

## 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 of the major venues for interaction between the University and its external constituencies.

#### Section 6-4 Student Financial Assistance

- a. Pursuant to Section 304A-501, HRS, the Board is authorized to grant, modify or suspend scholarships and assistance. Pursuant to Section 304A-502, HRS, the Board is also authorized to grant, modify, or suspend tuition waivers.
- b. Purpose: The Financial Assistance Program is intended to:
  - (1) Support equal access by Hawai'i residents to University programs by making institutional aid available to students with demonstrated financial need;
  - (2) Promote the achievement of high quality educational programs by attracting and retaining academically superior students to our campuses; and
  - (3) Foster the development and maintenance of a highly diversified and stimulating campus environment.
- c. Policy Considerations: The Board delegates to the President or the President's designee(s) the authority to make decisions relating to the following policy considerations regarding tuition assistance and promulgates these guidelines as Executive Policy.
  - (1) The appropriate share of tuition revenues that should be devoted to financial assistance.
  - (2) The appropriate share of financial assistance for need based and non-need based awards.
  - (3) The appropriate share of financial assistance earmarked for Hawai'i residents.
  - (4) The appropriate share of financial assistance earmarked for undergraduates.
  - (5) The extend to which shares should vary by campus, based on mission and programs.
- d. Program Administration:
  - (1) Grants and scholarships will be funded through the tuition revenues generated by each campus.
  - (2) Students will receive a grant or scholarship of a specific dollar amount.

- (3) Further guidelines for implementation, including types of grants and scholarships, with the exception of the Regents and Presidential Scholarship Program, are included in Executive Policy.

e. Regents and Presidential Scholars Program

- (a) Regents Scholars will be selected as incoming freshmen students at any campus of the University on the basis of outstanding academic accomplishment and additional evidence of merit or creative achievement, co-curricular or community service, and leadership
  - (1) Twenty full scholarships shall be awarded for full-time study leading to an approved degree; renewable for up to four years upon maintenance of eligibility.
  - (2) Students may elect to enroll at any campus of the University.
  - (3) Applications will be solicited from among such groups as valedictorians and salutatorians of all Hawai'i schools, National Merit Scholarship finalists, semi-finalists and commended students in the upper 5<sup>th</sup> percentile of their class.
  - (4) The scholarship shall consist of:
    - (a) A stipend annually, plus a scholarship in the amount of tuition, renewable upon maintenance of full-time status and 3.0 current or cumulative grade point average (GPA), in the first two years and 3.5 or higher in the junior and senior years. The President shall determine the amount of the stipend in consultation with the Board.
    - (b) An academic travel grant that may be used by qualified scholars at any time before graduation for study programs designed to enhance the educational objectives of the scholar. The President shall determine the amount of the stipend in consultation with the Board.
- (b) Presidential Scholars will be selected as incoming juniors, enrolled in or transferring to any baccalaureate campus of the University on the basis of scholarly or creative achievements in prior college study and a record of merit or creative achievement, co-curricular or community service, and leadership.
  - (1) These scholars may not have met the criteria for Regents' Scholarships as freshmen or may have changed the direction of their studies over two years.

- (2) Ten full scholarships shall be awarded to juniors with outstanding achievement in scholarship or creative endeavor accepted into a major program toward a baccalaureate degree at any campus of the University.
- (3) These awards are renewable for the senior year upon maintenance of eligibility.
- (4) The scholarship shall consist of:
  - (a) A stipend for the junior year, plus a scholarship in the amount of tuition, renewable for the senior year upon maintenance of full-time status and a current or cumulative GPA of 3.7. The President shall determine the amount of the stipend in consultation with the Board.
  - (b) An academic travel grant that may be used by qualified scholars at any time before graduation for study programs designed to enhance the educational objectives of the scholar. The President shall determine the amount of the stipend in consultation with the Board.
- (c) Regents and Presidential Scholars must be bona fide residents of Hawai'i and affirmative recruitment will be undertaken to achieve statewide distribution of scholarships.
- (d) The President or President's designee shall establish all necessary procedures for selection of recipients and administration of the Regents and Presidential Scholars Program, in accordance with policies established by the Board, and shall provide an annual report to the Board on demographics, educational, and pertinent information of the scholarship recipients and any changes to the operation of the program.

Section 6-5 State of Hawai'i B Plus Scholarship Program

- a. Pursuant to Act 178,SLH 2005, the Board may provide financial support to eligible residents enrolled at any campus of the University system through the Hawai'i B Plus Scholarship Program.
- b. B Plus Scholarships are intended to:
  - (1) Provide financial support to eligible Hawai'i residents enrolled at any campus of the University system;
  - (2) Support increased access to higher education; and



(3) Provide the State with a more educated workforce.

- c. The number and amount of scholarships under this program shall be determined by the availability of existing funds and future legislative appropriations.
- d. The President or the President's designee(s) shall establish the necessary procedures to implement this program.

Section 6-6 Western Interstate Commission for Higher Education (WICHE)

The University shall participate in the WICHE consortium, according to HRS 304A-3201 through HRS 304A-3208. The President or President's designee may choose to participate in any of the WICHE programs, including but not limited to the WICHE Graduate Student Exchange Program, the WICHE Professional Student Exchange Program, and/or the Western Undergraduate Exchange Program.

Section 6-7 Exemptions from Tuition and Other Fees (Unless superseded by a collective bargaining agreement.)

- a. Faculty and Staff. Faculty and staff who register for a course are exempted from the payment of tuition and other fees subject to the following provisions:
  - (1) the faculty or staff member must be employed on a half-time basis or more; those excluded from collective bargaining must have an appointment exceeding three (3) months;
  - (2) each academic semester not more than six credits may be carried exempt from fees; if more than six credits are taken, the employee will remain tuition and fee exempt up to that amount but will pay regular student tuition and fees for any instruction which exceeds those limits;
  - (3) the employee's normal University duties must be carried out as usual in the manner and time set for the employing unit;
  - (4) he/she may enroll only after students not using an employee tuition waiver have had an opportunity to register, and
  - (5) his/her enrollment places no undue or unusual burden on the instructor in the course.
- b. These provisions for tuition and fee exemption do not apply to individual instruction in such fields as music, nor to summer session, and credit or noncredit courses offered by the Outreach College or the College of

Continuing Education and Community Service, except with special permission of the Dean of the Outreach College or the Dean of the College of Continuing Education and Community Service. It also does not apply to specific fees not covered by tuition exemption.

- c. Graduate teaching and research assistants, as a function of their appointment to an assistantship, are exempt from eligible tuition. Graduate teaching and research assistants appointed to at least 0.25 FTE assistantships are exempt from one-half of the applicable tuition charges.
- d. Employee spouses or domestic partners, as established in collective bargaining agreements, are exempt from eligible tuition.
- e. Native Hawaiian students. A minimum of the equivalent of 250 full tuition waivers for Native Hawaiian students, based on need, may be awarded.

#### Section 6-8 Board Exemptions to Non-Resident Tuition

- a. The students affected by the following guidelines are classified as non-residents for admission and tuition purposes. In accordance with Board policy, nonresident students are admitted on a space available basis with the understanding that priority for admission is given to qualified residents.
- b. The following categories of students will receive a waiver of the nonresident tuition differential:
  - (1) East-West Center student grantees pursuing baccalaureate or advanced degrees;
  - (2) United States military personnel stationed in Hawai'i on active duty, and their authorized dependents during the period that the personnel are stationed in Hawai'i;
  - (3) members of the Hawai'i National Guard and the Hawai'i Reserves;
  - (4) Native Hawaiians whose domicile is outside of Hawai'i;
  - (5) Employees of the university, their spouses, and their dependents.
- c. With the written approval of the Chancellor, campuses may, for those nonresident students whose special talents and/or unique skills will make a significant contribution to campus life, exempt the nonresident portion of tuition. If instituted, the total number of exemptions granted in any given year should be established in accordance with the campus's strategic enrollment management goals, not impede access to higher

education for resident students, not exceed two percent of campus enrollment in any given year, and be reviewed/promulgated on a biennial basis.

- d. Citizens from an eligible Pacific Island district, commonwealth, territory, or insular jurisdiction, state or nation which provides no public higher education institution granting baccalaureate degrees are charged 150 per cent of the resident tuition rate. The Office of the President updates and distributes the list of eligible Pacific Island jurisdictions.

#### Section 6-9 Undocumented Students

- a. Undocumented students are students who are not US citizens, legal permanent residents, or non-immigrant aliens; and do not possess legal documentation of their status.
- b. Undocumented students who meet all of the following conditions shall be considered residents of Hawai'i for purposes of tuition, financial assistance, and university program participation to the full extent permitted under federal law and not specifically prohibited in Hawai'i Administrative Rules:
  - (1) Establish residency by domiciling (conduct an overt action that demonstrates intent to make Hawai'i the place of permanent residency) and being physically present in Hawai'i for 12 months, as per HAR 20-4;
  - (2) Attended a public or private high school in the United States for at least three years, and graduated from a public or private high school or attained the equivalent thereof in the United States; and
  - (3) Filed for Deferred Action for Childhood Arrivals from the United States Citizenship and Immigration Services (USCIS); or has filed an application for legal immigration status; or has filed an affidavit with the University affirming the student's intent to file such application as soon as the student is able.

#### Section 6-10 Payment of Tuition, Fees and Charges

- a. Except as provided hereinafter, tuition and fees shall be paid on a semester/session by semester/session basis and are due and payable in full on or before the date stipulated; except under the following circumstances:
  - (1) Financial aid and scholarship awards have not been completely processed;
  - (2) Third-party student support contracts have not been awarded and received by the campus from the awarding entity; or

- (3) Payment shall be made in accordance with an installment payment plan as provided in written procedures approved by the appropriate Chancellor.
- b. Other authorized fees are due and payable on or before the date stipulated or upon application.
- c. The chancellors are authorized to collect advance tuition deposits as necessary to confirm and predict the enrollment of students.

Chapter 6, Attachment 1  
Board of Regents Approved Fees

As provided for in Chapter 6-3, the following is a listing of fees previously approved by the Board prior to September 1, 2010. Fees are established by the Board. Professional fee rates, mandatory student fee rates, and housing fee rates are approved by the Board. All other fee rates, once established by the Board, are delegated to the President to make increases and decreases.

1. Professional Fees

- a. UH-Manoa Undergraduate Business;
- b. UH-Manoa, UH-Hilo and Community College Undergraduate Nursing;
- c. UH-Manoa Undergraduate Dental Hygiene;
- d. UH-Manoa Undergraduate/Graduate Architecture
- e. UH-Manoa Undergraduate Engineering;
- f. Community College Health Programs; and
- g. UH-Mānoa Doctorate of Education.

2. Mandatory Student Fees

- a. Student activity and program fees;
- b. Student publication fees;
- c. Campus center/student union fees;
- d. Student government fees;
- e. Campus communication fees;
- f. Student health fees in cases where the health fee is mandatory for all students;
- g. Student technology fees;
- h. U-PASS/Transportation fees;
- i. Student athletic fees.

3. Housing Fees

- a. Student housing at UH-Manoa, UH-Hilo, and Maui College; and
- b. Faculty housing.

4. Course and Laboratory Fees

- a. Credit by examination
- b. Laboratory fees designed to recover costs of supplies and materials consumed including fees for televised courses to recover the costs associated with the use of copyrighted materials that carry a per-student license charge; and
- c. Applied music fees.

5. Transaction and Service Fees

- a. Application fee;
- b. Late registration fee;
- c. Change in registration fee;
- d. Thesis fee;
- e. Diploma fee;
- f. Transcript and associated rush fees;
- g. Returned check fees;
- h. Collection agency fee;
- i. ID Card fees;
- j. Test proctoring and examination fees;
- k. New student orientation fee; and
- l. Health insurance fees where health insurance is not mandatory.

6. Ancillary and Auxiliary Service Fees

- a. Parking and parking fines;
- b. Transportation services;

- c. Library fines and non-return costs;
- d. Library cost recovery fees and library external service fees including but not limited to: copying, digitizing, microform services, preservation reformatting, database searches, archival research, document retrieval and delivery, photographic services, preservation and pest management, training and other library-related services as requested.
- e. Other copying and printing charges;
- f. Charges associated with use of University facilities;
- g. Locker fees;
- h. Dental hygiene clinic fee (UH Mānoa);
- i. Individual health services visits where a mandatory health fee is not charged;
- j. Child care;
- k. Laboratory animal services;
- l. Telecommunications charges.

7. Commercial Enterprise and Other Self-Supporting Operations.

- a. All commercial enterprise activities, goods and services including charges to the public for services provided or produced by students in the course of their studies;
- b. UH Bookstore charges;
- c. Food service operations conducted by the University;
- d. Non-credit offerings made available to the general public and/or to companies and organizations through contract;
- e. Conference and symposium activities;
- f. Special events such as lectures, performances, video presentations, and similar events;
- g. Information technology services including videoconferencing and software licenses;
- h. Agricultural diagnostic service fees, and

- i. Waikīkī Aquarium admission and user fees.

8. Athletic Admission Fees and Charges to Athletic Events

- a. Football
- b. Women's Volleyball
- c. Men's Basketball
- d. Wahine Basketball
- e. Men's Volleyball
- f. Baseball
- g. Wahine Softball
- h. Wahine Soccer
- i. Water Polo