MEMORANDUM

To:

Via:

From:

Date:

Subject: Transaction and Service Fee (Matriculation) Change Request

Specific Action Requested:

It is requested that ________ approve the substitution of the graduation fee at the University of Hawai`i Community Colleges with the matriculation fee with no change in dollar amount.

Recommended Effective Date:
Fall 2011

References:

1. Hawai`i Revised Statues, Section 304-8.3, “Transcript and Diploma Revolving Fund.”
2. Business Manual Instruction, 4524, “Fees for Student Transcript or records.”
3. Board of Regents’ Minutes, April 14, 1966, “Community College Student Fees.”
4. CCCM 4524, “Transcript and Diploma Revolving Fund.”

Background:
Pursuant to Board of Regents Policy, Chapter 6, section 6-3c, the following fee has been established by the Board of Regents:

*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*

Transaction and Service Fees include diploma fee as well as transcript and associated rush fees.

Presently, University of Hawai`i Community College (UHCC) students are required to pay a graduation fee upon completion of requirements for University of Hawai`i academic credentials, including certificates and degrees. The fee provides students with one diploma and one diploma jacket.
The proposed matriculation fee will be charged to the student upon entering the UHCC system through one of its seven college campuses. The fee will cover a diploma, one diploma jacket, and lifetime copies to transcripts and/or to confirmation of enrollment document. Campuses may continue to charge an additional fee to process rush requests or if students wish to have additional diploma(s) and diploma jacket(s) but there will be no cost for the transcript or enrollment document itself.

Students will pay only once at the first point of entry into the UH Community College system. Students will not be charged the same fee if they choose to transfer to another UHCC college or if they choose to stop out and return at a later date.

REQUEST:
Tie to student ID no. so pay only once

Action Requested:
The University of Hawai‘i Community College system requests approval to substitute the graduation fee with the matriculation fee.

Attachments: Board of Regents, Chapter 6

Approved/Disapproved

????? Date

915/11