Tuition, Fees and Fines Policy

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

I. Definitions

A. Associated Students of PSU (ASPSU): The recognized student government of the University.

B. Differential Tuition (Regular): An additional charge approved on certain programs based on market demand for the program, increased program costs, and/or added quality of the learning experience.

C. Mandatory Student Fees: University-wide fees charged to students as a condition of attending the University, currently including the Student Building Fee, Incidental Fee, Health Service Fee, and Academic and Student Recreation Center Fee.

D. Restricted Differential Tuition: The tuition rate applied to some highly specialized classes and programs available only to students enrolled in those programs. Restricted Differential Tuition is set independent of residency status and can be higher or lower than the corresponding graduate or undergraduate resident tuition rate.

E. Tuition Review Advisory Committee: An advisory committee chaired by the Vice President of Finance and Administration composed of members selected in accordance with ORS 352.102.

F. Student Fee Committee: The ASPSU committee responsible for recommending the amount and allocation of the Incidental Fee and Student Building Fee to ASPSU and the President and for developing Student Fee Guidelines.

G. Student Fee Guidelines: Guidelines developed by the Student Fee Committee regarding the process for establishing and allocating the incidental fee and the student building fee. The Student Fee Guidelines are subject to review and approval by the President and are to be provided at least annually to the Board’s Finance and Administration Committee.

H. Tuition: A University-wide mandatory charge against each resident and non-resident registered student for for-credit courses. Tuition is established to support the instructional and administrative costs of the University. Within the category of tuition, there is base tuition (subdivided into resident/non-resident and undergraduate/graduate categories), Differential Tuition, and Restricted Differential Tuition.
II. **Roles and Responsibilities**

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

B. 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 IV of this policy.

III. **Setting of Tuition and Mandatory Student Fees**

A. **Process for Setting Tuition and Fees.** Tuition and Mandatory Student Fees are established annually by the Board, generally at the Board’s meeting in the Spring prior to the applicable academic year. When setting Tuition and Mandatory Student Fees, the Board considers a number of factors, including state-appropriated funds, financial need of the University, market factors, the mix of students, and students’ wellbeing and financial constraints. The Board’s consideration of Tuition and Mandatory Student Fees will be based on the recommendation of the President. The President shall establish a process for student participation in the development of the recommendation, which is to include, at a minimum, the ability to receive input from the Tuition Review Advisory Committee and ASPSU, and which complies with the requirements of Oregon law, including HB 4141 (2018).

B. **Types of Tuition.** Tuition rates may vary depending on a variety of factors, including residency status, course level, and tuition differentials. The Board will establish tuition in the following categories, at a minimum:

1. **Resident Undergraduate Tuition:** The tuition rate charged to individuals who are residents of Oregon and taking undergraduate courses. Tuition rates are assessed on a per-credit basis.

2. **Non-Resident Undergraduate Tuition:** The tuition rate charged to individuals who are not residents of Oregon and taking undergraduate courses. Tuition rates are assessed on a per-credit basis.

3. **Resident Graduate Tuition:** The tuition rate charged to individuals who are residents of Oregon and taking graduate courses. Tuition rates are assessed on a per-credit basis.

4. **Non-Resident Graduate Tuition:** The tuition rate charged to individuals who are not residents of Oregon and taking graduate courses. Tuition rates are assessed on a per-credit basis.

5. **Differential Tuition:** An additional tuition amount approved for certain programs. Differential Tuition may be appropriate based on the following criteria: (1) market demand for the program, (2) increased program costs, and/or (3) added quality of the learning experience.

6. **Restricted Differential Tuition:** A tuition rate applied to some highly specialized classes and programs available only to students enrolled in those
programs. Restricted Differential Tuition is set independent of residency status and can be higher or lower than the corresponding graduate or undergraduate resident tuition rate.

C. Types of Mandatory Student Fees. A fee is a Mandatory Student Fee if it is required to be paid by every student, as a condition of enrollment. In rare and special circumstances, the President or designee has the authority to waive one or more Mandatory Student Fees. The following Mandatory Student Fees are currently assessed at the University:

1. **Student Building Fee:** A fee assessed each term to fund construction projects relevant to students. The Student Fee Committee is responsible for recommending the amount and allocation of the student building fee to ASPSU and the President, pursuant to the Student Fee Guidelines. Once approved by the President, a joint recommendation regarding the amount of the student building fee is submitted to the Board.

2. **Incidental Fee:** A fee assessed each term to support institutional student programs that are beyond the general academic mission and function of the University. Funds generated by the incidental fee are used to fund student union operations; educational, cultural, and student government activities; and athletic activities. The Student Fee Committee is responsible for recommending the amount and allocation of the incidental fee to ASPSU and the President, pursuant to the Student Fee Guidelines. The President and ASPSU are to work together in good faith to reach agreement regarding a joint recommendation regarding the incidental fee. If they are unable to do so, they should consider seeking the assistance of a meditator. Once approved by the President, a joint recommendation regarding the amount of the incidental fee is submitted to the Board.

3. **Health Service Fee:** A fee assessed each term to students taking a certain number of credit hours. The Health Service Fee supports the Center for Student Health and Counseling (SHAC) and other initiatives to promote health and safety on campus and provides students with access to the health, counseling, and dental services provided by SHAC.

4. **Academic and Student Recreation Center Fee:** A fee assessed each term to fund the construction, maintenance and operation costs, and to purchase and maintain equipment, for the Academic and Student Recreation Center Building.

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

1. The Board may not increase the total of Tuition and Mandatory Student Fees by more than five percent (5%) annually unless the Board first receives approval from the Higher Education Coordinating Commission or the Legislative Assembly.
2. The Board will attempt to limit annual increases in Tuition and Mandatory Student Fees to a percentage that is not greater than the percentage increase in the Higher Education Price Index, as compiled by the Commonfund Institute.

E. Fee Remissions. Tuition rates set by the Board do not preclude the President or designee from establishing and applying fee remissions towards the cost of tuition.

IV. Setting of Other Fines, Fees and Charges

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

B. Types of Other Fines, Fees and Charges. The University will promulgate a Fee Book containing the other fines, fees and charges assessed at the University, which may include, for instance:

1. Non-Credit Course Fees: Fees associated with non-credit course at the University.
2. Student Health Insurance Fee: A fee used to enroll students in the University’s Health Insurance Plan. This fee is required for students enrolled in a certain number of credit hours who do not provide satisfactory evidence of coverage under a comparable health insurance plan.
3. Application Fee: A one-time fee assessed for undergraduate and graduate student registration applications. The Application Fee may vary among programs, schools or colleges. An Application Fee must be received before an application will be evaluated and is not generally refundable. Undergraduate applicants may request a deferral of their Application Fee.
4. Matriculation Fee: A one-time fee charged to newly admitted, degree-seeking undergraduate and graduate students to cover costs associated with admissions, student orientation, transcripts, information technology and other services related to the enrollment of new students. The Matriculation Fee may vary among programs, schools or colleges.
5. Course and Laboratory Fees: Fees required for particular courses. Generally, course and laboratory fees should be charged when there is a tangible product retained by the student or where the course or laboratory is considerably more costly to provide compared to other courses. Course and laboratory fees are not intended to cover the cost of instructional employees, such as faculty or graduate assistants. Course fees may be charged for: admission/rental fees for off-campus facilities; rental or use fees for specialized equipment used exclusively for instruction; private instruction; expendable material such as specialized items, discounted bulk materials, and materials that conform to certain specifications; technology expenses beyond typical technology services; miscellaneous expenses (such as art class models, musical accompanists, etc.); special instruction support; students or temporary personnel for lab or equipment operations (not instruction); and refundable deposits for items entrusted in students’ care. Course fee balances
should not be carried forward from year-to-year except where accumulation is necessary to replace bulk supplies and or specialized equipment.

6. **Online Fee**: Fee assessed to students enrolled in online courses.

7. **Replacement of Lost Items Fees**: Fees assessed for the cost of replacing lost items, such as athletic equipment, keys, parking permits, etc.

8. **Library Fines and Fees**: Fees and fines assessed associated with the use of the library and its resources, applicable to both internal and external users, ranging from book replacement to photocopy services.

9. **Service Charges**: Miscellaneous charges assessed for services.

10. **Equipment Rental Charges**: Charges assessed for the rental of equipment at the University, such as technology equipment, outdoor activities equipment etc., for both internal and external customers. These funds are then used to purchase, maintain and improve equipment. Generally, a lower internal fee is charged to University departments and a higher, market-based fee is charged to external users.

11. **Room Rental Charges**: Charges assessed for the rental of space at the University, for both internal and external customers. These funds are then used to construct, operate, maintain and improve space at the University. Generally, a lower internal fee is charged to University departments and a higher, market-based fee is charged to external users.

12. **Tuition Deposits**: A deposit required from undergraduate domestic students at the time a student submits an Intent to Enroll form. The University may exempt certain students, or groups of students, from the Tuition Deposit requirement, based on financial need or other factors.

13. **Residence Hall Charges**: Charges assessed to individuals housed in University residence halls, generally charged per term and charged directly to a student’s account. Students who received financial aid will have their award applied toward student account balance.

14. **Parking Fees and Fines**: Fines and fees associated with the use of parking at the University, applicable to both internal and external users, including fees for registration and parking and fines for violation of campus regulations.

15. **ID Replacement Fees**: The fee charged for obtaining a duplicate University identification card.

16. **Collections, Interest and Billing Charges**: Charges assessed to individuals with outstanding University account balances, such as interest and/or late payment and collection fees on past-due debts. No person will be charged an interest and/or late payment or collection fee by the University or its agents without prior notice.

17. **International Faculty Led Program Charges**: Charges assessed for a credit-bearing academic course or course series where some or all of the course(s) is taught in another country. These charges vary depending on the program and are communicated to students by the Office of International Affairs.

18. **Conduct Related Fines**: Fines assessed to students as a consequence of non-compliance with student conduct requirements.

19. **Miscellaneous Other Fees and Fines**: Other fees and fines that cover specific costs of the University or that relate to particular activities or behaviors.
APPROVED BY BOARD OF TRUSTEES
December 11, 2014

AMENDED BY BOARD OF TRUSTEES
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