UNIVERSITY OF HAWAI‘I

BOARD OF REGENTS

November 27, 2012

TO: Members of the All Campus Council of Faculty Senate Chairs

FROM: Keith Y. Amemiya, Esq.  [Signature]
Executive Administrator and Secretary of the Board of Regents

SUBJECT: Amendment to Board of Regents’ Policies

I am notifying you of an amendment to the Board of Regents’ Policies that was approved by the Regents at their November 15, 2012 Meeting.

The amendment pertains to Chapter 6: Tuition, Financial Assistance, and Fees. Section 6-3b(2) now includes: "(iii) Board delegates authority to the President or the President’s designee to raise these fees (with the exception of mandatory student fees related to intercollegiate athletics and UPASS) by up to 3% per year but no more than the increase in the real cost of services provided to the students. The President shall first consult with the respective student government and provide a minimum of a one semester notice to the student body of a fee increase, and a written report to the Board outlining the rationale for the increase."

Should you have any questions, please do not hesitate to contact me.

Attachment

c: Board of Regents Chair Martinson
   President Greenwood
   Vice Presidents and Associate Vice Presidents
   Chancellors
CHAPTER 6
TUITION, FINANCIAL ASSISTANCE, AND FEES

Section 6-1  Authority to Set Tuition and Fees

a. The Board establishes tuition, fees, and other charges in accordance with law. The University is exempt from the public notice, public hearing, and gubernatorial approval requirements of Chapter 91, HRS. Tuition, fees and charges may be established at an open meeting subject to the requirements of Chapter 92, HRS. Subsequent to their establishment, the authority to set the amounts of certain fees may be delegated by the Board to the President in accordance with this policy. Unless otherwise specified in this policy, the President may further delegate any authority to set the amounts of fees that is delegated to the President.

b. In establishing fees and charges that will be deposited into University special and revolving funds, the Board and its designees shall ensure that the purposes for which these funds are expended, encumbered or transferred shall benefit those on whom the fees and charges are imposed. In addition, the Board and its designees shall ensure that the fees and charges are fair and equitable with respect to the level and quality of services provided to those upon whom the fees and charges are imposed.

c. The President shall establish the schedule of refunds of tuition and fees.

Section 6-2  Tuition

a. Tuition is the basic charge for students to be enrolled in credit programs offered by the University. Tuition shall be established for full and part-time attendance. Tuition shall also be established for the apprenticeship and journey worker classes offered by the community colleges.

b. The tuitions covered by this section include:

(1) Tuition for attendance in credit courses offered during the regular Fall and Spring semesters or for other credit courses designated by the President;

(2) Tuition for attendance in credit courses offered through continuing education and outreach programs;

(3) Tuition for attendance in credit courses offered during summer session; and

(4) Tuition for attendance at courses offered as part of the apprenticeship
and journey worker programs.

c. Any increase or decrease in tuition shall be established at an open public Board meeting subject to the requirements of Chapter 92, HRS, provided that:

(1) The open public meeting is held during or prior to the semester preceding the semester to which the tuition applies;

(2) The President determines the process and procedures by which public input is solicited;

(3) The Board’s approval of any increase or decrease in tuition for regular credit courses shall be preceded by an open public meeting held during or prior to the semester preceding the semester to which the tuition applies; and that

(4) A copy of the schedule of resident tuition and the non-resident differential is filed in the Office of the Lieutenant Governor prior to taking effect.

d. This policy articulates the basic philosophy, objectives, and guidelines of a tuition structure such that the University’s administration, faculty, students and external constituents will have a common understanding of the basis for establishing tuition schedules at the campuses of the University.

The ultimate intent of this policy is that every qualified Hawai‘i citizen shall have an opportunity to pursue postsecondary education within the University system. Since tuition and mandatory fees are critical to access, they shall not be so uniformly high that they prevent qualified citizens from attending a campus of the University. As a general principle, the Board subscribes to a tuition policy that seeks to keep costs to resident students at the lowest practical level while maintaining a financial aid program that responds to the needs of students who cannot meet the costs of attendance.

The Board recognizes that students and the general public derive benefits from higher education and that both can be expected to share in its cost through user charges and taxes. Further, to the extent possible, the tuition structure at the University should bear a reasonable relationship to that at mainland institutions of comparable size, quality, and mission.

Therefore, in determining the specific tuition schedules, the following are taken into consideration:

(1) Accessibility and the mix of students (ethnic background, residents and nonresidents, etc.);
(2) Financial aid availability and use;

(3) The cost of education and the sharing of that cost between students and the general public;

(4) Differential tuition rates that (a) reflect the different missions of the major University units, (b) acknowledge differing costs of instruction by student level (undergraduate, graduate, law and medicine), and (c) distinguish between residents and nonresidents in conformance with State law; and

(5) Relative standing in terms of tuition charges at like regional and national institutions of higher education.

e. The impact of tuition increases on enrollments, program operations, and educational policy shall be monitored annually by campuses in cooperation with the President or the President’s designee. Every effort will be made to provide advance notice of tuition increases.

f. The University regular tuition schedules covering all institutions and selected programs are made a part of this section and located in Executive Policy. Ending rates for these tuition schedules shall remain in effect until the schedules are officially replaced by Board action.

g. Special Credit Tuition Rates Delegated to the President.

(1) The University is committed to the use of telecommunications to maximize equitable access to higher education at equivalent costs throughout the state and does not charge differential tuition or fees to residents for its credit programs and/or courses that may be delivered by telecommunications within the State of Hawai‘i other than as may be specifically provided for in this chapter. However, the President is delegated the authority to set tuition for credit programs and/or courses offered outside Hawai‘i and delivered by telecommunication.

(2) The President or the President’s designee is delegated the authority to set tuition for credit programs and/or courses offered in-state or out-of-state to specialized populations including under special agreements or contractual arrangements. As a general rule, unless subsidized, the tuition shall not be less than the resident tuition rate for a comparable program or course and may recover all reasonable costs associated with program or course delivery.

(3) The President or the President’s designee is delegated the authority to set tuition for executive format programs, which shall not be less than
the non-executive tuition rate for a comparable program course and may recover all reasonable costs associated with program delivery.

(4) Special tuitions approved by the President in accord with this subsection are filed with the Board and made available to the general public. Ending rates for these tuitions shall remain in effect until the schedules are officially replaced by action of the President or President’s designee.

Section 6-3 Fees

a. A list of Board-approved fees (including but not limited to professional fees, mandatory student fees, housing fees, course and laboratory fees, transaction and service fees, ancillary and auxiliary service fees, and athletic admission fees and charges to athletic events) may be found as Attachment 1 at the end of this chapter.

b. The following fees, which impact a student’s cost of attendance, are established by the Board and have their rates approved by the Board. These include:

(1) Professional fees, which may be assessed to students enrolled in select professional programs that have high costs in comparison to other instructional programs with the same tuition. The students are generally assessed the professional fee once each semester during enrollment in the program. The fee is not necessarily applied during summer or other short terms;

(2) Mandatory student fees

(i) Student organization fees are mandatory fees used to fund the operations of student governance organizations and other co-curricular student activities, publications, broadcasting, and campus center operations.

(ii) Distance education students who cannot take advantage of services offered by the student organizations, such as those requiring on-campus attendance, may be exempt from the assessment of these fees; and

(iii) Board delegates authority to the President or the President’s designee to raise these fees (with the exception of mandatory student fees related to intercollegiate athletics and UPASS) by up to 3% per year but no more than the increase in the real cost of services provided to the students. The President shall first consult with the respective student government and provide a minimum of a one semester notice to the student body of a fee
increase, and a written report to the Board outlining the rationale for the increase.

(3) Housing fees, including associated meal plans, which are used to offset the operational costs of housing, bond indebtedness associated with housing revenue bonds, and maintenance and repair programs for housing. Housing fees may be developed for semester long attendance and for short term stays.

c. The following fees are established by the Board. Once a fee is established by the Board in the following categories, the Board delegates to the President the authority to make adjustments to the fee rate. These types of fees include:

(1) Course and laboratory fees, which may be assessed to students enrolled in select courses that have unique costs in comparison to standard offerings or which are outside the normal credit course offerings;

(2) Transaction and service fees, which may be assessed to users of selected services as a means to offset all or part of the cost of providing the service or as a result of other directly related costs incurred to the institution;

(3) Ancillary and auxiliary service fees, which are the charges for certain University services used by students, faculty, staff, and the general public. The revenues are used to offset all or part of the operational costs of providing those services, including in some instances the bond indebtedness. Programs shall be responsible for providing public notice of the applicable charges;

(4) Commercial enterprise and other self-supporting operations which are certain programs, goods, and services provided by the University to students and the general community on a self-support basis. These programs are expected to make sufficient revenue to offset their costs and to provide overhead support to overall campus operations. Because the charges associated with these programs, goods, and services are subject to market demand, changing supply costs, competition, and rapid change, they are not subject to prior approval by the Board; and

(5) Athletic admission fees and charges to athletic events, which are charges to University athletic events based on the premise that athletic programs are expected to be largely self-sufficient while providing one