

Date: February 14, 2011

Subject: Considerations When Adding or Changing a State Subsidized Tuition Category

Context:

This document provides Deans and Chancellors with an overview of the tuition change process and clarifies approval authority. Changes or additions to the tuition categories and the rates charged undergo an approval path that ensures communication occurs at the administrative departments where the action is needed to inform and accurately charge students.

The University of Washington's Board of Regents has the express authority to approve any and all changes in the rate charged to an existing tuition category, the addition of a new tuition category, and changes to mandatory fees (Services & Activities Fee, Technology Fee, and IMA Bond Fee). This authority, addressed in [Administrative Policy Statement 33.1, User Fee Approval Policy](#), is applicable to all state subsidized programs.

Summary of Steps to Change / Add a Tuition Category:

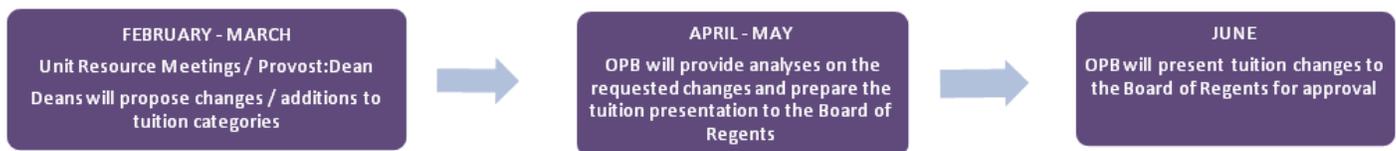
1. At annual Unit Budget Meetings, Deans discuss their recommendations regarding changes/additions to the current tuition structure, and/or planned significant changes to enrollment
2. The Dean (or Director, Finance and Administration) communicates the proposed changes to the Associate Vice Provost, Office of Planning & Budgeting (OPB)
3. With the Provost's approval, the tuition change/addition will be added to the OPB-prepared tuition documents for presentation to the Board of Regents
4. The Board of Regents reviews the proposed change as an information item in May and as an action item for approval in June

Tuition Change / Addition Process:

Conversations about changes to existing tuition rates are first explored at annual Unit Budget Meetings held in February and March with the Provost and Dean. It is important for the Provost to be aware of possible tuition or rate changes early in the process, but it is also necessary for the Dean (or Director, Finance and Administration) to follow up the Provost's approval with an email to the Associate Vice Provost, Office of Planning and Budgeting (AVP-OPB).

In addition to tuition/rate changes, this email should include planned significant enrollment changes, which must be included in tuition revenue projections. Obviously, changes in enrollment can dramatically affect the college's authorized budget for the subsequent academic year.

In April, the AVP-OPB will add approved upon changes to the Tuition Item submitted to the Provost, who forwards the Item for submission to the Board of Regents as an agenda item. Each May, the Board of Regents reviews proposed changes to the tuition structure, and then approves the changes in June.



Early in the process, OPB will involve the UW Tuition Team, which includes members from the Office of Planning & Budgeting, The Graduate School, Student Fiscal Services, the Office of the Registrar, and Information Management. Because these offices are responsible for processes essential to implementing tuition rate changes, their early involvement ensures effective implementation.

Considerations When Moving a Program From State Subsidized to Self Sustaining:

When moving a program from state-subsidized to fee-based, necessary conversations will include the Provost, Dean, department chairs, faculty, Educational Outreach/Professional & Continuing Education (EO/P&CE), and others as appropriate. Assuming the program has been accepted by EO/P&CE, the Provost will provide final approval, formalizing the arrangement in a Memorandum of Agreement.

The Memorandum of Agreement will include decisions about possible redistribution of state funding and student FTE attached to the program. The UW expects that these state funds will be redirected to generate replacement student FTE and/or in a manner approved by the Provost.

The implications for graduate student funding must be understood when considering moving a program from state subsidized to fee-based. For example, because waivers are applicable only to state subsidized programs, students in fee-based programs are not eligible for tuition waivers. Fee-based programs carry higher fees and offer fewer opportunities for graduate students to offset those fees through student employment appointments. The Provost has approved a course fee payment from a central administrative budget when the student is employed as a Teaching Assistant (graduate student appointments only), but this does not cover the entire educational cost. (See OPB Briefing entitled [“Criteria for Course Payment for Graduate Teaching Assistants, Research Assistants, and Staff Assistants Who are Matriculated in Fee Based Degree Programs.”](#)) While some departments are able to provide course fee payments for fee-based students through grants or other funding sources, not all departments are able to afford this.

Finally, communication with all affected parties is critical. Communicate changes to students and ensure that college and department staff members are aware of the proposed changes so they can answer questions from students.

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