## TEXAS STATE TECHNICAL COLLEGE SYSTEM

# SYSTEM OPERATING STANDARD

No.FA.1.10	Page 1 of 6	Effective Date: 03	/24/06
DIVISION:	Fiscal Affairs		
SUBJECT:	Tuition and Fee Schedule		
<b>AUTHORITY:</b>	Executive Order		
PROPOSED BY:	Original Signed by Susan Vonder Hoya		
TITLE:	Chief Financial Officer		Date: 03/24/06
RECOMMENDED BY:	Original Signed by Susan Vonder Hoya		
TITLE:	Chief Financial Officer Date: 03/24/06		
APPROVED BY:	Original Signed by Bill Segura		
TITLE:	Chancellor		Date: 03/24/06

**STATUS:** Approved by MC 03/24/06

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Revised 09/11/95

## **EXECUTIVE ORDER**

Tuition and fees are collected by institutions of higher education from students attending the college as permitted by law.

## PERTINENT INFORMATION

By statutory provision, the Board of Regents has the authority and power to prescribe, regulate,

and otherwise engage in and control all student tuition and fees, as well as non-resident fee exemptions.

#### **DELEGATION OF AUTHORITY**

The Chancellor delegates to the Chief Financial Officer and the Vice Presidents of Financial Services the responsibility for recommending student tuition and fees for approval by the Board of Regents and recommending user fees for approval by the Executive Cabinet.

## **OPERATING REQUIREMENTS**

#### Student Tuition and Fees

- 1. At the first Board of Regents meeting of the calendar year, a schedule of student tuition and fees will be presented to the Board of Regents for approval for the upcoming school year.
- 2. The annual Student Tuition and Fee Schedule, once approved by the Board of Regents, will be utilized by all colleges when registering students for the designated school year.
- 3. The Student Tuition and Fee Schedule will remain in effect for the entire school year unless a revised version is approved by the Board of Regents.
- 4. Below are explanations of current student tuition and fee items in effect at Texas State Technical College:

#### A. Tuition

- 1.) <u>Semester Credit: Texas Resident</u> the amount charged to a student who is an official resident of Texas for participating in semester credit instructional courses. The rate applies to the number of credit hours to be earned in each course. A non-resident may pay resident tuition, classified as a waiver, if he/she meets certain criteria, as determined by law.
- 2.) <u>Semester Credit: Non-Resident</u> the amount charged to a student who is not an official resident of Texas for participating in semester credit instructional courses. The rate applies to the number of credit hours to be earned in each course. A non-resident may pay resident tuition, classified as a waiver, if he/she meets certain criteria, as determined by law.
- 3.) <u>Corporate College/Continuing Education: Texas Resident</u> the amount charged to a student who is a resident of Texas for participating in non-semester credit workforce courses that are eligible for state appropriations according to the Texas Higher Education Coordinating Board regulations. Apprenticeship courses are exempt from tuition.
- 4.) Corporate College/Continuing Education: Non Resident and Out-of-State

<u>Worker</u> - the amount charged to a student for participating in non-semester credit workforce courses when the student is not a Texas resident and the student is brought from outside Texas by his/her employer to attend the course. It applies only to courses that are eligible for state appropriations according to the Texas Higher Education Coordinating Board regulations.

- 5.) Corporate College/Continuing Education Surcharge a surcharge that may be added to the tuition charged for non-semester credit workforce courses, determined by the cost of delivery and/or market considerations. It may be charged whether or not the course is eligible for state appropriations according to the Texas Higher Education Coordinating Board regulations.
- B. Student Fees Collected at Registration

Unless otherwise noted, these fees apply to students registering for semester credit courses.

- 1.) <u>Allied Health Hepatitis Vaccine</u> a fee charged to certain allied health students for the cost of Hepatitis A and/or Hepatitis B vaccines.
- 2.) <u>Allied Health Insurance</u> a fee charged in certain allied health programs to cover the cost of malpractice insurance and/or needlestick insurance for students who are involved in direct patient care.
- 3.) <u>Audit Fee</u> a fee charged to audit a course in which no credit is received. The Audit Fee is in addition to applicable tuition and other fees.
- 4.) <u>Background Security Check</u> a fee charged to reimburse the college for the expense of a security check, as required for certain instructional programs.
- 5.) <u>Credit by Exam Fee</u> a fee charged for the granting of course credit based on examination determined by the number of semester credit hours for which the student is testing.
- 6.) <u>Dental Hygiene Clinical Fee</u> a clinical usage fee charged when clinical patient care is provided to reduce the cost for students to buy instrument kits and allow students to use college-purchased instrument kits.
- 7.) <u>Distance Learning Fee/Off Campus Fee Resident</u> a fee charged to defray the cost of instruction for courses which are not taught on campus, but are delivered in-state.
- 8.) <u>Document Fee</u> a fee charged for producing transcripts and copies of a student's account.

- 9.) <u>Installment Plan Fee</u> a fee charged per term to students who elect to pay their tuition and fees on an installment basis.
- 10.) <u>Installment Plan Late Fee</u> a fee charged for late payment of an installment payment.
- 11.) <u>Mail Box Fee</u> a fee charged to off-campus students to defray costs for the convenience of receiving mail on campus.
- 12.) Non-Resident E-Learning Fee a fee charged to non-residents in lieu of regular tuition and fees for participation in non-face-to-face learning classes (for semester credit distance learning to out-of-state locations).
- 13.) <u>Orientation Fee</u> a fee charged to new students to participate in an orientation program.
- 14.) <u>Parking Fee Corporate College/Continuing Education</u> a fee charged to Corporate College/Continuing Education students for parking their motor vehicles on college property.
- 15.) <u>Parking Fee Semester Credit</u> a fee charged to semester credit students for parking their motor vehicles on college property.
- 16.) <u>Public Transportation Fee</u> a fee charged to defray the cost of providing public transportation to and from the campus.
- 17.) Special Use Fee (Building Use Fee) a fee charged for the occupancy, services, and use of college buildings and property. Off-site Distance Learning and off-campus courses are exempt from this fee.
- 18.) <u>Student ID Card Fee</u> a fee charged the first time a student registers at TSTC to defray the cost of preparing an identification card. An additional fee for the replacement of lost cards will be charged.
- 19.) Student Service Fee a fee charged for the provision of services that directly involve or benefit students. Services may include recreational activities, health and hospital services, medical services, intramural and intercollegiate athletics, artists and lecture series, cultural entertainment series, debating and oratorical activities, student publications, student government, the student fee advisory committee, student transportation services, and other student activities and services specifically authorized and approved by the governing board of the institution of higher education.
- 20.) <u>Student Union Fee</u> a fee charged to defray expenses associated with Student Union Building operations. Off-site Distance Learning and off-campus courses are exempt from this fee.

## C. Other Student Charges

Unless otherwise noted, these charges apply to students registering for semester credit courses and for Corporate College/Continuing Education courses.

- 1.) <u>Alcohol Awareness Course</u> a fee charged for a course that may be required if a student possesses or consumes alcohol on campus.
- 2.) <u>External Certification of Specialty</u> a fee charged for administering an externally-sponsored certification test required for a student to be externally credentialed in a given field.
- 3.) <u>Library Fines</u> a fee charged for the late return or non return of books, magazines, videos, and DVDs.
- 4.) <u>Returned Check Charge</u> a fee charged for checks returned due to non-sufficient funds.
- 5.) <u>Smoking in a Non-designated Area</u> a fine charged for the prevention of smoking in non-designated smoking areas for the health and safety of employees and students.
- 6.) <u>Student Assessment Testing Fee</u> a fee charged for various assessment tests which meet the requirements of the Texas Success Initiative (TSI) and the TSTC Quality Enhancement Plans (QEPs).
- 7.) Student Medical Health and/or Accident Insurance a fee charged for insurance to cover all or part of a student's medical health and/or accident costs.
- 8.) <u>Traffic Fines</u> a fine charged to prevent traffic violations and promote safety.

#### User Fees

Unless otherwise noted, these fees apply to students and to the public.

- 1. At the first Executive Cabinet meeting of the calendar year, a Schedule of User Fees will be presented to Executive Cabinet for approval for the upcoming school year.
- 2. Once approved by the Executive Cabinet, the annual Schedule of User Fees, will be utilized by all colleges during the designated school year.
- 3. The Schedule of User Fees will remain in effect for the entire school year unless modified and approved by the Executive Cabinet.

Tuition and Fee Exemptions and Waivers: Non-mandatory

- 1. At the first Board of Regents meeting of the calendar year, a schedule of non-mandatory tuition and fee exemptions and waivers will be presented to the Board of Regents for approval for the upcoming school year.
- 2. The annual Schedule of Tuition and Fee Exemptions and Waivers: Non-mandatory, once approved by the Board of Regents, will be utilized by all colleges when registering students for the designated school year.
- 3. The Schedule of Tuition and Fee Exemptions and Waivers: Non-mandatory will remain in effect for the entire school year, unless a revised version is approved by the Board of Regents.

#### PERFORMANCE STANDARDS

- 1. Each college assesses and collects student tuition and fees at rates adopted and authorized by the Board of Regents.
- 2. Each college assesses and collects user fees at rates adopted and authorized by the Executive Cabinet.

COLLEGE OPERATING PROCEDURE			
COLLEGE	Page 1 of		
OFFICE OF			
RESPONSIBILITY:			
APPROVED BY:			
TITLE:	Date		
FORWARDED TO SYSTEM OFFIC	E ON		