

UNIVERSITY PROCEDURES
TEXAS A&M UNIVERSITY-CORPUS CHRISTI

26.01.01.C1.01 Tuition and Fees Procedure
Approved May 5, 2010

1. GENERAL

Texas A&M University-Corpus Christi adopts the following procedures to provide guidance for the creation of any proposed new fees and any adjustments (increases or decreases) in current student tuition and fees for the ensuing academic year.

2. REASON FOR PROCEDURES

The university seeks (1) to ensure that documented procedures for the approval process regarding tuition and fees, including waivers and exemptions, are followed and (2) to clarify that tuition and fees charged to students seeking academic credit will be collected centrally and not by any department other than the Bursar's Office. This procedure will not address user fees not considered educational costs for students, such as testing fees, etc., that a department charges in order to provide the service.

3. DEFINITIONS

Auxiliary Fee – A mandatory or discretionary fee that an institution charges a student to recover costs for service or an activity that is self-supporting.

Course Fee – A mandatory fee required of all students enrolled in a given course or a discretionary fee required of students in a given course who wish to participate in a special activity. The fee is charged to recover the cost of materials or services.

Discretionary Fee – An optional fee that the governing board of an institution is permitted, but not required by statute, to charge all students. Examples of this fee are parking fees charged under Texas Education Code, 54.505, and incidental fees charged under Texas Education Code, 54.504.

(a) Voluntary Fee – A discretionary fee authorized under Texas Education Code, 54.503, 54.5061 and 54.513, that is charged only to those students who make use of the service or item for which the fee is established.

(b) Matriculation Fee – A discretionary fee authorized under Texas Education Code, 54.006(a), that an institution may charge a student withdrawing from the institution before the first day of class.

Incidental Fee – A mandatory fee authorized by the governing board of an institution and collected under Texas Education Code, 55.16 or 130.084, and levied at the discretion of the governing board of an institution that is charged to all students; or a discretionary fee collected under Texas Education Code, 54.504, for particular services provided to students.

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Mandatory Fee – A fee authorized by statute or the governing board of an institution that is charged to a student upon enrollment. Such fee would be required to be paid by the census date or other date as mandated by the state for formula funding purposes. Examples of such fees are: laboratory fees, course fees, and incidental fees collected under Texas Education Code, 55.16C, and other mandatory fees as authorized by the governing board of the institution.

(a) Laboratory Fee – A mandatory fee that is charged under Texas Education Code, 54.501.

(b) Compulsory Fee – A mandatory fee authorized under Texas Education Code, 54.503, 54.5061 and 54.513.

Tuition – Statutory, Designated, and/or Board Authorized

(a) Statutory Tuition – A tuition charge authorized under Texas Education Code, 54.051, in an amount determined by the Texas Legislature for resident or nonresident students.

(b) Designated Tuition – A tuition charge authorized under Texas Education Code, 54.0513, that institutions may impose on any graduate or undergraduate, resident or nonresident student, in an amount that the governing board of the institution considers necessary for the effective operation of the institution.

(c) Board Authorized Tuition – A tuition charge that a general academic teaching institution or a medical and dental unit may impose on any graduate resident or nonresident student in an amount as specified in Texas Education Code, 54.008.

4. PROCEDURES FOR ESTABLISHING NEW, INCREASED OR DECREASED FEES

- 4.1 Approvals of new, increased, or decreased fees are typically granted once a year for the ensuing academic year, and the process for submission and review typically takes place beginning in November of each year for the next academic year. Field trip fee approvals typically are prepared a semester before the event is scheduled.
- 4.2 The forms to guide the processes are published by the Bursar's Office and will be utilized to gather the approvals required.
- 4.3 No proposed new, increased, or decreased fees will be accepted for submission, unless the forms originated through a department head or director within the university. Forms for new course and field trip fees, as well as increased or decreased course or field trip fees, will route through the Provost's office as well.

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- 4.4 Should proposed new, increased, or decreased fees require compliance with any statutory requirement, such as securing student consent, or with any requirement imposed by the Board of Regents, the process described below will be followed:
- 4.4.1 The university department or director initiating the request will submit the appropriate forms to the Bursar's Office by the due date established. The forms will identify the requirements imposed by law or by the Board of Regents and will state the estimated date when such requirements will be met.
- 4.4.2 If a student government vote and/or referendum is required by statute or imposed by the Board of Regents' action, then additionally the following will occur :
- (a) To ensure an efficient process flow-, the President will review and approve the student referendum language and then forward it to the TAMUS Office of General Counsel for further action;
 - (b) The TAMUS Office of General Counsel will review, approve and ensure language appropriateness regarding applicable law, regulations, and prevailing practices;
 - (c) The President will approve all dates upon advisement from the Vice President for Student Affairs;
 - (d) The department responsible for the fee will arrange for advertising any student referendum once a date is approved by the President;
 - (e) The department responsible for the fee will contact the Office of Student Affairs after the President's approval to coordinate and conduct the student votes or referendum process. Student votes or referendum typically occur in the spring semester for the ensuing academic year.
 - (f) Once the statutory requirement, such as a student vote, is completed, the result of actions taken will be fully documented as having been met and then provided to the Bursar's Office. These results will be included with the proposed new, increased, or decreased fees request to the Chancellor and the Board of Regents for approval prior to the ensuing academic year.
- 4.5 The President will approve all proposed new, increased, or decreased fee request submissions before final approval by the Chancellor and the Board of Regents.

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- 4.6 The Bursar's Office will be responsible for including the proposed new, increased, or decreased fees in the schedule of tuition and fees for the university and for creating the method for charging the fee within the registration process. Departments will be responsible for requesting new account numbers from the Comptroller's Office for all new fees and for providing the account numbers to the Bursar's Office.
- 4.7 The Bursar's Office will collect new, increased, or decreased fees and ensure they are remitted to the correct spending accounts for use by the administrator/department overseeing activities associated with the fees.

5. PROCEDURES FOR ESTABLISHING INCREASED TUITION

- 5.1 Approvals of Designated Tuition and Board Authorized Tuition are granted once a year for the ensuing academic year and the process for submission and review typically takes place at the beginning of November of each year for the next academic year. Statutory tuition increases are not part of these procedures, since they only occur with legislative approval by statute.
- 5.2 The forms to guide the processes are published by the Bursar's Office and will be utilized to gather the approvals required.
- 5.3 No proposed tuition increase will be accepted for submission unless the forms have originated through a department head or director within the university.
- 5.4 Should the proposed tuition increase require compliance with any statutory requirement, such as a public hearing or any requirement imposed by the Board of Regents, the process described below will be followed:
- 5.4.1 The university department or director initiating the request will submit the forms required by the Bursar's Office to that office by the due date established. The forms will identify the requirements imposed by law or by the Board of Regents and will state the estimated date when such requirements will be met.
- 5.4.2 To ensure that an efficient process is provided for a public hearing or that other imposed requirements are met, all actions must be approved by the President.
- 5.4.3 If a student referendum is required, the President will review and approve the student referendum language and then forward it to the TAMUS Office of General Counsel for further action.

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- 5.4.4 The TAMUS Office of General Counsel will review, approve and ensure language appropriateness regarding applicable law, regulations, and prevailing practices;
- 5.4.5 The President will approve the date of any public hearing or other related referendum or student vote upon advisement from the Vice President for Student Affairs. The President's Office will assign responsibility for coordination and advertisement as needed.
- 5.4.6 The results of any statutory requirement will be fully documented as having been met and provided to the Bursar's Office to be included with the proposed tuition increase request that ultimately receives Chancellor and Board of Regents' approval prior to the ensuing academic year.
- 5.4.7 The President will approve all proposed tuition increases before submission to the Chancellor or the Board of Regents for final approval.
- 5.5 The Bursar's Office will be responsible for including the proposed tuition increase in the schedule of tuition and fees for the university and for creating the method for charging the increased tuition within the registration process.
- 5.6 The Bursar's Office will collect the increased tuition and ensure that the funds are remitted to a correct spending account for use by the administrator/department overseeing activities associated with the fee.

6. PROCEDURES FOR REQUESTING EXEMPTIONS AND WAIVERS

- 6.1 Fees are collected to support specific ongoing functions and services. The level of fees is generally set to provide the amount of revenue needed to provide the service. For that reason, fees are generally not exempted or waived.
- 6.2 Waivers and exemptions of tuition and fees only occur when allowed or required by Texas Education Code, Chapter 54. The Bursar's Office maintains information on state law regarding waivers and exemption and on the process for requesting exemptions and waivers.
- 6.3 Waivers and exemptions of tuition, fees, or other charges must be approved by the President after going through the appropriate channels.

Related Statutes, Policies, or Requirements

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System Policy 26.01, Tuition and Fees

System Regulation 26.01.01, Chancellor's Delegation of Authority Related to Tuition and Fee Exemptions and Waivers

Contact Office

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