

Oklahoma State University Policy and Procedures

FEES, TUITION, AND SPECIAL CHARGES TO STUDENTS

**2-0806
ACADEMIC AFFAIRS
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POLICY

Fees and Tuition

1.01 The Oklahoma Legislature authorizes the Oklahoma State Regents for Higher Education (OSRHE) to establish resident and nonresident tuition and mandatory fees for undergraduate, graduate and professional courses and programs. Also, beginning in Fall 2008, first-time resident undergraduate students attending Oklahoma State University have the option of choosing either a guaranteed or nonguaranteed tuition rate. Comprehensive universities use the following guidelines:

- A. The nonguaranteed tuition rate is variable and subject to change each year. The guaranteed tuition rate option (also known as “lock tuition”) allows students to lock a tuition rate that will remain the same for four (4) years. Eligibility & guidelines for the guaranteed tuition rate include:
1. Only first-time, full-time, in-state resident students are eligible for the guaranteed tuition option. Students will make the decision prior to their first semester.
 2. Students must remain continuously enrolled as a full-time student. If for any reason a student drops below full-time enrollment and/or does not remain continuously enrolled (excluding summers), they are no longer eligible for the guaranteed tuition rate and will automatically revert to the nonguaranteed rates effective for subsequent semesters.
 3. The guaranteed tuition rate will remain the same for four (4) years, with exceptions for degree programs officially recognized by the university as 5-year programs. At the end of the 4 years, the student will be required to pay the nonguaranteed rates effective for the remaining semesters of attendance.
 4. The guaranteed tuition rate shall not exceed one hundred fifteen percent (115%) of the nonguaranteed undergraduate tuition rate charged to resident students enrolling for the first time as the undergraduate students at the institution for the same academic year.
 5. If a student who has elected to participate in the guaranteed tuition rate program is a member of the United States Armed Forces, including the Army

and Air National Guard, the Army, Navy, Air Force, Marine Corps, and Coast Guard Reserves, or any other component of the Armed Forces, and when ordered by the proper authority to active or inactive duty or service is required to withdraw from the institution for military or other national defense emergencies, the amount of resident tuition the student is required to pay upon reentering the institution shall not exceed the amount the student was charged at the time of withdrawal.

- B. For undergraduate residents the combined average of the **nonguaranteed** resident tuition and mandatory fees shall remain less than the combined average of the resident tuition and mandatory fees at state-supported institutions of higher education that are members of the Big Twelve Conference. *The total of the guaranteed resident tuition and mandatory fees do **not** have to meet this condition.*
- C. For undergraduate nonresidents, the combined average of the undergraduate nonresident tuition and mandatory fees shall remain less than 105% of the combined average of the nonresident undergraduate tuition and mandatory fees at the state-supported institutions of higher education that are members of the Big Twelve Conference.
- D. For graduate programs the combined average of the resident/nonresident tuition and mandatory fees shall remain less than the combined average of the resident/nonresident tuition and mandatory fees at the state-supported institutions of higher education that are members of the Big Twelve Conference.
- E. For professional programs, the combined average of the resident/nonresident tuition and mandatory fees shall remain less than the combined average of the resident/nonresident tuition and mandatory fees at institutions of higher education that are designated as a peer group for the given professional program.

1.02 The State Regents has defined tuition and fees as follows:

- A. **Tuition.** Payment required of an individual for enrollment to receive instruction at OSU. Tuition is payment in addition to fees that may be required.
 - 1. **Resident Tuition.** Payment required of an individual who is either a resident of the state of Oklahoma, or qualified for resident tuition (under the provisions of Title 70, O.S. 2005 Supp., § 3242) for enrollment to receive instruction at OSU. Resident Tuition is payment in addition to fees defined in section B below. The definition of a resident student can be found in State Regents' Policy on In-State/Out-of-State Status of Enrolled Students.
 - 2. **Nonresident Tuition.** Payment required of an individual who is neither a resident of the state of Oklahoma nor qualified for resident tuition (under the

provisions of Title 70, O.S. 2005 Supp., § 3242) for enrollment to receive instruction at OSU. Nonresident Tuition is payment in addition to fees defined in section B below.

B. Fees. Those fees assessed students in addition to resident and nonresident tuition as a condition of enrollment.

1. **Mandatory Fees.** Fees required of all students for enrollment to receive instruction at OSU. Such fees shall be used to support the mission of OSU and shall support service facilities, such as the student union, health care infirmaries, recreational facilities, for any lawful purpose to enhance quality of student life including, but not limited to, facility debt service, student scholarships, student awards, travel, entertainment, guest speakers, and student organizations, or for any academic purpose or service designated by the institution including, but not limited to, assessment fees and library resources fees. The State Regents shall maintain information on established mandatory fees, which shall include, but shall not be limited to, the basis for the amount of the fee, the amount of total revenue to be collected from the fee, and the use of the revenue collected.
2. **Academic Services Fees.** Fees assessed certain students as a condition of enrollment and as a condition of academic recognition for completion of prescribed courses. Such fees are assessed students receiving certain courses of instruction or certain academic services as designated by OSU and shall not exceed the actual costs of the course of instruction or the academic services provided by the institution. These services may include, but shall not be limited to, collegiate fees, special instruction, testing, and provision of laboratory supplies and materials. Requests for specific course fees will be scrutinized very carefully and allowed only in cases in which the fee is for a highly specialized type of course (e.g. aviation insurance fees, private music lesson fees, etc.).
3. **Contract Credit Course Fee.** A separate special fee, up to full cost, for delivery of credit courses and programs with business, industry and governmental entities.
4. **Off-Campus, Electronic Media and Correspondence Course.** OSU is authorized to charge a supplement fee in addition to the per credit hour tuition rates, for off-campus, electronic media, and correspondence courses, not to exceed the cost of instruction. OSU is authorized to establish policies that waive campus fees for students enrolled in off-campus, electronic media, and correspondence courses. Generally, fees for campus services and activities not available to students due to time and distance may be waived if the institution determines the waiver is in the best interests of the student and the institution.

Special Charges

1.03 The cost of basic services, supplies, and equipment generally expected in connection with credit courses should be included in the general enrollment fee and covered by a department's operating budget (e.g., classroom equipment, utensils, facilities, and instruments). If special items or services are made available on an elective basis to students, charges established by the University may be assessed.

1.04 For purposes of this policy, special charges are defined as costs incurred by students for special services, supplies, and/or equipment. These are costs not normally covered by fees, tuition or departmental operating budgets, nor are they required for enrollment at the institution. They are of five types:

a. Service Charges - costs for special services, assistance, or use of equipment necessary to enhance or make possible a unique learning experience (e.g., field trip transportation, equipment rental).

b. Supply Charges for Professional Programs – costs for necessary, consumable materials or items used in specialized instruction within Professional Programs (e.g. supplies, surgical packs, feed and costs for other expendable supplies for laboratories for the Center for Veterinary Health Sciences).

c. Damage or Loss Charges - replacement costs assessed students who break, damage, or lose University property assigned them for purposes related to course credit (e.g., laboratory equipment, drafting tables).

d. Third-Party Charges - costs resulting from a contractual agreement with a person or business outside the University to provide a necessary element for instruction (e.g., equestrian instruction, dance studio facilities and instruction).

e. Refundable Deposits - monies collected from a student and held by the University as protection against the loss or damage of property used by the student in a course of study. These monies shall be returned to the student (or credited to his/her account) when the property is returned undamaged to the responsible department.

1.05 All special charges as defined above require University authorization, and therefore, must receive prior approval of the department head, must go to the dean for review and recommendation, and must be approved by the Vice President for Academic Affairs.

1.06 Special charges are appropriate only for the actual cost, or less, of services. Special charges are not appropriate as a means of supplementing the departmental maintenance budget. Special charges should not be requested for, but not limited to, speaker honorariums, photo-copied handouts, rental for instructional equipment (except in certain LEIS courses), depreciable items (such as laboratory equipment, instruments, easels, etc.). PROCEDURES

Fee and Tuition Changes

2.01 Recommendations for tuition and mandatory fee changes originate from the Vice Presidents, and the President makes the recommendation to the A&M Regents. Once approved, these requests for changes in tuition and fees will normally be considered by the State Regents one time a year. Requests for a change in academic services fees should be submitted to the Vice President for Academic Affairs for review by December 15, and thereafter must be received in the State Regents' office by February 1 preceding the beginning of the fiscal year, July 1, in which the change is to be effective. Requests for changes in tuition and mandatory fees are submitted separately (typically in June). Each institutional request for tuition and mandatory fees should be accompanied by documentation on the following items: (1) communication of tuition and fee requests to student government organizations, other student groups, and students at large; (2) efforts to increase need-based financial aid proportionately to tuition; (3) statement of the expected effect of tuition and fee increases on enrollment; and (4) dedication to cost-effectiveness in operations.

2.02 All fees and tuition are compiled in the student's billing statement, collected by the Bursar Department, and deposited in the institution's revolving fund.

Approving Special Charges

2.03 Permission to initiate or alter special charges to students must have the approval of the department head, dean, and Vice President for Academic Affairs.

2.04 Notice of all approved special charges must be included in the Course Schedule. If special charges information is not noted in the Course Schedule, the charge cannot be billed. It is the department's responsibility to include special charges information when the Registrar requests information for the Course Schedule. If the special charge requested is on the approved comprehensive list, the charge will be included in the Course Schedule. All requests for new charges or changes in the status of special charges must be received and approved by the Vice President for Academic Affairs before course information is submitted for inclusion in the appropriate Course Schedule. Special exceptions to the above may be approved to allow for unanticipated and exceptional opportunities; however, in such cases students should be notified of the charge in writing and at the first class meeting when possible and pending approval by the Vice President for Academic Affairs.

Administering Special Charges

2.05 Charges can be individually variable (such as breakage costs not automatically assessed to all students enrolled in a course), or variable in amount (such as field trip charges which are based on final enrollment). Such charges must be approved through the dean and Vice President, and notice of such charges must appear in the Course Schedule. It is the responsibility of the academic department to transmit to the Office of the Bursar appropriate documentation when students incur these approved special charges for which they are responsible. As a minimum, such documentation should include a list of students, the names and ID numbers of these students, the amount each is to be charged, a description of the charge(s), and the departmental BRS account subcode to be credited.

2.06 Charges can be fixed and levied on an equal basis to all students enrolled in a course. The Bursar Department will automatically assess these types of special charges which are fixed in amount and assessed to all students enrolled in the specific course (e.g., all students enrolled in CHEM XXXX are charged \$10.00 for the use of special laboratory equipment). Such charges must be approved through the dean, Vice President for Academic Affairs, Oklahoma State Regents for Higher Education, and must be noted in the Course Schedule. A BRS account code must be coordinated with the Bursar Department once the charge is approved.

2.07 It is the responsibility of the Office of the Bursar to bill and collect all approved departmental claims for all types of special charges. Upon collecting these charges, an account previously designated by the department will be credited. No cash transactions shall take place at the departmental level.

Issuing Credits on Special Charges and Fees

2.08 The Registrar is authorized to process credit(s) canceling all fees and special charges for students who enroll and never attended the semester in question on approval of enrollment appeal. See OSU Policy 2-0206: Adding and Dropping Courses and Withdrawing from the University.

The Registrar is authorized to process credit(s) canceling designated fees for students who are enrolled in internships or specialized courses which require students to reside off campus. Special requests are submitted to the Registrar's Office with proper documentation from the academic department, dean, or designated representative.

Concurrently enrolled high school seniors receive a tuition waiver for up to six hours a semester by the Office of Financial Aid in compliance with the State Regents for Higher Education policy. The Office of the Bursar waives fees for each concurrently enrolled high school seniors' first residence credit course in the academic year (Stillwater Scholars Diploma Program).

2.09 Students are expected to return to the instructor all manuals, supplemental texts, unused materials, and equipment that may have been issued in class prior to withdrawal. If a student fails to return such materials within a reasonable time following withdrawal from class, the department head may issue a charge through the Bursar Department. 2.10 Special charges that are transmitted to the Bursar Department by the proper documentation from an academic department will be reduced and credited by the same process. In the event that a student withdraws from a class with assessed special charges, the special charges will be canceled or reduced by the source department or college in accordance with the Regents' refund policy. The department head or appropriate dean responsible for the charges must submit in writing to the Bursar, the student's name, the student ID number, the course name and number, the amount of credit, and the BRS subcode.

2.11 Refundable deposits will be refunded to the student by the appropriate department by completing the refund request form in accordance with FRS procedures and submitting the form to the Bursar Department.

2.12 In cases of appeals, a student may request of the appropriate dean (or designated representative) cancellation or reduction of special charges that originate from their college.

Approved by President Boger, October 1981

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Instruction Council, September 5, 2008

Council of Deans, September 17, 2008

Instruction Council, August 2, 2013

Council of Deans, August 8, 2013