



The University of North Carolina

GENERAL ADMINISTRATION

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Constituent Universities
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University

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Elizabeth City
State University

Fayetteville State
University

North Carolina
Agricultural and
Technical State
University

North Carolina
Central University

North Carolina
State University
at Raleigh

University of
North Carolina
at Asheville

University of
North Carolina
at Chapel Hill

University of
North Carolina
at Charlotte

University of
North Carolina
at Greensboro

University of
North Carolina
at Pembroke

University of
North Carolina
at Wilmington

University of
North Carolina
School of the Arts

Western Carolina
University

Winston-Salem
State University

Constituent High School
North Carolina
School of Science
and Mathematics

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October 18, 2011

MEMORANDUM

TO: Chancellors
Chief Academic Officers
Chief Fiscal Officers

FROM: Charles Perusse *Charles E. Perusse*

SUBJECT: Proposals for 2012-13 Campus-Initiated Tuition and Fee Adjustments

Overview

Attached are worksheets and guidelines for your use in submitting requests for changes in tuition and fee rates effective for the Fall Term 2012. Your proposals will be reviewed by the President and his staff and presented to the Board of Governors for its consideration in January and February 2012.

The campus-initiated tuition and fee increase guidelines outlined below are generally based upon the Board of Governors *Tuition and Fee Increases – A Second Four-Year Plan* (Plan) approved on November 5, 2010 (Attachment 1) and UNC policy 1000.1.1 – *Establishing Tuition and Fees* (Attachment 2). Additionally, since the Board has recently approved new peers for all campuses, campuses may submit proposals for increasing tuition, including multi-year proposals that more closely align their tuition rates with those of their peers.

Tuition

All campuses should continue to follow the traditional process for recommending campus-initiated tuition increases. In accordance with the existing Plan, proposed tuition increases for undergraduate resident students are limited to 6.5% of current tuition rates and the proposed uses of the new tuition revenues must be clearly identified. The Plan allows a campus with significant unfunded needs to submit a proposal for increasing tuition above 6.5% if a significant need exists and if tuition is the only viable funding source. The proposal must fully document the need and a detailed plan for addressing it. Additionally, a campus whose tuition or fee rates differ significantly from those charged by similar UNC institutions or their public peer institutions may consider one-time adjustments to tuition or fees beyond the cap to “catch up.” In the event that a campus proposes to “catch up” through tuition or fee adjustments,

the need for the increased funding must be fully justified and the campus should consider proposing that any increases be phased in over a multi-year period to lessen the impact on students. Combined tuition and fee rates shall continue to remain in the bottom quarter of an institution's public peers.

As outlined in the Plan, at least 25% of proposed new tuition revenues must be set aside for need-based financial aid. The remaining 75% of additional revenues shall be used to increase compensation and to enhance the quality of the student's academic experience.

Fees

In accordance with UNC Board policy, the Board of Governors is responsible for establishing fees at the constituent institutions of the University consistent with the philosophy set forth in the North Carolina Constitution. Fees will be charged only for limited, dedicated purposes and shall not be used to defray the costs of general academic and administrative operations of campuses, including academic programs and faculty and administrative salaries and benefits. In approving proposed fee increases submitted by the campuses, the Board will make every effort to keep fees for students as low as possible while providing revenues needed to support the purposes for which the fees are charged. Consistent with the Plan, the total maximum allowable combined increase for General Fees (Athletics, Health Services, Student Activities, and Educational and Technology) for resident undergraduate students is 6.5%. This increase is separate and apart of the increase maximum of 6.5% for tuition. Debt service fees are generally applicable to all students and reflect the cost of servicing debt at the coverage levels required in Board resolutions and other documents authorizing the debt. While fees required for debt service are excluded from the calculation of the maximum percentage increase, funds required to operate facilities are to be included in the maximum.

Requests for fee increases must be accompanied by an expenditure plan showing how the additional revenues will directly benefit fee-supported activity (see Attachment 3).

Special Fees

These fees are only applicable to students engaged in particular activities or courses of study and shall be established by the Board of Governors when needed. These fees will not be used to provide general academic revenues that will be provided from campus-initiated tuition increases. Any proposed increases in special fees must be submitted for review and approval by the Board.

Application Fees

Application fees shall be established for each institution. Specific programs within an institution may require an application fee different from the fee charged for most students and the Board may set different fees according to program needs.

2012-13 Ceilings for Tuition and Fees

The Second Four-Year Plan requires that if a campus receives a recurring increase in operating appropriations per FTE that is in excess of 6%, its maximum allowable campus-based tuition percentage increase in the subsequent year will be reduced by the percentage increase in operating appropriations above 6%. For 2012-13, all campuses may request a tuition increase and/or a tuition adjustment for resident undergraduates as outlined above.

Miscellaneous Service Charges

Each Chancellor is authorized to establish miscellaneous service charges for such items as transcripts, diplomas, caps and gowns, special examinations, late registrations, and replacement ID cards and these must be approved by the President prior to the beginning of each school year. Please ensure that you are not charging additional fees for credit courses and including them in this category.

Graduate and Professional School Tuition

Campuses must use the Board's tuition and fee policy as a guideline in developing recommendations for increases in graduate and professional school tuition rates. The tuition and fee policy states, "*The Board will attempt to extend the principle that tuition be set as low as practicable to graduate and professional students as well as those at the undergraduate level.*" Although tuition ceilings have not been established for graduate and professional schools, campuses are encouraged to carefully review all revenue sources before recommending increases that are higher than the undergraduate rate increases. Please do not submit requests for tuition increases for graduate programs that have not been approved by the Board of Governors.

Five-Year Financial Plan

The Board of Governors' tuition and fee policy requires that requests for increases in campus-initiated tuition be set within the context of institutional five-year financial plans, the University's long-range plan, the State's economic environment, and the financial impact on students. The five-year financial plans should include projections of revenues and expenditures reflecting all funds.

Student Involvement and Use of Funds

Campus-initiated tuition increases and fee proposals must also be accompanied by the attached document as outlined in the guidance provided related to *Student Involvement in the Tuition and Fee Setting Process*. This form (Attachment 4), along with recommendations from the workgroup appointed by the UNC President, was provided to the CFOs and Budget Officers for each campus on August 30, 2011. Additional information from your campus supporting your student involvement may be transmitted with your tuition and fee package.

Cost of Textbooks

Textbooks are another cost borne by students and their families. An institution must demonstrate satisfactory progress toward lowering the cost of textbooks, or it will not be allowed to request increases in tuition and fee rates. As recommended in the Board of Governors' Report on Implementation of Recommendations from the Subcommittee Studying the Cost of Textbooks, campuses must submit the following information with any requests for tuition and fee increases.

- a. Calculations of average textbook costs for undergraduate students, using the standardized methodology;
- b. A progress report on the implementation of a guaranteed buyback or rental program for textbooks for introductory courses; and
- c. Calculations of on-time textbook adoptions rate by faculty.

Final instructions for completing the textbook justification will be communicated to campuses by separate correspondence.

Attachments

Please see listing below of attachments needed for completion of the tuition and fee cycle for the 2012-13 academic year.

Completion Date

We appreciate your efforts in providing the requested information. Please make sure tuition and fees data is entered in the web-based system (Attachment 5) before sending the completed package to General Administration. Tuition and fee packages are due by **Friday, December 9, 2011**. In addition to any correspondence mailed to UNC-GA, please send a completed Adobe version of your tuition and fee package to slsanders@northcarolina.edu. If you have questions concerning the process, please contact Lynne Sanders at 919-962-4610.

Thank you for your assistance.

- Att. 1: Tuition & Fee Increases – A Second Four-Year Plan, approved by BOG 11/2010
- Att. 2: BOG Policy Establishing Tuition and Fees – UNC Policy Manual 1000.1.1
- Att. 3: Forms Supporting Tuition and Fee Requests
- Att. 4: Student Involvement in the Tuition and Fee Setting Process
- Att. 5: Web-based Tuition and Fee System Instructions

cc: President Tom Ross
Chief of Staff Jeff Davies
Senior Vice President Suzanne Ortega
Vice President Anita Watkins
Associate Vice President Lynne Sanders

**THE UNIVERSITY OF NORTH CAROLINA
Tuition and Fee Increases – A Second Four-Year Plan**

The tuition policy of the Board of Governors, adopted in 1998 and revised in 2003 when the existing tuition and fee policies were combined, provides the framework for the Board's annual review and action on proposed increases in tuition and fees. This framework is used by the Board in fulfilling its responsibility under General Statute 116-11(7), which states in part that "*The Board (of Governors) shall set tuition and required fees at the institutions, not inconsistent with actions of the General Assembly.*" At the same time that the Board exercises its statutory authority, it wishes to do so in a way that provides affordability for students, flexibility for the constituent institutions, and predictability for both the students and the constituent institutions.

In September of 2006, the Board approved a four-year plan that outlined guidelines for the campuses to follow in submitting annual proposals for increasing tuition and fees and the Board agreed to review those guidelines after four years. In August 2010, the Board reviewed recommendations from a working group for adjustments to the four-year plan and later reviewed responses from President Bowles to the working group's recommendations. At its October 2010 meeting, the Board debated possible adjustments. This proposed "Second Four-Year Plan" reflects those deliberations, and, if approved by the Board will provide guidance to the campuses for the next four years. At the end of the second four-year period, the plan would again be evaluated by the Board.

One of the requirements of the Board is that combined tuition and fee rates for resident undergraduates remain *within the bottom quarter* of each campus' public peers, as approved by the Board of Governors. Combined rates for non-resident undergraduate students should be market driven and campuses are expected to submit rates that reflect the full cost of providing non-residents with a quality education. Nonresident students in the University must be quality students that contribute significantly to the overall educational experience of all students.

It is proposed that the maximum rate of annual increase for campus-initiated tuition and general fees (Athletics, Health Services, Student Activities, and Educational and Technology Fees) for undergraduate resident students continue to be 6.5%. This figure is the average annual increase in undergraduate resident tuition rates from 1972 through 2006. Although the 2010 tuition increases raise the average tuition increases since 1972 to 6.6%, the recommendation is to continue with the 6.5% cap. The amount of the increase should be applied separately to tuition and fees, i.e., tuition may be increased a maximum of 6.5% and fees may be increased a maximum of 6.5%.

Fees required for debt service are *in addition to* this maximum percentage increase, but funds required to operate facilities are included in the maximum. Debt service fees are not included in the 6.5% ceiling because the projects that are financed by the indebtedness that is repaid from these fees are evaluated on their individual merits through a separate process. For projects to be funded from debt service fees, the Board will consider the total financial impact on students from these charges (both debt service and operating charges) and the ability of a campus to repay the debt as demonstrated through a financial analysis submitted by the campus when proposing the fee. The Board will also review the utilization of similar space on campus to determine that the additional space is needed.

It is hoped that the revenues generated under this plan, combined with ongoing efforts to control operating costs, will not only cover inflationary increases, but also will provide for consistent improvements in the quality of academic offerings.

All proposals for increasing tuition and fees must be accompanied by explicit plans for use of the increased funds. For the next four years, each plan must commit to set aside at least 25% of the new tuition revenues to be added to the campus pool of need-based financial aid. Additionally, at least 25% of the revenues must be used for increasing faculty salaries unless the average ranked faculty salary for a campus is at or above the 80th percentile of the average ranked faculty salary for that campus' peer institutions as approved by the Board of Governors. Any remaining revenues may be used to provide for improved library and counseling services, reductions in class size, increases in sections offered, enhancements in student services, and other purposes that improve the quality of the student's academic experience. Increases in student fees must be justified by an expenditure plan that shows how the additional revenues will directly benefit the fee-supported activity.

While tuition and fee charges are necessary as a secondary source of funding, the General Assembly has the principal responsibility for funding the University. For years in which the General Assembly is able to provide sufficient increased revenues, the need for increases in tuition should not be as great as in years when the General Assembly is not able to provide these revenues. Recognizing that the capacity of the General Assembly to fund the University varies from year to year, the following adjustments are to be applied to the maximum 6.5% campus-based tuition increase.

- For any year in which the General Assembly provides a specific campus a recurring increase in operating appropriations/FTE that is in excess of 6%, the maximum allowed campus-based percentage tuition increase for that campus in the subsequent year will be reduced by the percentage increase in operating appropriations above 6% (6% is approximately the average annual increase in operating appropriations/FTE since 1972). For example, if the General Assembly provides a recurring increase of 7% in operating appropriations (1 % above 6%) for a particular UNC institution, the proposed campus-based tuition increase in the subsequent year could be no more than 5.5% (1 % below 6.5%).
- It is important to understand that the ceilings on increases proposed in this plan apply to discrete sets of revenues. State appropriations and tuition receipts are the two major revenues within each institution's state budget account, yet they have very different impacts on campus budgets. In the following hypothetical example, if appropriations were to increase by 6% and tuition receipts were to increase by 6.5%, the overall budget would increase by 6.08%. The respective percentage increases for state appropriations and tuition (6% and 6.5%) should not be misunderstood and construed to be additive. If tuition and State appropriations increase by these percentages, and inflation, as measured by HEPI, remains steady at about 5%, the increases will provide campuses with modest new funding for quality maintenance and improvements.

UNC Campus	Original Budget	% Increase	Dollar Increase	New Budget
Appropriations	\$1,000,000	6.0%	\$60,000	\$1,060,000
Tuition	200,000	6.5%	13,000	213,000
Total Budget	1,200,000	6.08%	73,000	1,273,000

Similarly, if revenues from general fees increase by 6.5%, the increase impacts only the budgets of fee-supported activities.

In the event that the General Assembly provides increased funding that results in the cap on tuition increases being reduced from 6.5% to \$0 or, alternatively, to a level below the average of the most recent three years of the Higher Education Price Index (HEPI), the Board may allow or even encourage campuses to submit a minimum tuition increase to ensure that increases over time are affordable and predictable. The Board should consider whether such a minimum increase in tuition is encouraged at its September meeting to allow campuses time to include a discussion of a minimum tuition increase in the normal campus tuition setting process.

To help mitigate the financial impact of tuition increases on students that are eligible to receive financial aid from the Board's need-based financial aid program, the Board of Governors will seek additional State funds for this purpose each year that this Plan is in effect. These funds, when appropriated, will be used to ensure that all North Carolina students that are eligible to receive our State need-based grants receive them, and that all such students are held harmless to the extent practicable from the tuition and fee increases.

The framework outlined above will apply to all institutions within the UNC system. The Board of Governors, however, recognizes that across the University, institutions vary appreciably in their missions, their programs, the costs of those programs including the costs of faculty, federal funding for financial aid, and the ability to meet the financial need of their respective student bodies. Recognizing those distinctions, the Board may choose to consider these criteria when setting tuition for individual campuses. A campus with a significant unfunded need may submit a proposal that does not adhere to the agreed-upon guidelines. Such a proposal must demonstrate that tuition revenues are the only viable source of funds for addressing the need. The proposal must be accompanied by a description of the need, and a detailed plan and rationale for addressing it. If the Board determines that the need could only be addressed by an increase in tuition above the maximum allowable campus-based tuition increase, it could institute such an increase.

Similarly, a campus that charges tuition or fees that differ significantly from those charged by similar institutions in the UNC system because the campus has held such rates at levels lower than those charged by similar UNC institutions may consider increasing tuition or fees beyond the cap to “catch up” to the rates charged by those similar institutions. In the event that a campus proposes to “catch up” through tuition or fee increases, the need for the increased funding must be fully justified and the campus should consider proposing that the increases be phased in over a multi-year period to lessen the impact of the increases on students.

Establishing Tuition and Fees

The General Assembly shall provide that the benefits of The University of North Carolina and other public institutions of higher education, as far as practicable, be extended to the people of the State free of expense. – North Carolina Constitution, Article IX, Section 9

I. Establishing Tuition

This citation from the North Carolina Constitution sets the parameters for establishing resident tuition rates at the constituent institutions of The University of North Carolina. The constitutional provisions for setting tuition are codified in General Statute 116-11(7), which states, in part, *"The Board (of Governors) shall set tuition and required fees at the institutions, not inconsistent with actions of the General Assembly."* This statute governed the setting of tuition rates for both resident and nonresident students from 1971 through 1999 during which time the Board of Governors recommended no tuition increases except as required by statute. This policy outlines the framework to be followed by the Board in establishing tuition levels for constituent institutions,¹ commencing with academic year 2003-2004. Tuition is charged to students enrolled in academic programs during regular terms, summer sessions or through off-campus distance instruction and is used to partially defray the costs of general academic and administrative operations of campuses, including academic programs and faculty and administrative salaries and benefits.

1. Board-initiated Tuition Rates

A. Undergraduate Tuition – General Policy

The appropriate tuition policy at the undergraduate level encourages students to pursue academic and intellectual interests without regard to program costs. Accordingly, no difference in tuition between undergraduate programs will occur within an institution, and there will be only minimal differences in undergraduate tuition among campuses in similar institutional categories as defined by the Board to reflect both varying missions and contrasting costs of education. Deviation in undergraduate tuition among campuses in different institutional categories will be based upon institutional offerings and will be reasonable.

B. Graduate and Professional Tuition – General Policy

The Board will attempt to extend the principle that tuition be set as low as practicable to graduate and professional students as well as those at the undergraduate level. The financial structure and educational purposes of graduate and professional education, however, are sufficiently different from undergraduate education that distinct tuition policies at the graduate and professional level will be permitted. The application of what is "practicable" varies by level of instruction for a number of reasons, and those differences will be reflected in the tuition policies associated with each.

The Board will apply Article IX, Section 9 of the North Carolina Constitution to graduate and professional level students but with the realization that the costs, sources of funds and purposes of graduate and professional education are materially different from undergraduate education. Tuition for graduate and professional students will be set with an

¹Consistent with G.S. 116-143, no tuition or fees may be charged to students in the high school program at the North Carolina School of Science and Mathematics. Service charges may be established consistent with Section II.2. below.

understanding that tuition revenues may be needed to maintain and increase the excellence of the University's graduate and professional programs. In setting tuition rates, the Board will consider the need to provide access to these programs for students irrespective of their financial capacity as well as the desire to attract and retain the best students to serve North Carolina's needs in each field.

C. Tuition for Nonresident Students - General Policy

Under General Statute 116-144, the Board of Governors is required to set tuition rates for nonresident students at levels "*...higher than the rates charged residents of North Carolina and comparable to the rates charged nonresident students by comparable public institutions nationwide. . . .*" In complying with the statute, the Board will set tuition for nonresident students after considering the results of a review of rates set by comparable public institutions nationwide. The Board will further consider the need for tuition remissions for nonresident graduate students when setting tuition rates and tuition remission policies.

D. Process for Setting Board-initiated Tuition Rates

i. Proposed increases in general tuition rates are to be recommended by the President for consideration by the Board. The President will seek counsel from University Chancellors and a committee of campus representatives appointed by each chancellor, before making the recommendations for tuition changes. The committee of campus representatives appointed by each chancellor will include students.

ii. The President, the chancellors and the committee of campus representatives will consider a number of factors in deciding whether to recommend changes to general tuition rates in any given year. After the President recommends any action to the Board of Governors, the Board will also consider those factors, which include:

a. Availability of State general fund revenue to maintain quality and access within the campuses of the University of North Carolina;

b. Evidence of institutional efforts to manage costs through increases in productivity, budget flexibility, and/or efficiency improvements;

c. Analysis of the impact of tuition and fee charges on student access to the campuses of the University of North Carolina as measured by the college-going rate and other metrics so as not to limit access to the University;

d. Changes in various price and income indices (e.g., North Carolina per capita personal income, Consumer Price Index, Higher Education Price Index);

e. The current level of student charges (tuition, fees, room and board) at UNC institutions and whether campuses have proposed campus or program tuition differentials for the budget period that would be in addition to general increases in tuition;

f. Analysis of student indebtedness levels within the University, viewed in the context of student attrition rates;

g. Availability of financial aid and tuition remission and amount of unmet need. Financial aid should be reviewed in the context of the different missions of the institutions, the diverse capacities of the institutions to provide financial assistance and the contrasting needs of students attending the institutions.

iii. In academic years ending in odd numbers (e.g., June 30, 2003, the long session of the General Assembly), the Board will act by October of the preceding year or when it adopts its biennial budget request to establish the University's general tuition rates for the next academic year. This timing allows Board action on tuition to be incorporated into the University's budget request as part of its overall financing plan. In academic years ending in even numbers when the Board prepares a supplemental budget request, the Board will set Board-initiated tuition rates in conjunction with its establishment of campus-initiated tuition rates.

2. Campus-initiated Tuition Rates

A. Campuses may request increases in tuition to provide revenue for specific purposes and programs. Revenue generated from a campus-initiated change in tuition rates will be accounted for in the budget of the originating campus and transferred within the institution by the chancellor in accordance with the priorities identified in the approved campus proposal.

B. Undergraduate Tuition

The Board recognizes that campuses may experience circumstances that suggest that an across-the-board change in undergraduate tuition may be needed at one or more institutions. In the event that circumstances lead a campus or campuses to the conclusion that a change in undergraduate tuition rates is needed, campuses are permitted to bring proposals for undergraduate tuition changes before the Board for its consideration. Campuses wishing to submit requests for undergraduate tuition changes will conduct a process that includes consultation with participation by students. A campus will consider the following factors when creating an undergraduate tuition proposal.

i. Availability of State general fund revenue to maintain quality and access within the campuses of the University of North Carolina;

ii. Evidence of institutional efforts to manage costs through increases in productivity, budget flexibility, and/or efficiency improvements;

iii. Analysis of the impact of tuition and fee charges on student access to the campuses of the University of North Carolina as measured by the college-going rate and other metrics so as not to limit access to the University;

iv. Changes in various price and income indices (e.g., North Carolina per capita personal income, Consumer Price Index, Higher Education Price Index);

v. The current level of student charges (tuition, fees, room and board) at UNC institutions and whether campuses have proposed campus or program tuition differentials for the budget period that would be in addition to general increases in tuition;

- vi. Analysis of student indebtedness levels within the University, viewed in the context of student attrition rates;
- vii. Availability of financial aid and tuition remission and amount of unmet need. Financial aid should be reviewed in the context of the different missions of the institutions, the diverse capacities of the institutions to provide financial assistance and the contrasting needs of students attending the institutions.
- viii. A plan for the intended use of additional tuition receipts (e.g., needed improvements to the educational program, funding for competitive salary increases, financial aid, etc.)

3. Graduate and Professional Tuition

The Board of Governors will permit individual campuses to initiate requests for Board approval of different base or program tuition rates at the graduate and professional level. If a campus explores the possibility of developing such a request, it will present evidence to ensure that students in the affected graduate and/or professional programs have been consulted. Tuition for graduate and professional students will be set with an emphasis on maintaining and increasing the excellence of the campus' graduate and professional programs as well as ensuring access. To the extent possible, there should be full tuition remission for graduate assistants to improve a campus' competitiveness in recruiting and retaining highly qualified nonresident graduate students.

In reviewing potential criteria to recommend as a basis for deciding when specific graduate or professional tuition differentials may be appropriate at a particular institution, a flexible policy framework that allows judgments to be reached based on a number of factors is preferable either to cost-based formulas or to discipline or program typologies that treat all academic or professional programs the same. In particular, a flexible approach based on the unique factors associated with specific programs is desirable because of the potential mix of graduate and professional programs that one may find within any given school or college; e.g., a professional school may offer a Ph.D. program in addition to one or more professional degree programs. Therefore, the campuses will consider the following factors in developing graduate and professional school tuition proposals.

- A. The anticipated impact of a proposed change on program quality;
- B. The projected impact of a proposed change in tuition on access for North Carolina residents;
- C. The availability of student financial aid for students with economic need and of tuition remission;
- D. The extent to which current and prospective students can afford possible increases in tuition;
- E. The relationship of projected tuition revenue to institutional and/or program costs;
- F. Tuition and fees, net of remissions and waivers, charged by peer institutions or programs, as compared to tuition and fees, net of remissions, at the UNC institution or program (the public subsidy received by students at public institutions or programs in the peer set,

including the UNC institution or program in question, will also be identified as part of the comparison);

G. A plan for the intended use of additional tuition receipts (e.g., needed improvements to the educational program, funding for competitive salary increases, financial aid, etc.); and

H. Assistantships or grant support for graduate students;

I. Analysis of student indebtedness levels within the University.

4. Timing and Review of Board Action

The Board will act by February of each year, or as soon as possible thereafter, to establish the University's campus-initiated tuition rates for the next academic year. Setting campus-initiated tuition rates by February will permit students and their families to know in early spring what their tuition charges for the fall semester will be, assuming consistency between the actions of the Board of Governors and the General Assembly. Moreover, an institution is required to submit a one-time report at the end of the first full biennium following an approved campus-initiated tuition rate increase in order to confirm that the additional revenues were used as the Board intended in approving the campus request. This will ensure the accountability of a campus for its tuition proposals as well as enable the Board to maintain the University's accountability to the State.

5. Tuition Requests in Context of Long Range Plans

All proposals for campus-based tuition increases will include the campus' plan for other tuition increases for a prospective period of five years, including the year of the current application.

6. Individual Consideration of Campus Request

The Board will review each campus-based tuition request on an individual basis, within the context of the University's long range plan, the need for Board-initiated tuition increases, the state's economic environment, and the financial impact on students. The Board is obligated to exercise its discretion in granting, modifying or denying a campus request.

II. Establishing Fees.

The Board of Governors is responsible for establishing fees at the constituent institutions of the University consistent with the philosophy set forth in the North Carolina constitution. Fees will be charged only for limited, dedicated purposes and shall not be used to defray the costs of general academic and administrative operations of campuses, including academic programs and faculty and administrative salaries and benefits. Consistent with the above citation, the Board will make every effort to keep fees for students as low as possible while providing the revenues needed to support the purposes for which the fees are charged.

Each year, the Board establishes the fees listed below. All fees established shall be based upon the recommendation of the chancellor, the institutional Board of Trustees, and following his or her review, the President. Excluding the application fee charged to prospective students, all fees set by the Board are annual fees. Once an annual fee has been established, semester rates, summer rates, and part-time rates shall be established by the President. It is the policy of the Board to act no later than February of each year to establish fees for the following fall semester.

1. Although the General Assembly provides for most of the instructional costs of institutions through State appropriations, institutions traditionally rely entirely on student fees to finance a number of activities, services, and facilities. Institutional Boards of Trustees are required to weight the benefits of the activity, facility or service against the fee required to provide financial support. Orientation sessions for the Boards of Trustees will regularly include discussions of the process followed when establishing student fees.

A. Application Fee. An application fee shall be established for each institution. Specific programs within an institution may require an application fee different from the fee charged for most students and the Board may set different fees according to program needs.

B. General Fees. Fees generally applicable to all students shall be established by the Board of Governors. Four general fees are authorized: athletic fees, health services fees, student activity fees, and educational and technology fees.

C. Fees Related to the Retirement of Debt Incurred for Capital Projects. Fees generally applicable to all students that provide revenues for the retirement of debt shall be fixed by the Board of Governors at the time of the borrowing. Indebtedness fees may not include components for operations and maintenance but shall reflect the cost of servicing the debt at the coverage levels required in Board resolutions and other documents authorizing the debt. Changes in fees required subsequent to the issuance of the debt may be approved by the President upon the request of the chancellor. Indebtedness fees expire when the related debt is retired.

D. Special Fees. Fees applicable only to students engaged in particular activities or courses of study shall be established by the Board of Governors when needed. These fees will not be used to provide general academic revenues that will be provided for from campus-initiated tuition increases.

2. Each chancellor is authorized to establish miscellaneous service charges for such items as transcripts, diplomas, caps & gowns, special examinations, late registrations, and replacement of I.D. cards. A schedule of such charges shall be filed with the President prior to the beginning of each school year.²

3. The process for establishing fees shall be as follows:

A. In academic years ending in odd numbers (e.g., June 30, 2003, prior to the short session of the General Assembly in 2004), the process shall be initiated at the beginning of the fall semester and contain the following steps.

i. The Vice President for Finance shall issue instructions to the campus chancellors calling for them to initiate a review of fees.

ii. Each chancellor shall establish a fee review committee with representatives of all aspects of campus life, including, but not limited to, representatives from Business Affairs, Student Affairs, the Financial Aid Office, and the student body. The Committee shall conduct a complete review of student fees from a zero-based budgeting

²The Chancellor of the North Carolina School of Science and Mathematics shall transmit by July 1 of each year a schedule of service charges at that institution for approval by the President.

perspective and shall make recommendations to the chancellor for establishing fees effective with the upcoming fall semester. The review will include an examination of alternative resources, including available institutional reserves, to determine if other funding is available to provide the services in lieu of establishing the fee. The review will include a reassessment of the existing operating methods to ensure that operations are performed in a cost-effective manner. If the committee determines that an increase in a fee is needed, the committee shall attempt to decrease another fee so that the total cost of education for students does not increase. In order to ensure that all students are able to meet the increased cost of education, the university's financial aid officer, working with the committee, shall determine that sufficient financial aid is available, from whatever sources are possible.

iii. The chancellor shall review the recommendations of the Committee and present recommendations to the Board of Trustees for review and approval. Before a chancellor makes recommendations to the Board of Trustees, the recommendations of the fee review committee will be shared with student government leaders so that students may inform the chancellor of their perspectives on the proposed changes.

iv. The recommendations of the Board of Trustees will be forwarded to the President for review.

v. When the review is completed, the President will present fee recommendations to the Budget and Finance Committee for consideration by the Board of Governors.

Each step in the process shall be an iterative and comprehensive review of the previous step, resulting in changes to the fee recommendations as deemed appropriate.

B. In academic years ending in even numbers (e.g., June 30, 2004, prior to the long session of the General Assembly in 2005), fee increase proposals submitted by the institutional Board of Trustees to the President may be approved by the President if the increase provides only for the following:

i. Additional revenues equal to the amount required for funding compensation increases for fee-supported employees at a level equivalent to the previous years' compensation increases authorized by the General Assembly.

ii. Additional revenues for nonpersonnel items at a level equivalent to increases in the consumer price index.

If a campus requires other changes in fees in academic years ending in even numbers, the process that shall be followed is identical to that followed in academic years ending in odd numbers.

TUITION REQUEST FORM

Enter Institution Name
Regular Campus-Initiated Tuition Increase
2012-13

Requested Campus-Initiated Tuition Increase	Reg. Term	
	Annual Increment	DE Rate (SCH)
Undergraduate Residents		\$0.00
Undergraduate Nonresidents		\$0.00
Graduate Residents		\$0.00
Graduate Nonresidents		\$0.00

	FTE	SCH
Undergraduate Residents		
Undergraduate Nonresidents		
UG Resident per G.S. 116-143.6		
Graduate Residents		
Graduate Nonresidents		
Total	0.00	0.00

Projected Revenues			
Undergraduate Residents	\$0.00	\$0.00	\$0.00
Undergraduate Nonresidents	\$0.00	\$0.00	\$0.00
UG Resident per G.S. 116-143.6	\$0.00	\$0.00	\$0.00
Graduate Residents	\$0.00	\$0.00	\$0.00
Graduate Nonresidents	\$0.00	\$0.00	\$0.00
Total	\$0.00	\$0.00	\$0.00

Projected Expenditures			
Need-based Financial Aid *			\$0.00
Other Critical Needs:			
1. Faculty Retention			\$0.00
2. Expanded Course Offerings			\$0.00
3. Student Services			\$0.00
4. Academic Support			\$0.00
5. Libraries			\$0.00
6. Technology Improvements			\$0.00
7. Other (provide details below)			\$0.00
Total	\$0.00	\$0.00	\$0.00

"Other" Expenditure Explanation:

** CITI plans must set aside 25% of new tuition revenues to be added to the institution's pool of need-based financial aid.*

**TUITION REQUEST FORM
SAMPLE
ABC University
Regular Campus-Initiated Tuition Increase
2012-13**

Requested Campus-Initiated Tuition Increase	Reg. Term	
	Annual Increment	DE Rate (SCH)
Undergraduate Residents	\$211.00	\$7.13
Undergraduate Nonresidents	\$975.00	\$32.94
Graduate Residents	\$242.00	\$11.86
Graduate Nonresidents	\$988.00	\$48.43

	FTE	SCH
Undergraduate Residents	12,042.00	23,840.00
Undergraduate Nonresidents	795.00	487.00
UG Resident per G.S. 116-143.6	20.00	
Graduate Residents	2,021.00	10,460.00
Graduate Nonresidents	405.00	213.00
Total	15,283.00	35,000.00

Projected Revenues			
Undergraduate Residents	\$2,540,862.00	\$169,979.20	\$2,710,841.20
Undergraduate Nonresidents	\$775,125.00	\$16,041.78	\$791,166.78
UG Resident per G.S. 116-143.6	\$4,220.00	\$0.00	\$4,220.00
Graduate Residents	\$489,082.00	\$124,055.60	\$613,137.60
Graduate Nonresidents	\$400,140.00	\$10,315.59	\$410,455.59
Total	\$4,209,429.00	\$320,392.17	\$4,529,821.17

Projected Expenditures			
Need-based Financial Aid *	\$1,100,000.00	\$80,100.00	\$1,180,100.00
Other Critical Needs:			
1. Faculty Retention			\$0.00
2. Expanded Course Offerings	\$582,071.00	\$43,793.00	\$625,864.00
3. Student Services	\$2,402,358.00	\$190,000.00	\$2,592,358.00
4. Academic Support			\$0.00
5. Libraries			\$0.00
6. Technology Improvements	\$75,000.00	\$6,499.17	\$81,499.17
7. Other (provide details below)	\$50,000.00		\$50,000.00
Total	\$4,209,429.00	\$320,392.17	\$4,529,821.17

"Other" Expenditure Explanation:
Merit-based Financial Aid

* CITI plans must set aside 25% of new tuition revenues to be added to the institution's pool of need-based financial aid.

**TUITION REQUEST FORM
FOR PROFESSIONAL SCHOOLS**

Enter Institution Name

Enter Professional School and Program

Requested School-Based Tuition Increase	2012-13 Annual Increment
Graduate Residents	
Graduate Nonresidents	
	FTE
Graduate Residents	
Graduate Nonresidents	
Total	0.00
Projected Revenues	
Graduate Residents	\$0.00
Graduate Nonresidents	
Total	\$0.00
Projected Expenditures	
Financial Aid	
Expenditure Caption	
Expenditure Caption	
Expenditure Caption	
Total	\$0.00

Does your campus intend to charge students in this program the requested CITI plus the SBTI? (respond yes or no in the box)

In addition to this form, please submit a detailed justification for the requested increases.

**TUITION REQUEST FORM
FOR PROFESSIONAL SCHOOLS**

SAMPLE

ABC University

School of Education -

Masters of Arts in Teaching (MAT)

Requested School-Based Tuition Increase	2012-13 Annual Increment
Graduate Residents	\$1,000.00
Graduate Nonresidents	\$1,000.00
	FTE
Graduate Residents	100.00
Graduate Nonresidents	25.00
Total	125.00
Projected Revenues	
Graduate Residents	100,000.00
Graduate Nonresidents	25,000.00
Total	125,000.00
Projected Expenditures	
Financial Aid	31,250.00
Stipends for Mentor Teachers	10,000.00
TA Coordinator	7,000.00
Academic Curriculum Support	76,750.00
Total	125,000.00

Does your campus intend to charge students in this program the requested CITI plus the SBTI? (*respond yes or no in the box*)

Yes

**Attachment 3
FORM B**

	(Base)					
	2011-12	2012-13	2013-14	2014-15	2015-16	2016-17
Additional Financial Commitments Beyond Existing Funding						
To bring faculty to 80th percentile over 5 years						
Reasonable SPA NT-EPA Salary adjustment pools						
2.3% Normal Inflation on non-salary expenditures						
Additional Library inflation @ 5.4%						
EPA & SPA Merit Increase						
Catch-up Repairs & Renov. funding from past 2 years						
Unfunded initiatives from Expansion Budget Request:						
Total Identified Budget Needs	\$0	\$0	\$0	\$0	\$0	\$0
Projected Unfunded Deficit	\$0	\$0	\$0	\$0	\$0	\$0

Campus Initiated Tuition Increase:

Regular Term (Form A-Regular CITI)	\$0.00	
Professional Programs (Form A-Prof. Sch SBTI)	\$0.00	\$0.00

Projection Assumptions:

1 Normal EPA Salary increases will =	2.0%
2 Normal SPA Salary increases will =	2.0%
3 EPA & SPA Merit increase will =	1.0%
4 Higher Education inflation on non-salary expenses (HEPI)*	2.3%
5 Library Books inflation will exceed normal inflation by **	5.4%
6 TSERS employer benefit rate restored to appropriate level by 2013-14	
7 Enrollment Increase funding based on model & moving to 2015 target	
8 Faculty Salary adjustment based on 80th percentile over 5 years	
9 State will once again fully fund R&R including catch-up funding	
10 Reasonable SPA NT-EPA Salary adjustment pools % of 1110/1210	0.5%
11 Federal Appropriations increases will =	0.0%
12 Contracts & Grants funding increases will =	3.0%
13 Gifts/Endowment Allocation increase will =	4.0%
14 Sales/Service/Other Trust revenues increase will =	2.0%

Changes to assumptions are permissible. Please note these changes on the spreadsheet.

SOURCES:

* 2011 Higher Education Price Index published by the Commonfund Institute - 2011 Update

** CPI Detailed Report published by the Bureau of Labor Statistics - June 2011

FEE REQUEST FORM

Enter Institution Name
**Athletics Fee
2012-13**

<i>Student FTE Applicable to Fee - 2012-13</i>	2008-09 Fee	2009-10 Fee	2010-11 Fee	2011-12 Fee	2012-13 Increase Requested	2012-13 Proposed Fee		
						\$0.00	Projected 2012-13	
	Actual 2008-09	Actual 2009-10	Actual 2010-11	Projected 2011-12	With Increase	Without Increase	Variance	
Beginning Fund Balance								
Revenues:								
Fee Revenues					0	0	0	
Other Revenues								0
Total Revenues	0	0	0	0	0	0	0	0
Expenditures								
Personnel								0
Supplies & Materials								0
Current Services								0
Fixed Charges								0
Capital Outlay								0
Student Financial Aid								0
Other*								0
<i>* Overtime 12-13 Other Expenditure Explanation here</i>								
Total Expenditures	0	0	0	0	0	0	0	0
Ending Fund Balance	0	0	0	0	0	0	0	0

FTE

If new positions are being created, please document the specific positions and related responsibilities.

Justification for Proposed Fee Increase (include additional information on next tab if needed)

Please discuss the effect on the overall student experience if the fee increase request is denied

FEE REQUEST FORM

Enter Institution Name
**Health Services Fee
2012-13**

Student FTE Applicable to Fee - 2012-13	2008-09 Fee	2009-10 Fee	2010-11 Fee	2011-12 Fee	2012-13 Increase Requested	2012-13 Proposed Fee		Variance	
						With Increase	Without Increase		
<input type="text"/>						Projected 2012-13			
	Actual 2008-09	Actual 2009-10	Actual 2010-11	Projected 2011-12					
Beginning Fund Balance									
Revenues:									
Fee Revenues					0	0		0	
Other Revenues								0	
Total Revenues	0	0	0	0	0	0	0	0	
Expenditures									
Personnel								0	
Supplies & Materials								0	
Current Services								0	
Fixed Charges								0	
Capital Outlay								0	
Student Financial Aid								0	
Other*								0	
<i>* Overtime 12-13 Other Expenditure Explanation here</i>									
Total Expenditures	0	0	0	0	0	0	0	0	
Ending Fund Balance	0	0	0	0	0	0	0	0	

FTE

If new positions are being created, please document the specific positions and related responsibilities.

Justification for Proposed Fee Increase (include additional information on next tab if needed)

Please discuss the effect on the overall student experience if the fee increase request is denied

FEE REQUEST FORM

Enter Institution Name
**Student Activities Fee
2012-13**

Student FTE Applicable to Fee - 2012-13	2008-09 Fee	2009-10 Fee	2010-11 Fee	2011-12 Fee	2012-13 Increase Requested	2012-13 Proposed Fee			
						\$0.00	Projected 2012-13		
	Actual 2008-09	Actual 2009-10	Actual 2010-11	Projected 2011-12	With Increase	Without Increase	Variance		
Beginning Fund Balance									
Revenues:									
Fee Revenues					0	0	0		
Other Revenues								0	
Total Revenues	0	0	0	0	0	0	0	0	
Expenditures									
Personnel								0	
Supplies & Materials								0	
Current Services								0	
Fixed Charges								0	
Capital Outlay								0	
Student Financial Aid								0	
Other*								0	
<i>* Overtime 12-13 Other Expenditure Explanation here</i>									
Total Expenditures	0	0	0	0	0	0	0	0	
Ending Fund Balance	0	0	0	0	0	0	0	0	
FTE									

If new positions are being created, please document the specific positions and related responsibilities.

Justification for Proposed Fee Increase (include additional information on next tab if needed)

Please discuss the effect on the overall student experience if the fee increase request is denied

FEE REQUEST FORM

Enter Institution Name
**Educational & Technology Fee
2012-13**

Student FTE Applicable to Fee - 2012-13	2008-09 Fee	2009-10 Fee	2010-11 Fee	2011-12 Fee	2012-13 Increase Requested	2012-13 Proposed Fee			
						\$0.00	Projected 2012-13		
	Actual 2008-09	Actual 2009-10	Actual 2010-11	Projected 2011-12	With Increase	Without Increase	Variance		
Beginning Fund Balance									
Revenues:									
Fee Revenues					0	0	0		
Other Revenues								0	
Total Revenues	0	0	0	0	0	0	0	0	
Expenditures									
Personnel								0	
Supplies & Materials								0	
Current Services								0	
Fixed Charges								0	
Capital Outlay								0	
Student Financial Aid								0	
Other*								0	
<i>* Overtime 12-13 Other Expenditure Explanation here</i>									
Total Expenditures	0	0	0	0	0	0	0	0	
Ending Fund Balance	0	0	0	0	0	0	0	0	
FTE									

If new positions are being created, please document the specific positions and related responsibilities.

Justification for Proposed Fee Increase (include additional information on next tab if needed)

Please discuss the effect on the overall student experience if the fee increase request is denied

FEE REQUEST FORM

Enter Institution Name
Enter Specific Debt Service Fee
2012-13

<i>Student FTE Applicable to Fee - 2012-13</i>	2008-09 Fee	2009-10 Fee	2010-11 Fee	2011-12 Fee	2012-13 Increase Requested	2012-13 Proposed Fee		Variance
						With Increase	Without Increase	
	Actual 2008-09	Actual 2009-10	Actual 2010-11	Projected 2011-12	Projected 2012-13			
							\$0.00	
Beginning Fund Balance								
Revenues:								
Fee Revenues					0	0		0
Other Revenues								0
Total Revenues	0	0	0	0	0	0	0	0
Expenditures								
Personnel								0
Supplies & Materials								0
Current Services								0
Fixed Charges								0
Capital Outlay								0
Student Financial Aid								0
Other*								0
<i>* Overtime 12-13 Other Expenditure Explanation here</i>								
Total Expenditures	0	0	0	0	0	0	0	0
Ending Fund Balance	0	0	0	0	0	0	0	0

FTE

If new positions are being created, please document the specific positions and related responsibilities.

Justification for Proposed Fee Increase (include additional information on next tab if needed)

Please discuss the effect on the overall student experience if the fee increase request is denied

FEE REQUEST FORM

SAMPLE

**ABC University
Athletics Fee
2012-13**

Student FTE Applicable to Fee - 2012-13	2008-09 Fee	2009-10 Fee	2010-11 Fee	2011-12 Fee	2012-13	2012-13		
					Increase	Proposed	Requested	Fee
11,000.00	\$400.00	\$420.00	\$430.00	\$440.00	\$20.00	\$460.00		
					Projected 2012-13			
	Actual 2008-09	Actual 2009-10	Actual 2010-11	Projected 2011-12	With Increase	Without Increase	Variance	
Beginning Fund Balance	500,000	625,000	575,000	855,000	925,000	925,000		
Revenues:								
Fee Revenues	4,500,000	4,300,000	4,600,000	4,700,000	5,060,000	4,840,000	220,000	
Other Revenues	2,000,000	2,300,000	2,400,000	2,000,000	1,600,000	1,600,000	0	
Total Revenues	6,500,000	6,600,000	7,000,000	6,700,000	6,660,000	6,440,000	220,000	
Expenditures								
Personnel	2,700,000	3,000,000	3,500,000	3,600,000	3,600,000	3,600,000	0	
Supplies & Materials	275,000	300,000	320,000	330,000	340,000	330,000	10,000	
Current Services	1,800,000	1,950,000	1,900,000	1,700,000	1,800,000	1,700,000	100,000	
Fixed Charges							0	
Capital Outlay							0	
Student Financial Aid	1,600,000	1,400,000	1,000,000	1,000,000	1,100,000	1,000,000	100,000	
Other*							0	
<i>* Overtime 12-13 Other Expenditure Explanation here</i>								
Total Expenditures	6,375,000	6,650,000	6,720,000	6,630,000	6,840,000	6,630,000	210,000	
Ending Fund Balance	625,000	575,000	855,000	925,000	745,000	735,000	10,000	
FTE					45.00	45.00		

If new positions are being created, please document the specific positions and related responsibilities. N/A - No new positions will be created as a result of this fee increase.

Justification for Proposed Fee Increase (include additional information on next tab if needed)

The athletics operating budget includes scholarships; professional, administrative and clerical personnel; and supplies, materials and equipment. The \$20 fee increase will allow the University to maintain annual maintenance and overhead expenses of facilities (\$100,000), support general departmental expenses for various sports programs (\$10,000) and provide additional scholarships to student athletes (\$100,000).

Please discuss the effect on the overall student experience if the fee increase request is denied

To maximize the overall value of the facilities to our students, we need to keep these facilities maintained and in proper working order. In addition, we need to continue to provide resources to various sports programs so they can continue to provide quality programs for our students. The loss of the out of state waiver for student athletes has resulted in our department having to honor those commitments with other departmental receipts. If the fee increase is not approved, we will have to cut back on scholarship opportunities available in various sports and scale back operations across the board in order to meet short and long range commitments.

Additional Justification for Proposed Fee Increase

Enter Institution Name

**Enter Name of Fee
2012-13**

Explanation of Fee/Justification for Proposed Fee Increase

Effective Practices for Student Involvement in the Tuition and Fee Setting Process

A workgroup appointed by the UNC President and comprised of students and senior administrators from UNC GA and the UNC campuses was established to explore changes to the Board of Governors’ 4-Year Plan for setting tuition and fees. One of the recommendations submitted to the President suggested that a committee be established to offer the most effective practices for involving students in the tuition and fee setting process on the UNC campuses.

Student leaders have long criticized the differences in the approach that different campuses take in seeking student input into the tuition and fee setting processes. Student input is required by the Board of Governors’ Policy 1000.1.1, but the policy does not outline a specific method for seeking the required input.

The workgroup recommendation was as follows: *The role of students in setting tuition and fees should be more clearly defined. The President will appoint a General Administration employee to work with representatives from the Association of Student Government and several Vice Chancellors for Student Affairs to present a “best practice” model for consideration by the campuses.*

Committee Composition

Dr. Karrie Dixon, Chair, Assistant Vice President, -UNC General Administration
Mr. Atul Bhula, Co-Chair, President - Association of Student Government
Dr. Virginia Hardy, Vice Chancellor for Student Affairs – East Carolina University
Dr. Anthony Brown, Vice Chancellor for Student Affairs – Elizabeth City State University
Dr. Sam Miller, Vice Chancellor for Student Affairs – Western Carolina University
Ms. Megan Smith, Student Body President - UNC Charlotte
Mr. T. Matthew Victory, Student Body President – UNC Wilmington

UNC GA Staff:

Mr. Jim Ceresnak, Presidential Intern & Former NCSU Student Body President
Ms. Kelli Rogers, Presidential Intern & Former NCSU Student Senate President

After meeting both in-person and by video conference, the Student Involvement in the Tuition and Fee Setting Process Committee identified 5 core principles that guided our discussions. These core principles are based on the areas we feel are critical to providing more specificity and clarity to the level of involvement students should have on the UNC campuses during the tuition and fee process. The committee recommends the following “Effective Practices” for consideration by the President and the chancellors:

Core Principles

Collaboration
Inclusiveness
Transparency
Timeliness
Accountability

Committee Recommendations

1. Collaboration

Each Chancellor should establish at least 1 committee that includes student representatives. For larger campuses, the establishment of 2 committees may be more efficient (1 tuition committee and 1 fee committee)

The Chancellor and Student Body President should appoint students to serve on the committee(s).

The committee should be co-chaired by the Chief Academic Officer and/or Chief Student Affairs Officer or their designee along with the Student Body President and/or Student Senate President.

Campus Examples:

NCSU – Co-Chair model with Student Body President and Student Senate President

UNCW – 50% of committee members are students

2. Inclusiveness

Student representation on the committees should be diverse, comprised of students representing various populations on the campus. This would include In-State Students, Out-of-State Students, Undergraduate, Graduate, non-traditional, Disability Student Services, Distance Education Students, On-Campus, Off-Campus, etc.

Student forums should be strategically scheduled during the times of the day when most students can attend. Campuses should provide at least 2 options (one mid-day and one in the evening).

Campus Example:

ECSU – Successful Student Forums

3. Transparency

Establish multiple communication methods to inform students through various multi-media forms. (e.g. social medias, campus website, Facebook, videos, and message boards).

Campus Examples:

ECU – Inter-Pirate Network (IPN)

Many UNC campuses are utilizing Facebook, Twitter, and other networks.

4. Timeliness

Aligned with BOG policy 1000.1.1

UNC campuses should start appointing committees, scheduling forums, using social media outlets, etc. in an effort to involve students in the tuition and fee setting process beginning September 1st through December 1st of each academic year. Directions from UNC GA on submission of tuition and fees should also be provided consistent with these timelines.

5. Accountability

Each UNC campus should include the Student Involvement template provided by UNC General Administration with the campus tuition and fee request proposal.

Student Involvement in Tuition and Fee Setting Process

Campus Name: _____

Date: _____

Campus Administrator Name: _____

Campus Administrator Title: _____

Campus Administrator Signature: _____

Student Body President Name: _____

Student Body President Signature: _____

Collaboration

- _____ Tuition and Fee committee(s) established
- _____ Students were represented on the committee (s)
- _____ Student representatives were appointed by the Chancellor in consultation with the Student Body President
- _____ Committees were co-chaired by the Chief Academic Officer and/or Chief Student Affairs Officer or their designee along with the Student Body President and/or Student Senate President.

Inclusiveness

- _____ Students on the Tuition and Fee committees were representative of student constituencies: (For example, In-State, Out-of-State, Undergraduate, Graduate, Professional School, Distance Education, etc.)
- _____ Student involvement throughout the entire tuition and fee setting process
- _____ Student forums were conducted (at least 2, one mid-day and one in the evening)

Transparency

- _____ Utilization of social media to reach out to students
- _____ Utilization of university listserv(s) and website

Timeliness

- _____ Process initiated and completed consistent with the UNC Policy (September 1st through December 1st)

Accountability

- _____ Inclusion of Student Involvement template in the campus Tuition & Fee request packet submitted to UNC General Administration

Additional Information:

The University of North Carolina

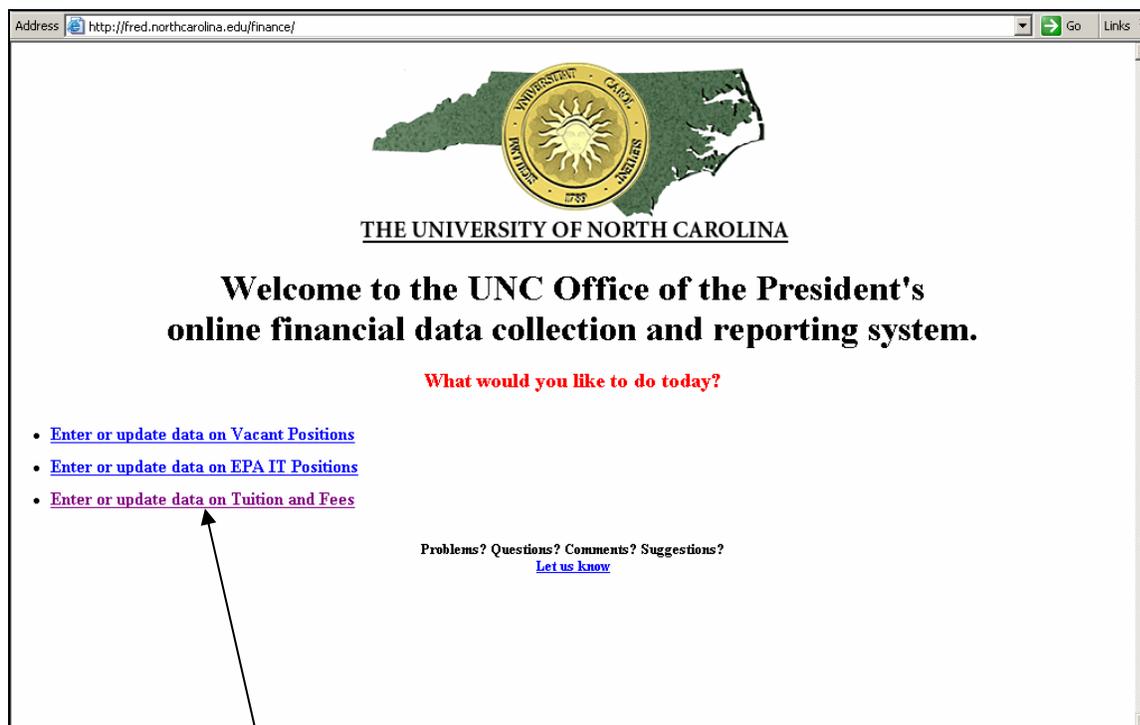


Tuition and Fees Data Collection & Reporting System

Instructions

October 2011

Entering or Updating Data in the Tuition and Fees System



1. Go to the below link to access the Tuition and Fees data entry system:
<http://fred.northcarolina.edu/finance/>
2. Click on **Enter or Update Data on Tuition and Fees**

3. The below screen will appear.

4. Enter the **Budget Code** and **Password**
 5. Select the **Current Authorized Year (Select 2011-12)**
 6. Select **Additional Slots** to add new entries (for new programs, fees, etc.)
 7. Select the type of tuition or fee requiring data entry.
 8. Enter the **name** and **email** address of the person reporting the data.
 9. Click on the **submit** button to update the data in the system.
- The **View Standard Reports** option provides historical tuition and fee information.
- The **reset** button clears all data entered on the screen.
- The campus passwords are the same as last year. If you cannot remember your password, please email Angelisa Riggsbee (alriggsbee@northcarolina.edu).*

Attachment 5

Content-Type: text/html



THE UNIVERSITY OF NORTH CAROLINA

Appalachian State University - Budget Code: 16080
Rates are current as of Fall 2011

			Source of Changes													
			Campus		BOG		General Assembly		Carnegie Change		Other Source 1		Other Source 2			
	Current Rate		Type	Amt	Type	Amt	Type	Amt	Type	Amt	Type	Amt	Type	Amt		
Basic Tuition																
Tuition																
Non-Resident Graduate	\$15,462.74		\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00		
Non-Resident Undergraduate	\$15,200.74		\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00		
Resident Graduate	\$3,650.74		\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00		
Resident Undergraduate	\$3,152.74		\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00	\$	0.00		

10. Next, enter the requested tuition and fee rate increases.

The BOG, General Assembly, Carnegie Change and Other Source entries will be entered by UNC-GA staff. These entries are contingent upon actions made by the Board of Governors and/or NC General Assembly.

11. Click on the **Submit** button when all of the data is entered into the system



THE UNIVERSITY OF NORTH CAROLINA

Appalachian State University - Budget Code: 16080
Rates are current as of Fall 2011

				Source of Changes						
Residency	Level	Current Authorized Rate		Campus	BOG	General Assembly	Carnegie Change	Other Source 1	Other Source 2	Fall 2012 Proposed Rate
Basic Tuition										
Tuition										
Non-Resident Graduate	Non-Resident	Graduate	\$15,462.74	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,532.74
Non-Resident Undergraduate	Non-Resident	Undergraduate	\$15,200.74	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$15,250.74
Resident Graduate	Resident	Graduate	\$3,650.74	\$70.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,720.74
Resident Undergraduate	Resident	Undergraduate	\$3,152.74	\$50.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$3,202.74

12. Once the data is submitted, a summary screen will appear.

Decks-Students											
Parking Permit - Regular	All	All	\$204.00	\$204.00	\$204.00	\$204.00	\$0.00	0.00%	\$0.00	0.00%	
UNC-OP SDA/Finance.GW001280CT10											
Comments and Explanations											
16080	08/01/2009	Per S.L. 2010-123, the campuses were granted authority to increase tuition by a supplemental amount up to \$750 for FY 2010-11 – the President approved the supplemental tuition increases as shown in the "Other Source 1" column.									
UNC-OP SDA/Finance.GW001280CT10											
Printable (Adobe PDF) version of Appalachian State University reports Excel version of Appalachian State University reports											

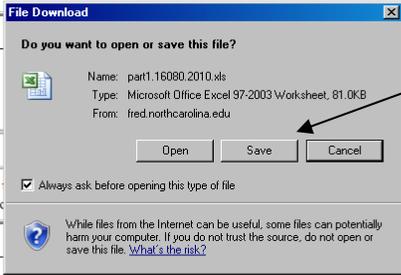
13. Select a summary Adobe PDF file, or Excel file to view and verify a summary report of data entered.

If the user desires to change information shown on the summary report, click on the back button located at the top of the screen. Repeat steps 10-11 to enter new data.

Students											
Parking Permit - Regular	All	All	\$204.00	\$204.00	\$204.00	\$204.00	\$0.00	0.00%	\$0.00	0.00%	
UNC-OP SDA/Finance.GW001280CT10											
16080	08/01/2009	Per S.L. 2010-123, the campuses were granted authority to increase tuition by a supplemental amount up to \$750 for FY 2010-11 – the President approved the supplemental tuition increases as shown in the "Other Source 1" column.									
UNC-OP SDA/Finance.GW001280CT10											
Printable (Adobe PDF) version of Appalachian State University reports Excel version of Appalachian State University reports											

14. If the excel format is selected, the following message will appear, "Do you want to open or save this file?"

Click **Open** or **Save** to view the tuition and fee data using the excel application.



	Residency	Level	Current Authorized Rate
Basic Tuition			
Tuition			
Non-Resident Graduate	Non-Resident	Graduate	\$15,462.74
Non-Resident Undergraduate	Non-Resident	Undergraduate	\$15,200.74
Resident Graduate	Resident	Graduate	\$3,650.74
Resident Undergraduate	Resident	Undergraduate	\$3,152.74
General Fees			
General Fees			
Athletics	All	All	\$639.00
Educational & Technology	All	All	\$383.00
Health Services	All	All	\$256.00
Student Activities - Graduate	All	Graduate	\$523.00

15. Once the file is open, format the excel spreadsheet to meet your reporting requirements.
16. Click on the back button to return to the **Online Financial Data Collection Menu Option**.

This step is required to enter data into additional tuition and fee categories.



THE UNIVERSITY OF NORTH CAROLINA

Welcome to the UNC Office of the President's
online financial data collection system.

Please enter the information below to access tuition and fee information for the appropriate year.

Budget Code: Password:

Current Authorized Year:

Additional slots (for new programs, fees, etc.):

Basic Tuition, General Fees, and Debt Service
 Specialized Tuition, BOG-Approved Special Fees, and Application Fees
 Housing, Meal Plans, and Miscellaneous Charges

Person Reporting: Email Address:

[View standard reports](#)

- Once at the **Online Financial Data Collection Menu Option**:
17. Re-enter the university password and select the next tuition and fee category requiring data entry.
 18. Repeat steps 10-12, to enter and review data for other tuition and fee categories (*i.e. Specialized Tuition, Miscellaneous Charges*).
 19. Repeat step 13, to obtain a summary institution report of all data entered into the system.
 20. Click on View Standard reports to view tuition and fee data on all UNC campuses for fiscal years 1999-2000 through 2011-12.



THE UNIVERSITY OF NORTH CAROLINA

UNC-OP Standard Reports for Tuition & Fees,
Vacant Positions, and EPA IT Positions

Tuition & Fees	PDF format	PDF format	PDF format	PDF format	PDF format	PDF format	PDF format	PDF format	PDF format	PDF format	PDF format	PDF format	PDF format	PDF format
	2011-2012	2010-2011	2009-2010	2008-2009	2007-2008	2006-2007	2005-2006	2004-2005	2003-2004	2002-2003	2001-2002	2000-2001	1999-2000	Excel format
Vacant Positions	PDF format	Excel format												
	Reports	Data	Summary	Data	Excel format	Excel format								
EPA IT Positions	PDF format	Excel format	Excel format	Summary	Data	Excel format								

Problems? Questions? Comments? Suggestions?
[Let us know](#)

21. Once the view standard reports option is selected. Choose the desired tuition and fees summary information by selecting the **PDF format**, or **Excel format** option.
- Select 2011-12 to review 2012-13 tuition and fee rates.*