SUBJECT: Transcript and Diploma Revolving Fund

A. References:

1. Hawaii Revised Statutes, Section 304-8.3, "Transcript and Diploma Revolving Fund." (Attachment B)
2. Business Manual Instruction 4524, "Fees for Student Transcript or records."
3. Board of Regents' Minutes, April 14, 1966, "Community College Student Fees." (Attachment C)

B. Background and Purpose:

There has been some misconception as to the purpose of the "Transcript and Diploma Revolving Fund," which was established by Act 189, Session Laws of Hawaii, Section 3, in 1974. This fund may not be used for any purposes outside of those authorized by statute.

This fund is specifically "to defray the cost of transcripts and diplomas," and is to come from the collection of "charges made for transcripts and diplomas or through transfers from other accounts of funds."(304-8.3) One Dollar ($1.00) may be assessed for each transcript sent out of the University of Hawaii System (4524).

The April 14, 1966 BOR approved "graduation" fee must be deposited and used only for those purposes authorized for the Transcript and Diploma Revolving Fund.

C. Responsibilities:

1. Chancellor for Community Colleges: Issues policies and procedures for the administration of the revolving funds.

2. Provost (and other equivalent Community College executives):
   a. establishes procedures, administers and controls the fund within statutory and University policies.
   b. requests a fund by submitting "Request for Establishing of Account" (UH Form 21) to the UH Business Office -- the approving authority Attachment A).
   c. assesses transcript and diploma fees within Business Manual Instruction
(BMI) and Board policy.

d. authorizes fund expenditures for the following purposes only:

1) for diplomas and transcripts:
   a) application forms
   b) official college seal
   c) office supplies (e.g., stationery, reproduction paper, envelopes, etc.)
   d) postage
   e) storage files and equipment
   f) student help

2) for diplomas only:
   a) printing
   b) cases/covers

3) for transcripts only:
   a) purchase/rental of reproduction machines
   b) computer equipment and supplies
   c) microfilm equipment and supplies

(Note: The fund shall not be used for any other graduation expenses, e.g., preparing and printing programs, tickets and announcements, and purchasing leis.)

e. maintains expenditure records and reconciled monthly cash reports (UH Form 423B).

D. Revision:

Guidelines for Transcript and Diploma Revolving Fund, UH Community Colleges, July 1, 1974.

Edwin H. Mookini

Attachment
[304-8.3] Transcript and diploma revolving fund. There is established a revolving fund for transcripts and diplomas which shall be used to defray the cost of transcripts and diplomas and which shall be replenished through charges made for transcripts and diplomas or through transfers from other accounts or funds. [L 1974, c 189, 3]
The Regents approved the following adjustments relating to student fees at the Community Colleges, to be effective September 1, 1966:

1. That fees be collected on a semester rather than on an annual basis.

2. That fees for audio visual, book rental, library physical education and health, and science eliminated and that a registration fee of $5.00 be established.

3. That fees not to exceed $5.00 per semester authorized for student activities.

4. That a graduation fee not to exceed $5.00 be authorized.

5. That the following new fee structure be adopted:

<table>
<thead>
<tr>
<th></th>
<th>1st Semester</th>
<th>2nd Semester</th>
<th>Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Basic course fee</td>
<td>$15.00</td>
<td>$15.00</td>
<td>$30.00</td>
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<tr>
<td>Registration</td>
<td>5.00</td>
<td>5.00</td>
<td>10.00</td>
</tr>
<tr>
<td>Student Activities (max.)</td>
<td>5.00</td>
<td>5.00</td>
<td>10.00</td>
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<tr>
<td>Graduation (max.)</td>
<td>----</td>
<td>5.00</td>
<td>5.00</td>
</tr>
<tr>
<td></td>
<td>$25.00</td>
<td>$30.00</td>
<td>$55.00</td>
</tr>
</tbody>
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6. That a late registration fee of $2.00 and a course change fee of $1.00 be authorized.

7. That one-half of all fees paid by a student be refunded if a student officially withdraws within the first four weeks of the semester; and that after the first four weeks, there shall be no refund.