

**Board Policy on Resident Undergraduate Tuition and Mandatory Enrollment Fee Process**  
**Board of Trustees of Oregon Institute of Technology**

**1. Purpose**

It is the policy of Oregon Institute of Technology that tuition, fees, fines and other charges are to be developed, approved, issued and communicated in a transparent and consistent manner, with the engagement of appropriate University stakeholders. The purpose of this policy is to outline and clarify the process for setting tuition, fees, fines and other charges at the University.

**2. Background**

- 2.1 Tuition and Mandatory Enrollment Fees. ORS 352.102(2) requires the Board of Trustees to establish a process for determining tuition and mandatory enrollment fees. Some of these fees will be different between Klamath Falls and Wilsonville due to the availability and extent of services provided at each campus.
- 2.1.1 Incidental Fees. ORS 352.102(3) requires the institutional president to submit the joint recommendation of the president and the Associated Students of Oregon Institute of Technology (ASOIT) prior to the Board taking action on incidental fees. ORS 352.105 requires the Board to collect mandatory incidental fees upon the request of ASOIT, except in certain circumstances. ORS 352.105(1) requires that ASOIT consult with the Board in the establishment of a process for requesting mandatory student incidental fees.
- 2.1.2 Health Service Fees. Set each year upon recommendation by the Health Service Advisory Committee to the presidents of both ASOIT the recognized student government and OIT. Assessed to enrolled students who are eligible for health services.
- 2.1.3 Building Fees. Set each year by the Board upon recommendation by the institutional president. This fee is used to pay for bond debt service associated with projects for auxiliary or education and general facilities or athletic facilities.
- 2.1.4 Other Mandatory Fees. Set based on the recommendation of the ASOIT or a successful referendum vote of the student body, and upon recommendation of the institutional president with approval by the Board. These fees are used to pay for activities, assessments or needs to support the mission of the university.

**3. Definitions**

- 3.1 Associated Students of Oregon Institute of Technology (ASOIT) The recognized student government of the University.
- 3.2 Incidental Fee Committee The ASOIT committee responsible for recommending the amount and allocation of the Incidental Fee to ASOIT and the President and for developing Student Fee Guidelines which are subject to review and approval by the President and are to be provided at least annually to the Board's Finance and Facilities Committee.
- 3.3 Tuition Recommendation Committee This committee is responsible for recommending the undergraduate tuition and mandatory fee rates to the institutional president.

Comprised of six students representing both campuses appointed by the ASOIT president(s), two of which represent ASOIT and two of which represent historically underserved students of the university, as defined by the university; two faculty members, one of which is the chair of the Fiscal Operations Advisory Council (FOAC); and two senior administrators.

- 3.4 Fiscal Operations Advisory Council (FOAC) The Fiscal Operations Advisory Council is a faculty/administrative council for the purpose of advising the President on budget and financial matters.
- 3.5 Historically Underserved Students This is defined as “Targeted Student Populations” as identified by the Higher Education Coordinating Commission in Oregon Administrative Rules related to the administration of the Student Success and Completion Model (OAR 715-013-0025(1)(bb)).
- 3.6 Resident Tuition and Mandatory Enrollment Fees The tuition and mandatory enrollment fees for degree-seeking, undergraduate students who have established residency in Oregon.

#### **4. Roles and Responsibilities**

- 4.1 The Board of Trustees retains authority and responsibility to annually establish Tuition and Mandatory Student Fees.
- 4.2 The Board delegates to the President, who may further delegate to the Vice President for Finance and Administration, authority and responsibility to annually establish other fines, fees, and charges, as provided in Section 6.0 of this policy.

#### **5. Setting of Tuition and Mandatory Student Fees, and Incidental Fees**

Tuition and Mandatory Enrollment Fees, and Incidental Fees, are established annually by the Board, generally at the Board’s meeting in spring prior to the applicable academic year in accordance with the requirements of ORS 352.102 and ORS 352.105.

- 5.1 Process for Setting of Tuition and Mandatory Enrollment Fees. The Tuition Recommendation Committee shall meet at least twice between January and February prior to providing the President written recommendations on proposed tuition and mandatory fee rates for resident undergraduate students the upcoming academic year; these meetings shall be open to the student body. A minimum of one public forum shall be held at the Klamath Falls campus and a minimum of one at the Portland-Metro campus to discuss and obtain input on the proposed tuition and mandatory fees; and broad notification of the forum shall be made to the university community.

To assist in making its recommendations, the Tuition Recommendation Committee shall receive a plan for how the Board of Trustees and Administration are managing costs on an ongoing basis and a plan for how resident tuition and mandatory enrollment fees could be decreased if the university receives more moneys from the state than anticipated.

When advising the president, the Tuition Recommendation Committee shall include input received at the public forum and considerations regarding the mechanisms by which moneys are appropriated by the Legislative Assembly to the Higher Education Coordinating Commission for allocation to universities, historical tuition and fee trends, comparative data for peer institutions, the University's budget and projected cost increases, and anticipated state appropriation levels. In addition to the recommendations, the report shall convey deliberations and observations of the Tuition Recommendation Committee, and must include any minority report requested by a Tuition Recommendation Committee member and any documents produced or received by the Tuition Recommendation Committee. The President shall bring the recommendations report and all associated documents to the Board for approval.

If the Tuition Recommendation Committee recommends to the president that resident tuition and mandatory enrollment fees should be increased by more than five percent annually, it must document its consideration of the impact of the recommended increase on (a) students at the public university, with an emphasis on historically underserved students, as defined by the university, (b) the mission of the university; and its consideration of: alternative scenarios that involve smaller increases in resident tuition and mandatory enrollment fees than the advisory body intends to recommend to the president.

When setting tuition and fees, the Board may consider a number of factors, including the intent to (a) create affordable access to degree programs, (b) create a diverse student body, (c) maintain strong degree programs at every level, (d) develop and maintain the human and physical infrastructure necessary to support the university's educational outcome goals, and (e) maintain the fiscal integrity of the institution over the long-term.

- 5.2 Process for Setting of Incidental Fees. An incidental fee is assessed each term to support institutional student programs that are advantageous to the cultural or physical development of students. Funds generated by the incidental fee are used to fund college union operations, student clubs and programs, and athletics, among other programs.

The Incidental Fee Committee is responsible for recommending the amount and allocation of the incidental fee to the ASOIT and the President, pursuant to the Incidental Fees Policy (OIT 40-090).

ASOIT and the President are to work together to reach agreement on a joint recommendation regarding the incidental fee. Once approved, the President shall bring the joint recommendation to the Board for consideration.

- 5.3 Limits on Tuition and Mandatory Student Fees Increases. When setting Tuition and

Mandatory Student Fees, the Board shall consider the following limits:

- 5.3.1 The Board may not increase the total of Tuition and Mandatory Student Fees by more than five percent annually unless the Board first receives approval from the Higher Education Coordinating Commission or the Legislative Assembly (ORS 352.102(4)(a)).
- 5.3.2 If the Board requests an increase in the total amount of tuition and mandatory enrollment fees of more than five percent, the university shall provide the Higher Education Coordinating Commission the full report and all associated documents submitted to the President from the Tuition Recommendation Committee; and any other information or materials the Higher Education Coordinating Commission determines are necessary to determine whether to approve the proposed increase in the total amount of tuition and mandatory enrollment fees.
- 5.3.3 The Board will attempt to limit the annual increases in Tuition and Mandatory Student Fees for undergraduate students who are enrolled in a degree program and have established residency in Oregon to a percentage that is not greater than the percentage increase in the Higher Education Price Index, as compiled by the Commonfund Institute (ORS 352.102(4)(b)).
- 5.4 Fee Remissions. Tuition rates set by the Board shall also include an allowance for fee remissions to be used for access, affordability, athletic and merit purposes.

## **6. Setting of Other Tuitions, Fees, Fines, and Charges**

- 6.1 Process for Setting Other Fees, Fines, and Charges. The President is authorized to establish other fees, fines, and charges to cover specified costs of the University or for other purposes. Such other fees, fines, and charges are to be reconsidered annually.
- 6.2 Process for Setting Other Tuitions. The President will recommend all proposed tuition rates including, but not limited to, non-residential, differential, and other programs, to the board for approval annually after a transparent and collaborative campus process.

## **7. Website Posting**

The process of establishing resident tuition and mandatory enrollment fees must be described on the university website.

- 7.1 Material posted must include this policy or another written document describing the role of the Tuition Recommendation Committee and the relationship of the Tuition Recommendation Committee to the public university, university president, and the board of trustees; and all relevant documents, agendas and data that are considered by the Tuition Advisory Committee during its deliberations.

Provided for reference only – Statutory guidance on tuition and mandatory fees:

**352.102 Tuition and mandatory enrollment fees.** (1) Except as set forth in this section, the governing board may authorize, establish, eliminate, collect, manage, use in any manner and expend all revenue derived from tuition and mandatory enrollment fees.

(2) The governing board shall establish a process for determining tuition and mandatory enrollment fees. The process must provide for participation of enrolled students and the recognized student government of the university.

(3) The governing board shall request that the president of the university transmit to the board the joint recommendation of the president and the recognized student government before the board authorizes, establishes or eliminates any incidental fees for programs under the supervision or control of the board and found by the board to be advantageous to the cultural or physical development of students.

(4) In determining tuition and mandatory enrollment fees for undergraduate students who are enrolled in a degree program and are qualified to pay resident tuition:

(a) The governing board may not increase the total of tuition and mandatory enrollment fees by more than five percent annually unless the board first receives approval from:

(A) The Higher Education Coordinating Commission; or

(B) The Legislative Assembly.

(b) The governing board shall attempt to limit annual increases in tuition and mandatory enrollment fees for undergraduate students who are enrolled in a degree program and have established residency in Oregon to a percentage that is not greater than the percentage increase in the Higher Education Price Index, as compiled by the Commonfund Institute.

(5) The governing board may not delegate authority to determine tuition and mandatory enrollment fees for undergraduate students who are enrolled in a degree program and are qualified to pay resident tuition. [2013 c.768 §10]