

Board Policy on Tuition and Fee Process
Board of Trustees of Oregon Institute of Technology

1. Purpose

It is the policy of Oregon Institute of Technology that tuition, fees, fines and other charges are to be developed, approved, issued and communicated in a transparent and consistent manner, with the engagement of appropriate University stakeholders. The purpose of this policy is to outline and clarify the process for setting tuition, fees, fines and other charges at the University.

2. Background

2.1 Tuition and Mandatory Enrollment Fees. ORS 352.102(2) requires the Board of Trustees to establish a process for determining tuition and mandatory enrollment fees. Some of these fees (primarily the incidental and health service fees) will be different between Klamath Falls and Wilsonville due to the availability and extent of services provided at each campus.

2. Incidental Fees. ORS 352.102(3) requires the institutional president to submit the joint recommendation of the president and the Associated Students of Oregon Institute of Technology (ASOIT) prior to the Board taking action on incidental fees. ORS 352.105 requires the Board to collect mandatory incidental fees upon the request of ASOIT, except in certain circumstances. ORS 352.105(1) requires that ASOIT consult with the Board in the establishment of a process for requesting mandatory student incidental fees.
3. Health Service Fees. Set each year upon recommendation by the Health Service Advisory Committee to the presidents of both ASOIT and OIT. Assessed to enrolled students who are eligible for health services.
4. Building Fees. Historically this fee was set by the Legislature and funds were used to pay for bond debt service associated with projects for student facilities, such as student unions, etc. However, with the change in governance, this fee is now set by the institution to be used for various building projects. Set each year by the Board upon recommendation by the institutional president.
5. Other Mandatory Fees. Currently there are none, however, should students decide to pass a referendum for a recreation center fee or for other projects or purposes this could be a new category of mandatory fee assessed to all students in certain locations or based on other attributes. To be set based on a successful referendum and vote of the students and upon recommendation of the institutional president with approval by the Board.

3. Definitions

3.1. Associated Students of Oregon Institute of Technology (ASOIT) The recognized student government of the University.

3.2. Incidental Fee Committee The ASOIT committee responsible for recommending the amount and allocation of the Incidental Fee to ASOIT and the President and for developing Student Fee Guidelines which are subject to review and approval by the President and are to be provided at least annually to the Board's Finance and Facilities Committee.

3.3. Tuition Recommendation Committee This committee is responsible for recommending the tuition and mandatory fee rates to the institutional president. Comprised of six students representing both campuses appointed by the ASOIT president(s); and the chair of the Fiscal Operations Advisory Council (FOAC) with support from senior administrators.

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3.4. Fiscal Operations Advisory Council (FOAC) - The Fiscal Operations Advisory Council is a faculty/administrative council for the purpose of advising the President on budget and financial matters. The Council shall recommend fiscal management priorities to align with strategic goals of Oregon Tech. It shall review the institution's annual budget and advise the President on the development of new budget initiatives and allocations. The Council shall function as an integral group in strategic planning activities. Members of the Council include the Provost, the Vice President for Wilsonville, the Vice Presidents for Finance & Administration, and Student Affairs, a member of the Faculty Senate Executive Committee, a member of Academic Council, a representative of the Administrative Council, a representative of the Budget and Resource Planning Office, the ASOIT Presidents or designees, and four senior faculty members appointed jointly by the President and the Faculty Senate President. The chair is appointed by the president.

4. Roles and Responsibilities

4.1. The Board of Trustees retains authority and responsibility to annually establish Tuition and Mandatory Student Fees.

4.2. The Board delegates to the President, who may further delegate to the Vice President for Finance and Administration, authority and responsibility to annually establish other fines, fees, and charges, as provided in Section 6.0 of this policy.

5. Setting of Tuition and Mandatory Student Fees, and Incidental Fees

Tuition and Mandatory Enrollment Fees, and Incidental Fees, are established annually by the Board, generally at the Board's meeting in March prior to the applicable academic year in accordance with the requirements of ORS 352.102 and ORS 352.105.

5.1 Process for Setting of Tuition and Mandatory Enrollment Fees. The Tuition Recommendation Committee shall meet at least twice between January and February prior to providing the President written recommendations on proposed tuition and mandatory fee rates for the upcoming academic year. A minimum of one public forum shall be held at each campus location to discuss and obtain input on the proposed tuition and mandatory fees; and broad notification of the forum shall be made to the university community.

When advising the president, the Tuition Recommendation Committee shall include input received at the public forum and considerations regarding historical tuition and fee trends, com-

parative data for peer institutions, the University's budget and projected cost increases, and anticipated state appropriation levels. The President shall bring the recommendations to the Board for approval.

When setting tuition and fees, the Board may consider a number of factors, including the desire to (a) create affordable access to degree programs, (b) create a diverse student body, (c) maintain strong degree programs at every level, (d) develop and maintain the human and physical infrastructure necessary to support the university's educational outcome goals, and (e) maintain the fiscal integrity of the institution.

5.3 Process for Setting of Incidental Fees. An incidental fee is assessed each term to support institutional student programs that enhance the academic mission and function of the University. Funds generated by the incidental fee are used to fund college union operations, student clubs and programs, and athletics.

The Incidental Fee Committee is responsible for recommending the amount and allocation of the incidental fee to the ASOIT and the President, pursuant to the Student Fee Guidelines. ASOIT and the President are to work together to reach agreement on a joint recommendation regarding the incidental fee. Once approved, the President shall bring the joint recommendation to the Board for consideration.

5.4 Limits on Tuition and Mandatory Student Fees Increases. When setting Tuition and Mandatory Student Fees, the Board shall consider the following limits:

- 5.4.1 The Board may not increase the total of Tuition and Mandatory Student Fees by more than five percent annually unless the Board first receives approval from the Higher Education Coordinating Commission or the Legislative Assembly (ORS 352.102(4)(a)).
- 5.4.2 The Board will attempt to limit the annual increases in Tuition and Mandatory Student Fees for undergraduate students who are enrolled in a degree program and have established residency in Oregon to a percentage that is not greater than the percentage increase in the Higher Education Price Index, as compiled by the Commonfund Institute (ORS 352.102(4)(b)).

5.5 Fee Remissions. Tuition rates set by the Board shall also include an allowance for fee remissions to be used for access, affordability, athletic and merit purposes. The University shall strive to remit approximately 12% of gross tuition in order to maintain a predictable level of fee remissions each year.

6. Setting of Other Fees, Fines, and Charges

6.1. Process for Setting Other Fees, Fines, and Charges. The President is authorized to establish other fees, fines, and charges to cover specified costs of the University or for other purposes. Such other fees, fines, and charges are to be reconsidered annually.

Provided for reference only – Statutory guidance on tuition and mandatory fees:

352.102 Tuition and mandatory enrollment fees. (1) Except as set forth in this section, the governing board may authorize, establish, eliminate, collect, manage, use in any manner and expend all revenue derived from tuition and mandatory enrollment fees.

(2) The governing board shall establish a process for determining tuition and mandatory enrollment fees. The process must provide for participation of enrolled students and the recognized student government of the university.

(3) The governing board shall request that the president of the university transmit to the board the joint recommendation of the president and the recognized student government before the board authorizes, establishes or eliminates any incidental fees for programs under the supervision or control of the board and found by the board to be advantageous to the cultural or physical development of students.

(4) In determining tuition and mandatory enrollment fees for undergraduate students who are enrolled in a degree program and are qualified to pay resident tuition:

(a) The governing board may not increase the total of tuition and mandatory enrollment fees by more than five percent annually unless the board first receives approval from:

(A) The Higher Education Coordinating Commission; or

(B) The Legislative Assembly.

(b) The governing board shall attempt to limit annual increases in tuition and mandatory enrollment fees for undergraduate students who are enrolled in a degree program and have established residency in Oregon to a percentage that is not greater than the percentage increase in the Higher Education Price Index, as compiled by the Commonfund Institute.

(5) The governing board may not delegate authority to determine tuition and mandatory enrollment fees for undergraduate students who are enrolled in a degree program and are qualified to pay resident tuition. [2013 c.768 §10]

Note: Section 30, chapter 840, Oregon Laws 2015, provides:

Sec. 30. (1) Notwithstanding any law limiting tuition and mandatory enrollment fee increases at public universities listed in ORS 352.002, if a public university listed in ORS 352.002 increases either resident undergraduate tuition or mandatory enrollment fees by more than three percent for the 2016-2017 academic year, the public university must report the justification for the increase to the Higher Education Coordinating Commission and the Joint Committee on Ways and Means, or the Joint Interim Committee on Ways and Means.

(2) Subsection (1) of this section does not apply to public universities currently subject to existing financial agreements or plans with the Higher Education Coordinating Commission, or to four-year tuition guarantees or high cost, high demand degree programs that currently charge differential tuition.

(3) This section is repealed on December 31, 2018. [2015 c.840 §30]