

Campus Based Tuition & Fee Process

EXECUTIVE SUMMARY

The NC General Assembly, through [G.S. 116-143](#), has required institutions to charge tuition, fees, and an amount sufficient to pay other expenses. The UNC Board of Governors is authorized to review and approve tuition and fee changes (pending final approval by NC General Assembly). The current tuition and fee policy is governed by the BOG plan (attachment A)

These proposals recommend starting the campus process from 4-8 months earlier than prior years. Biennial recommendations are recommended to start 13 months before submission to the Board of Governors. Middle Term processes are recommended to start 11 months before submission to the Board of Governors. These would be the ideal start dates for both biennial and middle term.

However, we are beginning our biennial review for 2019-2021 proposals later than originally planned. This is why the start dates for the below three terms differ:

- 2019-21 Biennial Process: start date of April 11, 2018
- 2020-21 Middle Term Process: start date of February 1, 2019
- 2021-23 Biennial Process: start date of October 1, 2019

OFFICIAL TUITION & FEE COMMITTEE AND STUDENT INVOLVEMENT

The Official Tuition and Fee Committee is co-chaired by the VC Student Affairs (VCSA) and the President of Student Government Association (SGA). The Student Affairs Office organizes and shepherds the committee process, the student forums, and surveys.

The Committee's public website will provide the public information containing minutes and meeting documents, which will include the proposals recommended by Executive Council for consideration. The website is maintained by the VCSA's office and the Budget Office will provide assistance as needed for including proposal documents.

PROPOSED 2019-21 BIENNIAL PROCESS AT WCU

The tuition and fee process will be shepherded by the Budget Office and VCSA. The Budget Office will be responsible for the forms, calendar, and instructions related to tuition and fee proposals and miscellaneous service charges. The Budget Office will work with the VCSA to organize the student involvement side of the process and the Official Tuition & Fee Committee.

The responsibility to create and recommend proposals will rest with the responsible program administrators at the department/college/division levels. The Budget Office is available to provide assistance and data for units as they create proposals.

Non-Academic Department Heads and Academic Deans will submit proposals using the provided forms to their Division head by May 31. Division heads will forward proposals to the Budget Office by June 15. The Budget Office will compile an inventory of the proposals for Executive Council and Chancellor's Leadership Council review. *Executive Council will review proposals during the July/August months and will forward final endorsed proposals to be considered during the Fall Semester tuition/fee process.* The proposals should contain financial data, clearly identified needs/uses, comparisons to other institutions, and a plan for the technical implementation of the proposal. Proposals should be created with the understanding that they will be provided to the Official Tuition & Fee Committee and shared in public forums. The Budget Office will work with all parties during the process to revise and update proposals as necessary. Revisions after Executive Council approval which result in significant changes in the dollar amount or purpose of proposal will need to be re-considered by Executive Council.

The Executive Council recommendations, including recommended Campus Initiated Tuition Increase (CITI), if any, will be considered by the Official Tuition & Fee Committee during Fall 2016. Recommendations of the Committee go to the

Chancellor/Executive Council, who then make recommendations to the Board of Trustees. The Board of Trustees recommendations will then be submitted to the UNC Board of Governors.

See below calendar and then see Appendix B for forms.

For Tuition & Fees changes effective 2019-2021 Biennium	Timeline/Deadlines
Instructions and forms for change proposals available <i>Forms emailed to Executive Council members for distribution to their Division. Budget Office is available to provide assistance and data for units as they consider possible proposals</i>	April 11, 2018

Tuition and fee change proposals Submission Deadlines for 2019-21 Biennium	
Submission of academic and non-academic proposals from Colleges/Units due to respective Division Head	May 31, 2018
Submission of proposals from Division Heads to Budget Office <i>Intent is for Budget Office to collect the information and compile for Exec Council Review. Budget Office will be reviewing for completeness, clear justifications, and correct financials.</i>	June 17, 2018
The Budget Office will compile an inventory of the proposals for Executive Council and Chancellor’s Leadership Council review at the CLC retreat in mid-July. <i>Exec Council will continue to review proposals with complete data during July/August. Executive Council will forward final endorsed proposals to the next step in the campus-wide process – these approved proposals are those that will be considered by the Official Tuition and Fee Committee.</i>	July-August 2018

Official Campus Tuition & Fee Process for 2019-2021 Biennium	
Executive Council approved proposals are shared with Tuition/Fee Committee and in campus/student forums for discussion (dates tbd)	September-October 2018
Final Recommendations (as voted on by Committee) submitted to Chancellor and Executive Council	October 31, 2018
Chancellor’s recommendations discussed at Board of Trustee’s retreat	November 2018
Presented to WCU Board of Trustees at December meeting for approval	Early December 2018
Submission to Board of Governors	Early December 2018
Tuition and Fee proposals reviewed and discussed at BOG meeting	January-March 2019?
All UNC system Tuition and Fees proposals voted on at BOG meeting	March 2019?

PROPOSED 2020-21 MIDDLE TERM PROCESS

This middle term process would be implemented for the below reasons:

- 1) The Board of Governors allows changes to tuition and fees for 2020-21. However, this may not be known until August-September 2019, which is well beyond when WCU needs to start preparation.
- 2) The Board of Governors allows changes to debt service fees.
- 3) Changes are necessary for items requiring only Board of Trustees or Chancellor’s approval. These are:
 - a. Housing
 - b. Dining
 - c. Bookstore
 - d. Documents
 - e. Transportation
 - f. Parking
 - g. Miscellaneous service charges

Flexibility must be considered for middle term process because changes necessary for 2020-21 may not be known or finalized according to the below calendar. Division heads and Executive Council will use their discretion on when proposals will be considered, as long as Executive Council has recommended changes by end of August for consideration by the Official Tuition and Fee Committee beginning in September.

For Tuition & Fees changes effective for 2020-21 Middle Year	Timeline/Deadlines
Instructions and Forms released. Instructions will vary based on Board of Governors allowed changes, but forms should remain the same. <i>Forms emailed to Executive Council members for distribution to their Division. Budget Office is available to provide assistance and data for units as they consider possible proposals</i>	February 1, 2019

Tuition and fee change proposals Submission Deadlines for 2020-21 Middle Year	
Submission of academic and non-academic proposals from Colleges/Units due to respective Division Head. It is understood this may need to be flexible based on what needs are known at the time.	April 14, 2019
Submission of proposals from Division Heads to Budget Office. It is understood this may need to be flexible based on what needs are known at the time. <i>Intent is for Budget Office to collect the information and compile for Exec Council Review. Budget Office will be reviewing for completeness, clear justifications, and correct financials.</i>	June 16, 2019
Review of proposals by Executive Council. It is understood this may need to be flexible based on what needs are known at the time. <i>Exec Council will review proposals to determine what proposals will proceed to the next campus-wide process – these approved proposals are those that will be considered by the Official Tuition and Fee Committee.</i>	May-August 2019

Official Campus Tuition & Fee Process for 2020-21 Middle Year	
Executive Council approved proposals are shared with Tuition/Fee Committee and in campus/student forums for discussion (dates tbd)	September-October 2019
Final Recommendations (as voted on by Committee) submitted to Chancellor and Executive Council	October 31, 2019
Chancellor's recommendations discussed at Board of Trustees's retreat	November 2019
Presented to WCU Board of Trustees at December meeting for approval	Early December 2019
Submission to Board of Governors	Early December 2019
Tuition and Fee proposals reviewed and discussed at BOG meeting	January-March 2020?
All UNC system Tuition and Fees proposals voted on at BOG meeting	March 2020?

PROPOSED 2021-2023 BIENNIAL PROCESS AT WCU

PLEASE NOTE RECOMMENDATION IS START CAMPUS PROCESS EARLIER IN PREP FOR 2021-23. Again, this recommendation could be affected by future Board of Governors changes to the tuition/fee process.

See below calendar relating to this process. Non-Academic Department Heads and Academic Deans will submit proposals to the Division head once a year by February 1, 2020. Division heads will forward proposals to the Budget Office by April 1, 2020. The Budget Office will compile the proposals for Executive Council review in April-May. Executive Council will make recommendations for proposals to be considered during the Fall Semester tuition/fee process. The proposals should contain financial data, clearly identified needs/uses, comparisons to other institutions, and a plan for technical charging/implementation of the proposal. Proposals should be created with the understanding that they will be provided to the Official Tuition & Fee Committee and shared in public forums. The Budget Office will work with the Division leaders to revise and update proposals as necessary in the time period between Executive Council Approval and the Fall Semester

process. Revisions that are changes to the dollar amount or significant changes in purpose of charge will need to be re-considered by Executive Council.

The Executive Council recommendations including recommended Campus Initiated Tuition Increases (CITI), if any, will be considered by the Official Tuition & Fee Committee during Fall 2020. Recommendations of the Committee go to the Chancellor/Executive Council, who then make recommendations to the Board of Trustees. The Board of Trustees recommendations will then will be submitted to the UNC Board of Governors.

After the above process and the Fall Semester process, proposals approved by Executive Council proceed to Board of Trustees approval in December and then will be submitted to the UNC Board of Governors in December.

For Tuition & Fees changes effective 2021-23 Biennium	Timeline/Deadlines
Instructions and forms for change proposals available	October 1, 2019

Tuition and fee change proposals Submission Deadlines for 2021-23 Biennium	
Submission of proposals due from College / Division to Division Head	February 1, 2020
Submission of proposals from College/Division to Budget Office	April 1, 2020
Review of proposals by Executive Council	April-May 2020

Official Campus Tuition & Fee Process for 2021-23 Biennium	
Executive Council approved proposals are shared with Tuition/Fee Committee and in campus/student forums for discussion (dates tbd)	September-October 2020
Final Recommendations (as voted on by Committee) submitted to Chancellor and Executive Council	October 31, 2020
Chancellor's recommendations discussed at Board of Trustee's retreat	November 2020
Presented to WCU Board of Trustees at December meeting for approval	Early December 2020
Submission to Board of Governors	Early December 2020?
Tuition and Fee proposals reviewed and discussed at BOG meeting	January-March 2020?
All UNC system Tuition and Fees proposals voted on at BOG meeting	March 2021?

PROPOSED 2022-23 MIDDLE TERM PROCESS

This process will be based on the 2020-21 middle term process pending any Board of Governors instructions

APPENDICES

Appendix A: Board of Governors 4 Year Tuition Plan for 2015-19

Appendix A



2019-20 Tuition and
Fees Instructions_wi

Appendix B: Forms for campus tuition and fee proposals



Tuition Fee
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