

PORTLAND STATE UNIVERSITY

POLICIES ON TUITION, MANDATORY ENROLLMENT
FEES AND OTHER CHARGES, FINES, AND FEES

TUITION AND FEE POLICIES

TUITION, FEES & 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. **Student Budget Advisory Committee:** An advisory committee composed of representatives of the student body, appointed by ASPSU, Academic Affairs, Enrollment Management and Student Affairs, and Finance and Administration.

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 March 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 Student Budget Advisory Committee and ASPSU.

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. 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 mediator. 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 following types of other fines, fees and charges are currently assessed at the University:

Non-Credit Course Fees: Fees associated with non-credit course at the University.

Student Health Insurance Fee: A fee is 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.

Post-baccalaureate, Non-graduate Student Classification

A holder of an accredited baccalaureate degree who has not been admitted to a graduate degree program and who submits an official application for admission to pursue a second baccalaureate degree or enroll in course work not to be used for credit toward a graduate degree is called a *post baccalaureate, non-graduate student* and is assessed tuition at undergraduate rates. Baccalaureate degree holders who are not admitted to post baccalaureate, non-graduate status will be assessed graduate tuition rates.

Baccalaureate degree holders who are admitted to post baccalaureate, non-graduate status are ineligible for graduate credits taken while in this status. However, in individual cases, the University may allow the reservation of credits toward the University's graduate programs. Graduate credits reserved in combination as an undergraduate and post baccalaureate, non-graduate may not exceed 15 credits.

Students who are admitted to an advanced degree program may convert to post baccalaureate, non-graduate student status only upon approval of the Provost or designee but only if the student has not been disqualified from the advanced degree program for academic or conduct reasons, or a request is approved by the dean of the Graduate School for voluntary relinquishment of graduate status.

Students who are admitted to a graduate certificate program are not eligible for the post baccalaureate, non-graduate student status. Graduate tuition rates are applicable whether or not students in the program seek graduate credit.

SCHOLARSHIP AND TUITION REMISSION POLICIES

The University's commitment to the State of Oregon's 40-40-20 goal, is achieved through an array of scholarship programs and policies. These programs and policies promote Portland State University's goals of working with our regional education partners and helping to remove barriers to higher education for an array of students.

Student Financial Aid Programs

The combined total aid for a student may not exceed the cost of attendance for that student. The University's student financial aid funds are comprised of programs similar to others offered across the county (often referred to as "fee waivers or "tuition discounts") enhanced by initiatives specific to the University or to the State of Oregon. Used as an enrollment management tool, programmatic student aid allows the University to target specific campus enrollment goals, including recruitment of needy or meritorious students, international students, athletes or other student populations. The following are summaries of the University's student financial aid programs:

Diversity Programs:

A. Portland State University Diversity Initiatives

Criteria: These initiatives are open to all students, resident or nonresident, undergraduate or graduate. The programs may consider different factors in making awards and may offer one or more tuition and fee remission programs as long as it maintains its commitment to diversity.

Awards: Campuses may make partial or full waivers based on need or to expand the number of students who receive at least some funding support. Awards are specific to Portland State University, and students may not take a scholarship with them if they move to another institution.

B. Portland Teacher Program

Criteria: This program is an effort between Portland Public Schools, Portland Community College and Portland State University and is for students who complete their Portland Community College education and enroll at Portland State University to complete the final stages of teach preparation.

Awards: Awards will consist of a remission of all Enrollment Fees (tuition, building, incidental, health service fees and rec center fees).

International Programs:

A. International Fee Remission Program

Criteria: This program is for undergraduate and graduate students with an international student status.

Awards: Awards may vary in amount but cannot exceed the total cost of undergraduate or graduate tuition and fees. The university has the option to pay all or a portion of the fees.

B. Cultural Service Program

Criteria: This program is for undergraduate or graduate students with international student status who are competitively selected on the basis of academically meritorious achievement; and fulfill the community service requirements of the program while receiving the award.

Awards: Awards may vary in amount but cannot exceed the total nonresident undergraduate or graduate amount for tuition and fees. Remission of the mandatory enrollment fees is at the option of the university.

International Exchanges:

A. IE3 Global Programs

Criteria: This program is for students attending Portland State University as part of an exchange program managed by IE3 Global and approved by Portland State University.

Awards: Awards may consist of remission of all or some of the enrollment fees, depending on the reciprocal agreement under which the student is enrolled.

Contract and Grant:

A. Contract and Grant: Academic Year:

Criteria: This provision is for students who participate in specific courses or programs during the academic year funded by grant or contract with an outside agency or firm.

Awards: Awards are generally for remission of tuition only, depending on the agreement with the granting agency.

B. Contract and Grant: Summer Session:

Criteria: This provision is for students who participate in specific courses or programs during the academic year funded by grant or contract with an outside agency or firm.

Awards: Awards are generally for remission of tuition only, depending on the agreement with the granting agency.

C. Oregon Supplemental Tuition Grant

Criteria: The Oregon Supplemental Tuition Grant is a need-based tuition grant program available to qualified Oregon resident students.

Awards: These supplemental tuition grants may vary but may not exceed the total tuition assessed for the regular academic year.

Other Reduced Tuition Policies

A. Voyager Fee Remission

The Voyager Tuition Assistance Program (Voyager) was implemented in the Fall of 2005 in response to a direct gubernatorial request and is intended for National Guard and Reservists who have been in an area of hostility since 9.11.

Criteria: The VOYAGER fee remissions are for Oregon residents who are members of the National Guard or Reserves and were deployed in an area of military combat since September 11, 2001. The fee remission is for full-time students pursuing their initial bachelor's degree. Students must submit a Free Application for Federal Student Assistance annually and continue to maintain satisfactory academic progress to maintain eligibility.

Awards: Award is the difference between the National Guard and Reserves tuition benefit of \$4500 and total enrollment fees. Students are responsible for securing the National Guard or Reserves tuition benefit. Duration of the VOYAGER award is four years except those five-year degree programs as documented in the Portland State University catalog. Students are not eligible for the award once they earn fifteen credits above the minimum number of credits required by the degree.

B. Veteran's Dependent Tuition Waiver

Criteria: The Veteran's Dependent tuition waiver is for qualified students accepted into a baccalaureate or master's degree program. A qualified student is a child, (includes adopted child or step child), spouse or an un-married surviving spouse of a service member or a child of a Purple Heart recipient.

- The Service member is the one who:
 - Died on active duty;
 - Has a 100% service-connected disability rating as certified by the United States Department of Veteran Affairs or by any branch of the Armed Forces of the United States; or
 - Died as a result of a military service-connected disability.
- The Purple Heart recipient is a person, alive or deceased, who:

- Was relieved or discharged from the service in the Armed Forces of the United States with either an honorable discharge or a general discharge under honorable conditions; and
- Was awarded the Purple Heart in 2001 or thereafter for wounds received in combat.

An eligible child must be 23 years of age or younger at the time the child applies for the waiver. A child who is older than 23 years of age is eligible for a waiver for a master's degree program if the child:

- Applied for and received a waiver for a baccalaureate degree when the child was 23 years of age or younger; and
- Applied for a master's program waiver within 12 months of receiving a baccalaureate degree.

The qualifying student must meet Oregon residency requirements.

Awards: The award may be granted for credit hours for courses that are offered at Portland State University. The award does not cover other mandatory enrollment and course specific fees. The maximum waiver granted under this remission program shall be:

- The total number of attempted credit hours equal to four years of full-time attendance for a baccalaureate degree; and
- The total number of attempted credit hours equal to two years of full-time attendance for a master's degree.

Notwithstanding sections 1 and 2 of this paragraph, a waiver may not exceed the total number of credit hours the qualified student needs to graduate with a baccalaureate or a master's degree. Transferred credit hours accepted for a degree program may or may not count toward the total credit hours needed for degree completion.

- The amount of tuition waived may be reduced by the amount of any federal aid scholarships or grants, awards from the Oregon Opportunity Grant program established under ORS 348.205, or any other aid from Portland State University, received by the student.
- The amount of tuition waived may not be reduced by the amount of any Survivors' and Dependents' Educational Assistance under 38 U.S.C. Chapter 35 paid to a qualified student.
- Awards to children of Purple Heart recipients apply only to students admitted as new but not continuing for Fall 2013 or thereafter.

C. HR 3230 (CHOICE ACT)

Starting Summer 2015, Portland State University (PSU) is participating in the federal Veterans Access, Choice & Accountability Act of 2014. The program grants resident tuition and fee rates to qualified students. Certain program limitations apply.

Criteria:

If you are the veteran:

- You must be using benefits under Chapter 30 or Chapter 33
- You must be living within the state of Oregon
- You must enroll at PSU within 3 years of your discharge from a period of active duty service of 90 days or more.

If you are a spouse or dependent:

- You must be using benefits under Chapter 33 Transfer of Entitlement or the Machine Gunnery Sergeant John David Fry Scholarship.
- You must be living within the state of Oregon
- You must enroll at PSU within 3 years of the veteran's discharge from a period of active duty service of 90 days or more OR within 3 years of the Service Member's death in the line of duty following a period of active duty service of 90 days or more.

Submit the following documents to the Veterans Certification Office, 104 Neuberger Hall, 724 SW Harrison St:

- All students must provide a copy of the veteran's DD-214
- Veterans must provide a copy of their Certificate of Eligibility showing that they are receiving benefits under Chapter 30 or Chapter 33.
- Spouses and Dependents must provide a copy of their Certificate of Eligibility showing that they are benefits under Chapter 33 Transfer of Entitlement or the Machine Gunnery Sergeant John David Fry Scholarship.
- All students must be continuously enrolled in all terms except Summer quarter to ensure that eligibility for the benefit is maintained.
- If the student stops out, then re-enrolls at PSU within the 3 year period after discharge date (as noted on the DD-214), the student may still be eligible for the benefit and should contact the Veterans Certification Office immediately.
- If the student stops out, then re-enrolls at PSU after more than 3 years has passed since the discharge date (as noted on the DD-214), the student will no longer be eligible for the benefit.
- If the student completes a degree program while using the benefit, they will be eligible to continue using the benefit for a subsequent degree program as long as they start the new program in the term directly following graduation.
- It is required that that term of initial enrollment at PSU is within the 3 year period after discharge date (as noted on the DD-214). Eligibility cannot be

carried over from another school after the 3 year period after discharge date has passed.

Awards: Qualified students will be charged tuition and fees at no greater than the resident rate.

D. House Bill 2158

HB 2158 was signed into law Summer 2013. This bill will reduce tuition costs for non-resident veterans who were admitted to Portland State University for the Fall 2013 or later.

Criteria:

- You must be admitted Fall 2013 or after.
- You must be an undergraduate student, enrolled in credit bearing courses at PSU.
- You must submit a copy of your DD-214 to the Veteran Certification Office in 104 Neuberger Hall
- You must be classified as a non-resident of Oregon for tuition purposes.
- You must have served in the Armed Forces of the United States.
- You must establish domicile in Oregon within 12 months of initial receipt of this benefit.
- You must be relieved or discharged for that service under honorable conditions as defined by ORS 408.225 and as shown on an original or certified copy of your DD-214.
- Veterans who receive vocational rehabilitation education benefits are not eligible.
- Self-Support programs, such as the Online Criminology & Criminal Justice Program are excluded from eligibility for this tuition and fee remission program.

Awards: Qualified students will have their non-resident tuition reduced after all other VA benefits and Gift Aid (grants and fee remissions) have been deducted. Loans received through financial aid do not fall into this category.

E. House Bill 4021

HB 4021 was signed into law spring 2014. This bill will reduce tuition costs for non-resident veterans who were admitted to Portland State University for the Fall 2014 or later.

Criteria:

- You must be admitted Fall 2014 or after.
- You must be a graduate student, enrolled in credit bearing courses at PSU.
- You must submit a copy of your DD-214 to the Veteran Certification Office in 104 Neuberger Hall

- You must be classified as a non-resident of Oregon for tuition purposes.
- You must have served in the Armed Forces of the United States.
- You must establish domicile in Oregon within 12 months of initial receipt of this benefit.
- You must be relieved or discharged for that service under honorable conditions as defined by ORS 408.225 and as shown on an original or certified copy of your DD-214.
- Veterans who receive vocational rehabilitation education benefits are not eligible.
- Self-Support programs, such as the Online Criminology & Criminal Justice Program are excluded from eligibility for this tuition and fee remission program.

Awards: Qualified students will have their non-resident tuition reduced after all other VA benefits and Gift Aid (grants and fee remissions) have been deducted. Loans received through financial aid do not fall into this category.

F. House Bill 2571

Portland State University (PSU) is participating in the State of Oregon Non-Resident Veteran Fee Remission program. The program provides a tuition and fee remission for qualified undergraduate students who are not residents of Oregon. Certain program limitations apply.

Criteria:

- You must be an admitted, undergraduate student, enrolled in credit bearing courses at PSU
- You must be classified as a non-resident of Oregon for tuition purposes.
- Submit the following documents to the Veterans Certification Office, 104 Neuberger Hall, 724 SW Harrison St:
 - Original or certified copy of your DD-214
 - Veterans receiving Chapter 33 benefits must provide their Certificate of Eligibility
- You must have served in the Armed Forces of the United States.
- You must be relieved or discharged for that service under honorable conditions as defined by ORS 408.225 and as shown on an original or certified copy of your DD-214.
- Veterans who receive vocational rehabilitation education benefits are **not** eligible.
- Self-Support programs, such as the Online Criminology & Criminal Justice Program are *excluded* from eligibility for this tuition and fee remission program.

Awards: Qualified students are charged tuition and fees no greater than the resident rate, plus 50 percent of the difference between the resident tuition and fee total and the non-resident tuition and fee total. Veterans who receive federal tuition benefits in excess of the tuition and fees charged under this policy shall pay tuition and fees equal to the federal tuition benefits received.

G. Foster Youth Tuition Waiver

The Foster Youth Tuition and fee Waiver originated with the passage of HB 3471 in the 2011 Regular Session of the Oregon Legislative Assembly and is intended to “increase access to higher education for current and former foster children by providing a Tuition and Fee Waiver” to minimize the amount of tuition absorbed by the student. It was further amended by HB 2095 in the 2013 Regular Session to align the definition of “former foster youth” with the federal standard.

Criteria: The Foster Youth Tuition and Fee Waiver is open to qualified current and former foster children enrolled as undergraduate students within Portland State University for the purposes of pursuing an initial undergraduate degree (as evidenced by admission into an undergraduate degree program). This program

waives tuition and fees for current and former foster youth who enroll prior to reaching 25 years of age until the student receives “the equivalent of four years of undergraduate education”.

To qualify for the program, the student must:

- Have spent at least 180 days in substitute care after age 14, was not dismissed from care prior to reaching 16 years of age and either left foster care (had ward ship terminated) or completed high school/GED within the previous 3 years; and
- Be admitted to an undergraduate degree program and enroll prior to reaching 25 years of age; and
- Submit a completed FAFSA (Free Application for Federal Student Aid) for each academic year he/she is eligible for the program; and
- For years after first academic year at an institution of higher education, have completed a minimum of 30 volunteer service hours in the previous academic year performing community service activities such as mentoring foster youth or assisting in the provision of peer support service activities, according to policies developed by the institution of higher education at which the current and former foster child is enrolled.

Awards: A qualified student for the Foster Youth Tuition and Fee Waiver is entitled to waiver of tuition and fees as noted below:

- Tuition for academic credit courses (at base or differential rates depending upon program to which student is admitted) but not for noncredit courses.
- Mandatory enrollment fees: building, incidental, health service, recreation center, or other mandatory fees that may be assessed from time to time.
- Fees required for instruction related services such as lab or course fee that are assessed upon registration for a particular course.
- The waiver excludes all other charges, fees and fines for non-instruction related services and materials such as residence hall room and board, dining services, parking fees and fines, library fines, etc. In addition, textbooks and other course materials not assessed as part of a course fee are also excluded. Fees considered as “pass through” fees, paid to an outside provider, are exempt from the Tuition and Fee Waiver.

Eligible students may receive the Foster Youth Tuition and Fee Waiver for up to 12 terms of full-time study or the equivalent. Attendance at less than full-time will be prorated accordingly.

If a student meets all other criteria for eligibility, but does not require the Foster Youth Tuition and Fee Waiver, the student shall remain eligible until the student receives the equivalent of 4 years of undergraduate education.

As noted previously, to be considered eligible for this program, the student must complete and submit a FAFSA for each academic year they are eligible for the program. Awards made under The Foster Youth Tuition and Fee Waiver shall be applied after the following:

- Any federal Pell or Supplemental Educational Opportunity Grants (SEOG)
- Oregon Opportunity Grant established under ORS 384.205
- Any other gift, grant or scholarship received from Portland State University which may be applied to the tuition and fees covered under this program.

For purposes of this program, non-tuition scholarships from sources outside of Portland State University, which pass through either OSAC or the institution, are not included in the calculation of the tuition and fee waiver award amount.

Definition of terms: For purposes of this waiver, the following terms are defined as follows: A “former foster child” is defined as an individual who, for a total of six or more months while between 14 and 21 years of age, was:

- A ward of the court pursuant to ORS 419B.100 (1)(b) to (e) and in the legal custody of the Oregon Department of Human Services (or one of the nine federally recognized Tribes in Oregon) for out-of-home placement and not dismissed from care before reaching 16 years of age; or
- An Indian child subject to the Indian Child Welfare Act (25 U.S.C. 1901 et seq.), under the jurisdiction of a tribal court for out-of-home placement and not dismissed from care before reaching 16 years of age.
- The “equivalent of 4 years of undergraduate education” and “equivalent of 4 academic years is defined as up to 12 terms of full time study or the equivalent. Attendance at less than full-time will be prorated, accordingly.

Tuition Equity

The 2013 Oregon Legislature passed the OUS-supported Tuition Equity Act. The Tuition Equity Act, as outlined in House Bill 2787 (2013), became law on April 2, 2013, and exempts the following students from paying nonresident tuition and fees for enrollment in Oregon’s public universities:

- Students who are not citizens or lawful permanent resident of the United States provided the student:
 - During each of the three years immediately prior to receiving a diploma or leaving school before receiving a high school diploma, attended an elementary or a secondary school in Oregon;
 - During each of the five years immediately prior to receiving a high school diploma or leaving school before receiving a high school diploma, attended an elementary or a secondary school in any state or territory of the United States, the District of Columbia or the Commonwealth of Puerto Rico;
 - No more than three years before initially enrolling in an Oregon public university, received a high school diploma in this state or received the equivalent of a high school diploma (such as a GED); and
 - Shows intention to become a citizen or a lawful permanent resident of the United States by submitting to the public university that student attends or plans to attend:

- An official copy of the student's application to register with a federal immigration program or federal deportation deferral program or a statement of intent that the student will seek to obtain citizenship as permitted under federal law; and
 - An affidavit stating that the student has applied for a federal individual taxpayer identification number or other official federal identification document.
- Students who are financially dependent upon a person who is not a citizen or a lawful permanent resident of the United States if the student:
 - During each of the three years immediately prior to receiving a high school diploma or leaving school before receiving a high school diploma, attended an elementary or a secondary school in this state and resided in this state with the person upon whom the student is dependent;
 - During each of the five years immediately prior to receiving a high school diploma or leaving school before receiving a high school diploma, attended an elementary or a secondary school in any state or territory of the United States, the District of Columbia or the Commonwealth of Puerto Rico and resided with the person upon whom the student is dependent;
 - No more than three years before initially enrolling in an Oregon public university, received a high school diploma from a secondary school in this state or received the equivalent of a high school diploma.
 - For a student who is not already a citizen or lawful permanent resident of the United States, shows intention to become a citizen or a lawful permanent resident of the United States by submitting to the public university the student attends or plans to attend:
 - An official copy of the student's application to register with a federal immigration program or federal deportation deferral program or a statement of intent that the student will seek to obtain citizenship as permitted under federal law; and
 - An affidavit stating that the student has applied for a federal individual taxpayer identification number or other official federal identification document.

A student will continue to qualify for exemption from nonresident tuition and fees (e.g., be able to pay in-state tuition rates) under subsection (1) or (2) above for five years after initial enrollment. A student who is a citizen or a lawful permanent resident of the United States and who has resided outside of Oregon for more than three years while serving in the Armed Forces of the United States, but who otherwise meets the requirements of subsection (1) or (2) above,

shall qualify for exemption from nonresident tuition and fees for enrollment in a public university listed in ORS 352.002 without having to reestablish residency in Oregon.

Western Undergraduate Exchange

Tuition for students admitted under the Western Undergraduate Exchange (WUE) program is assessed at 150% of the prevailing resident undergraduate tuition rate.

The WUE program allows first-time enrolling, nonresident undergraduate students from participating states to pay 150% of resident tuition when enrolled in selected programs at Oregon University System institutions. Students participating in this program must maintain enrollment in these designated programs to retain qualification. The time spent as a WUE student cannot apply toward residency status. Students previously or currently enrolled in System schools are not eligible for this program. Neither the institutions nor the Oregon University System are obligated to notify prospective, admitted, or enrolled students who are eligible for this program. Institutions that implement this program must report WUE enrollment as directed, and validate WUE students quarter to quarter. Consistent with the policy of nonresident students covering the full cost of instruction, institutions participating in the WUE should carefully consider whether high demand programs should be eligible for the reduced rates.

*Administrative Authority: OAR 580-010-0080 Payment of Nonresident Instruction Fee
OAR 580-010-0081 Waiver of Nonresident Instruction Fee*

Reduced Tuition Benefit for Academic and Classified Employees

The academic term rate for employees is 30% of resident undergraduate tuition assessed at the teaching institution, rounded to the nearest dollar. For campuses where an undergraduate differential tuition structure is in effect, the staff fee rate will be *charged at the "regular" (not differential) resident undergraduate tuition rate for both undergraduate and graduate student employees.*

Charges for Building, Health Service, Recreation, Student Union, and Incidental Fees do not apply; nor are employees entitled to health services or incidental fee services through this program. No Application Fee will be required for employees and no breakage or other deposit is required when registering for classes. Other fees such as lab or course fees are assessed at the full rate and no discount is provided.

Staff fees are not applicable to certain courses. For a complete reference list of excluded programs, please go to <http://www.pdx.edu/hr/sites/www.pdx.edu.hr/files/PSU%20Staff%20Fee%20Excluded%20Programs.pdf> Excluded programs are determined at the discretion of the institution's president and the notice of exclusion must be filed with the institution's Registrars' office prior to the first day of registration for a term.

1. On approval of the president or designee of the teaching institution and with the concurrence of the employee's immediate supervisor, the staff fee is available to employees appointed at half-time (.5 FTE) or more (not including temporary classified employees or other student employees).
2. To qualify for this fee, the staff member must meet the criteria no later than the first day of classes of the term of enrollment. The maximum number of credits to which the staff fee may be applied is 12 credits per quarter or per semester. See exception for retired employees and employees on leave, Section (d) of OAR580-022-0030. For more information please go to: <http://www.pdx.edu/hr/staff-fee-privileges>.
3. Employees enrolled for more than 12 credits in one term will pay for each additional credit at the campus designated per credit tuition rate applicable to resident undergraduate or graduate students, depending upon the employee's degree status.
4. For purposes of this rule, the term "employee" may include persons with full-time courtesy appointments who provide a benefit to the institution in the form of teaching, research, or counseling, under the direction of the institution and using the facilities of the institution.
5. Retired employees and employees on leave are eligible for staff fee privileges. Subject to the approval of the president or designee of the teaching institution, the maximum credit limitation may be waived for retired employees and for employees on leave. See exception under Senior Citizen Tuition.
6. Employees who use the staff fee for courses away from their home institution are subject to staff fee policies and procedures of the instructing institution. *There is no fee plateau at any campus for employees, family and dependents, or retired staff.*
7. Employees may be permitted to take *noncredit* courses at *one-third* of the fee assessed to other registrants. Teaching units are not required to extend staff fees for noncredit courses, self-sustaining workshops, or self-support credit courses.
8. Employees on furlough or lay-off status may be eligible for staff fees in accordance with provisions of a collective bargaining agreement.
9. No tuition shall be assessed to courses enrolled in by employees with a grading option of 'audit.' Attendance under such condition must be with the instructor's consent and on a space-available basis. Institutions are required to maintain a record of the courses audited. Courses approved for audit by the instructor confer no credit to the student, are not charged staff fee rates or regular tuition, and may be used in addition to staff fee privileges during a term. However, any applicable course, lab or material fees associated with auditing for-credit classes will be assessed by the institution and is the responsibility of the employee. This provision cannot be subdivided in conjunction with the Employee Family Member and Domestic Partner Transfer provisions.
10. The benefit may be used at any Oregon four-year public institution.

Reduced Tuition Benefit for Family Members and Domestic Partners of Employees

To improve the recruitment and retention of high quality faculty and staff within the Oregon Department of Higher Education, the staff fee policy is extended to qualified family members, eligible dependents, as well as domestic partners and their eligible dependents on a limited basis.

The academic term rate for family members is 30% of resident undergraduate tuition assessed at the teaching institution, rounded to the nearest dollar. For campuses where an undergraduate differential tuition structure is in effect, the staff fee rate will be *charged at the "regular" (not differential) resident undergraduate tuition rate for both undergraduate and graduate student employees.*

Qualified family members including spouse, domestic partners, and dependents receiving the transferred benefit are responsible for all mandatory enrollment fees such as Building, Health, Recreation, Student Union, Incidental, Matriculation, and Other fees (Laboratory/Course Fees, Late fees, and Registration fees), if applicable. Breakage and/or other mandatory application deposits are required of the participating family member to register for classes.

Staff fees are not applicable to certain courses. For a complete reference list of excluded programs, please go to <http://www.pdx.edu/hr/sites/www.pdx.edu.hr/files/PSU%20Staff%20Fee%20Excluded%20Programs.pdf>. Excluded programs are determined at the discretion of the institution's president and the notice of exclusion must be filed with the institution's Registrars' office prior to the first day of registration for a term.

1. The staff fee provisions may be transferred to a qualified family member or domestic partner of employees appointed at half-time (.5 FTE) or more (not including temporary classified employees, graduate assistants, or other student employees). Employee eligibility is verified through Human Resource System records. To qualify for this fee, the family member, domestic partner, or eligible dependent must meet the criteria no later than two weeks prior to the first day of classes of the term of enrollment.
2. For purposes of this policy, the eligible family members include spouse, domestic partner, dependent children, and dependent children of domestic partners in accordance with IRS Code 152 and Section One of the Public Employees Benefit Board. If requested to do so, the employee is expected to verify family member or domestic partner eligibility by providing documented proof such as a tax return from the prior year.
3. The maximum number of transferrable credits is 12 credits per quarter or per semester. Only one staff member, spouse, domestic partner, or dependent may use the staff fee

benefit per term or semester. The benefit may not be subdivided among family members during a term.

4. The qualified family member or domestic partner enrolled for more than 12 credits in one term must pay for *additional credits* at the per credit tuition rate applicable to resident undergraduate or graduate students, depending upon the family member's or domestic partner's degree status. All applicable credits will be charged at the relevant resident tuition rate.

5. The transfer of staff fee benefits is not available for retired employees.

6. Qualified family members or domestic partners of employees who use the staff fee for courses away from the employee's employing institution are subject to staff fee policies and procedures of the instructing institution. *There is no fee plateau at any campus for employees, retired staff, domestic partners, or eligible dependents.*

7. Qualified family members or domestic partners of employees may be permitted to take noncredit courses at approximately one-third of the fee assessed to other registrants. Teaching units are not required to extend staff fees for noncredit courses, self-sustaining workshops, or self-supported credit courses.

8. Eligibility of employees on furlough or lay-off status is subject to applicable collective bargaining agreements.

9. No tuition shall be assessed to courses enrolled in by employees with a grading option of 'audit.' Attendance under such condition must be with the instructor's consent and on a space-available basis. Institutions are required to maintain a record of the courses audited. Courses approved for audit by the instructor confer no credit to the student, are not charged staff fee rates or regular tuition, and may be used in addition to staff fee privileges during a term. Any applicable course, lab or material fees associated with auditing for-credit classes will be assessed by the institution and is the responsibility of the family member. This provision cannot be subdivided in conjunction with the Employee Family Member and Domestic Partner Transfer provisions.

10. The benefit may be utilized at any Oregon four-year public institution.

Graduate Assistants

Graduate students appointed by Portland State University and paid at established institutional salary rates as graduate teaching assistants, graduate research assistants, or graduate fellows are exempt from the payment of tuition up to the first 16 credits per term subject to institutional policy. Appointment as an assistant may not be for less than .15 FTE for the term of appointment.

The tuition will be assessed to the employing account or department within the institution, not to exceed the graduate resident, full-time student tuition per term. When an assistant is authorized to exceed 16 credits per term, the institution shall charge the assistant the resident overload tuition for the excess credits. The enrollment privilege does not apply to self-support courses.

If an assistant has been on an academic year appointment, serving in that appointment SPRING term, and the institution intends to reappoint the assistant in the following WINTER & SPRING TERMS, the assistant may exercise the study privilege during the interim summer term upon approval of the institution.

Graduate assistants are assessed and are individually responsible for payment of the Building, Health, Incidental, Recreation Center, Student Union, and other mandatory fees as approved for the institution and program in which they are enrolled at the credit hour level carried, and at rates applicable to graduate students. Overload Tuition is assessed at the resident graduate student Tuition rate for each overload hour.

Resident Oregon Senior Citizen Program

The Senior Citizen Program is designed for persons not seeking credit or working toward a degree. If credit is sought, charges for special materials or fees, if any, will be assessed according to applicable tuition schedules and records will be maintained. Self-support classes are excluded from this benefit and Incidental Fee services are not available. Oregon resident senior citizens, age 65 or older, may attend classes on a space-available basis.

Auditors

Students enrolled in a combination of credit and audit courses or audit only will be assessed for the total credits under the credit tuition and fee schedule appropriate to their classification and residency.

University/School Partnership Co-Pay Program

School districts having contracts with Portland State University to supervise educator professionals preparing for Oregon licensure may exercise these provisions.

Earning the Co-Pay

For each permissible activity provided under contract with a cooperating district (see 'a' and 'b' below), a district earns a co-pay privilege to register any licensed educational professional employed by the district at the Oregon University System co-pay fee rate. The rate should be one-third of the tuition charged for the course. Institutions with current contractual obligations may elect to defer compliance of the rate until expiration of the existing contract.

A "co-pay privilege" allows one individual to register for up to 8 quarter credit hours in the term it is used. The total reduced fee credits awarded for practica and student teaching may not exceed 11 in a year, per each university student provided services by the district.

a. Supervised full-time student teaching: Copay privileges of 5 credit hours may be awarded for supervision of the final full-time student teaching per quarter. Student teaching is the culminating, full-time supervised teaching experience provided for students completing a program approved by the Teacher Standards and Practices Commission, leading to Initial Licensure in one or more of four authorizations: Early Childhood, Elementary, Middle, and High School; and specialty endorsements.

b. Experiential preparatory practica or part-time student teaching: Co-pay privileges of 3 credit hours may be awarded for supervision of students in experiential preparatory practica or part-time student teaching per academic quarter. These are practica assigned to or required of the student prior to or concurrent with student teaching and block practica and/or other miscellaneous practica offered by colleges and divisions of education for students completing a program approved by the Teacher Standards and Practices Commission, leading to Initial Licensure in one or more of four authorizations: Early Childhood, Elementary, Middle, and High School; and specialty endorsements.

Redeeming Reduced Fee Credits

c. Earned co-pay privileges must be used by a licensed educator professional employed by the school district within five successive academic quarters (including summer session) following the quarter in which the supervision is provided, after which time the co-pay privilege is void.

d. The co-pay fee is applicable only up to 8 credit hours in any academic quarter for any one licensed educator professional, including summer session, even though the district may have earned two or more enrollment privileges, or if the licensed educator professional using the privilege enrolls for fewer than 8 credits.

Unused portions of an enrollment privilege may not be carried to another term or used by another teacher.

e. A co-pay privilege may be used during any academic term (including summer session) at the issuing institution within the Oregon University System, which has a teacher preparation program. Institutions may enter into "partnerships of trade" with any sister institution if they are willing to accept vouchers from other institutions.

f. Each institution may set limits on courses available for those redeeming vouchers/co-pays (for example, courses in summer session, distance education, continuing licensure, continuing/extended education). Each institution will indicate on the voucher the existence of restrictions.

- g. The co-pay privilege may also be redeemed by an administrator, counselor, or other licensed educator professional in a cooperating district.
- h. Institutions with current contractual obligations may elect to defer compliance of the rate until the expiration of the existing contract.

Other Provisions

- i. If a licensed educator professional using a co-pay privilege registers for 8 hours or fewer and desires the in-residence services provided by the Health Service and Incidental Fee, the licensed educator professional may elect those services by paying the appropriate fee for the number of hours enrolled. If the licensed educator professional using the co-pay privilege registers for more than 8 credit hours, the first 8 hours may be taken at the institution's co-pay rate. Hours in excess of 8 shall be at the appropriate credit hour rate (graduate or undergraduate, resident or nonresident) and the institution shall charge all Enrollment Fees applicable to the total number of hours for which the licensed educator professional is registering.
- j. Each institution may, at its discretion, extend to the eligible district licensed educator professional other privileges such as use of the institution library, access to campus parking, and admission to campus events at faculty and staff rates, provided that such extended privileges do not exceed the benefits made available to the faculty and staff of the institution.

Other Remission Programs

The university may create individual institution fee remission programs to address enrollment management and financial aid program needs.

Awards: Awards may vary in amount but cannot exceed the total cost of education.

Fee Policies Specific to Summer Session

Tuition rates may be assessed based on undergraduate and graduate course designation or student classification.

Course level designations are generally defined as follows:

- Course numbers assigned 499 and below are assigned undergraduate fee rates.
- Course numbers assigned 500 and higher are assigned graduate fee rates.

Tuition may be assessed on a per-credit hour basis or aligned to the preceding academic year structure. Mandatory enrollment fees are assessed in the summer. Staff, qualifying

family/dependents, and graduate assistant fee privileges may be authorized during the Summer Session at the option of the institution. If authorized, fees and study privileges shall conform to policies set forth in this Fee Book. Staff members or qualifying family/dependents who seek to use the staff fee privilege for courses away from their home institution are subject to corresponding fee policies of the instructing institution.

A student enrolled in a combination of credit and audit courses will be assessed for the total hours under the tuition and fee schedule appropriate to that individual's course or student level. If enrolled for audit courses only, the student will pay the same required fees as assessed for similar hours of for-credit classes.

The summer refund policy for course load reduction or withdrawal differs from the academic year policy; the policy can be found at <http://www.pdx.edu/registration/calendar#/?filter=adddropdeadlines>.

Refunds, Waivers, and Accounts Receivable Policies

Refund Policies

Refund policies for course load reduction or withdrawal are subject to university policy and procedure. Refund may be granted to students in accordance with the refund schedule at: <http://www.pdx.edu/registration/calendar#/?filter=adddropdeadlines>.

Military Duty Refund Policy

Any student with orders to report for active military duty may withdraw at any time during the term and receive a full refund. If sufficient course work has been accomplished and the instructor feels justified in granting credit for the course work completed, credit may be granted and no refund will be given.

Waiver of Certain Student Fees

Certain student fee charges may be waived when regulations of federal agencies or contract agreements preclude the assessment of those fees. Please contact Student Financial Services to determine which fee charges are eligible, if any, for this waiver.

Payment Policy

All students registered for courses incur a financial obligation. Portland State University policies require full payment of tuition, housing and other outstanding fees by the due date at the start of each term. The option of enrolling in the PSU Payment Plan is available. If payment in full is not received and the student does not voluntarily enroll in the payment plan, a late fee will be applied on the account and the account will be automatically enrolled in the payment plan. If the account

is enrolled in the payment plan but the outstanding installment is not paid by the due date, a late fee will apply the next day. For more information, please go to <http://www.pdx.edu/financial-services/psu-payment-plan>.

Terms and Conditions

All students are required to sign the [Terms and Conditions of Payment](#). Log onto Odin Account Manager (OAM) at <https://oam.pdx.edu> to accept the Terms and Conditions of Payment. http://www.pdx.edu/sites/www.pdx.edu.financial-services/files/BAO_rcap_web_policy.pdf Students are financially responsible for all classes for which they are registered on or after the first day of the quarter. Students who discover that they cannot attend must cancel their registration before the first day of the term to avoid financial obligation.