for admittance into a field of study will be paid for by students taking the exam.
- The cost of major field assessment exams or exit-exams will be covered by tuition revenues paid by all students.
- The cost of licensing exams required by external agencies for various disciplines will be covered by the students taking the exams.

3. Fees to be Charged to Students Participating in Board Approved International Exchange Agreements
  - 3.1. Students participating under Board approved international exchange agreements pay tuition and mandatory fees to their home campus.
    - 3.1.1. Outbound students from South Dakota Regental institutions on exchange agreements will pay tuition, the university support fee, and general activity fee for each credit hour enrolled. Students will also pay for any required insurance. Tuition will be assessed according to the student's residency and student type and the current tuition rates. Students should be registered in an Exchange course for 12 credit hours.
    - 3.1.2. Inbound students on exchange agreements will pay all applicable program fees, incidental charges, the International Student Fee, appropriate room and board fees, and will not be charged the system mandatory fees. Students that enroll in a self-support course will pay all self-support tuition and program delivery fees associated with the course.
    - 3.1.3. All new, revised, or renewals of agreements with foreign universities that include provisions for student exchanges submitted for Board approval are to require that students from the foreign university are to pay all applicable program fees, incidental charges, the International Student Fee, appropriate room and board fees, and will not be charged the system mandatory fees.

**FORMS/APPENDICES:**

None

**SOURCE:**

BOR, October 2004; June 2007; October 2008; June 2009; December 2009; May 2010; June 2011; August 2012; April 2016, 2017