26.01.99.C0.01 Tuition and Fees

Revised: January 10, 2022
Next Scheduled Review: January 10, 2027
Revision History

Procedure Summary

Texas A&M University-Corpus Christi adopts the following procedure to provide guidance for the creation of any proposed new fees and any adjustments (increases or decreases) in current student tuition and fees for the ensuing academic years. Tuition and fees are tied to the State of Texas Education Code and should be reviewed by the Department of the Bursar and the Budget Office prior to any agreement or arrangement to ensure compliance with said code. The university seeks (1) to ensure that documented processes for the approval of tuition and fees, including waivers and exemptions, are followed and (2) to clarify that tuition and fees charged to students seeking academic credit will be collected centrally and not by any department other than the Department of the Bursar. This procedure does not address user fees outside of educational costs for students, such as testing fees, new student orientation fees, camp fees, etc., that a department charges in order to provide the service.

Definitions

Auxiliary Fee – A mandatory or discretionary fee that an institution charges a student to recover costs for a service or an activity that is self-supporting.

Course Fee – A mandatory fee required of all students enrolled in a given course or a discretionary fee required of students in a given course who wish to participate in a special activity. The fee is charged to recover the cost of materials or services.

Discretionary Fee – An optional fee that the governing board of an institution is permitted, but not required by statute, to charge all students. Examples of this type of fee are parking fees charged under Texas Education Code, 54.505 and incidental fees charged under Texas Education Code, 54.504.

(a) Voluntary Fee – A discretionary fee authorized under Texas Education Code, 54.503, 54.5061, and 54.513 that is charged only to those students who make use of the service or item for which the fee is established.

(b) Matriculation Fee – A discretionary fee authorized under Texas Education Code, 54.006(a), that an institution may charge a student withdrawing from

the institution before the first day of class.

Exemptions and Waivers – Programs authorized by state statute that allow a student to enroll in an institution of higher education and pay a reduced amount of tuition and/or fees.

Incidental Fee – A mandatory fee authorized by the governing board of an institution and collected under Texas Education Code, 55.16 or 130.084 and levied at the discretion of the governing board of an institution that is charged to all students; or a discretionary fee collected under Texas Education Code, 54.504 for particular services provided to students.

Mandatory Fee – A fee authorized by statute or the governing board of an institution that is charged to a student upon enrollment. Such a fee would be required to be paid by the census date or other date as mandated by the state for formula funding purposes. Examples of such fees are: laboratory fees, course fees, and incidental fees collected under Texas Education Code, 55.16C.

(a) Laboratory Fee – A mandatory fee that is charged under Texas Education Code, 54.501.

(b) Compulsory Fee – A mandatory fee that is charged under Texas Education Code, 54.503, 54.5061 and 54.513.

Tuition: Statutory, Designated/Differential, and Board-Authorized

(a) Statutory Tuition – A tuition charge authorized under Texas Education Code, 54.051 in an amount determined by the Texas legislature for resident or nonresident students.

(b) Designated/Differential Tuition – A tuition charge authorized under Texas Education Code, 54.0513 that institutions may impose on any graduate or undergraduate, resident or nonresident student, in an amount that the governing board of the institution considers necessary for the effective operation of the institution.

(c) Board-Authorized Tuition – A tuition charge that a general academic teaching institution or a medical and dental unit may impose on any graduate resident or nonresident student in an amount as specified in Texas Education Code, 54.008.

Procedure

1. ESTABLISHING NEW, INCREASED, OR DECREASED FEES

1.1. Request for new, increased, or decreased fees are typically reviewed by the

Board of Regents once every other year to go into effect the ensuing academic year. The process for submission and review will be determined by the Board of Regents. Study abroad and field trip fee approvals are exempt from this schedule and typically are prepared one (1) semester before the event is scheduled and prior to any students enrolling in the course.

1.2. The forms to guide the processes are published by the Budget office and will be utilized to gather the approvals required.

1.3. No proposed new, increased, or decreased fees will be accepted for submission, unless the forms originated through a department head or director within the university and have been routed through the respective vice president. Forms for new, increased, or decreased course, study abroad and field trip fees will route through the office of the Provost and Vice President for Academic Affairs as well and must be submitted with all appropriate signatures to the Department of the Bursar.

1.4. Should proposed new, increased, or decreased fees require compliance with any statutory requirement, such as securing student consent, or with any requirement imposed by the Board of Regents, the process described below will be followed:

1.4.1. The university department or director's respective vice president will submit the appropriate forms to the Budget office by the due date established. The forms will identify the requirements imposed by law or by the Board of Regents and will state the estimated date when such requirements will be met.

1.4.2. If a student government vote and/or referendum is required by statute or imposed by the Board of Regents' action, then the following will also occur:

(a) To ensure an efficient process flow, the President will review and approve the student referendum language and then forward it to the System Office of General Counsel for further action;

(b) The System Office of General Counsel will review, approve, and ensure the language is appropriate regarding applicable laws, regulations, and/or prevailing practices;

(c) The President will approve all dates upon advisement from the Vice President for Student Engagement and Success;

(d) The department responsible for the fee will arrange for

advertising any student referendum once a date is approved by the President;

(e) The department responsible for the fee will contact the Student Engagement and Success after the President's approval to coordinate and conduct the student votes or referendum process. Once the statutory requirement, such as a student vote, is completed, the result of actions taken will be fully documented as having been met and should be provided to the Department of the Bursar.

1.5. The President will approve all proposed new, increased, or decreased fee request submissions before final approval by the Chancellor and the Board of Regents.

1.6. The Department of the Bursar will compile a report of all new, increased, or decreased course, study abroad and field trip fees requested for Vice President for Finance and Administration and President's review and approval.

1.7. The Department of the Bursar will be responsible for including the proposed new, increased, or decreased fees in the schedule of tuition and fees for the university and for creating the method for charging the fee within the registration process. Departments will be responsible for requesting new account numbers from the Accounting Services office for all new fees and for providing the account numbers to the Department of the Bursar.

1.8. The Department of the Bursar will collect new, increased, or decreased fees and ensure that the funds are remitted to the correct revenue account(s) for use by the administrator/department overseeing activities associated with the fees.

2. ESTABLISHING INCREASED TUITION

2.1. Requests for designated/differential and board-authorized tuition are typically reviewed by the Board of Regents once every other year to go into effect the ensuing academic year. The process for submission and review will be determined by the Board of Regents. Statutory tuition increases are not part of these processes since they only occur with legislative approval by statute.

2.2. The forms to guide the processes are published by the Budget office and will be utilized to gather the required approvals.

2.3. No proposed tuition increase will be accepted for submission unless the

forms originated through a department head or director within the university and have been routed through the respective vice president.

2.4. Should the proposed tuition increase require compliance with any statutory requirement, such as a public hearing, or with any requirement imposed by the Board of Regents, the process described below will be followed:

2.4.1. The university department or director's respective vice president will submit the appropriate forms to the Budget office by the due date established. The forms will identify the requirements imposed by law or by the Board of Regents and will state the estimated date when such requirements will be met.

2.4.2. To ensure that an efficient process is provided for a public hearing or that other imposed requirements are met, all actions must be approved by the President.

2.4.3. The President will approve the date of any public hearing upon advisement from the Vice President for Student Engagement and Success. The President's office will assign responsibility for coordination and advertisement as needed.

2.4.4. The results of any statutory requirement will be fully documented as having been met and provided to the Department of the Bursar to be included with the proposed tuition increase request that ultimately receives the Chancellor's and Board of Regents' approval prior to the ensuing academic year.

2.4.5. The President will approve all proposed tuition increases before submission to the Chancellor or the Board of Regents for final approval.

2.5. The Department of the Bursar will be responsible for including the proposed tuition increase in the schedule of tuition and fees for the university and for creating the method for charging the increased tuition within the registration process.

2.6. The Department of the Bursar will collect the increased tuition and ensure that the funds are remitted to the correct revenue account(s) for use by the administrator/department overseeing activities associated with the fee.

3. REQUESTING EXEMPTIONS AND WAIVERS

3.1. Fees are collected to support specific ongoing functions and services. The level of fees is generally set to provide the amount of revenue needed to provide the service. For that reason, fees are generally not exempted or

waived.

3.2. Waivers and exemptions of tuition and fees only occur when allowed or required by Texas Education Code, Chapter 54. The Department of the Bursar maintains information on state law regarding waivers and exemptions and on the process for requesting exemptions and waivers.

3.3. Waivers and exemptions of tuition, fees, or other charges must be approved by the President after going through the appropriate channels, including the departments that will be directly affected by the waiver/exemption and the respective vice president.

Related Statutes, Policies, or Requirements

Texas Education Code, Chapter 54
Texas Education Code, Chapter 55
Texas Education Code, Chapter 130
System Policy *26.01, Tuition and Fees*
System Regulation *26.01.01, Chancellor's Delegation of Authority Related to Tuition and Fee Exemptions and Waivers*

This procedure supersedes:

- *26.01.01.C1.01, Tuition and Fees Procedure*
- *26.01.01.C0.01, Tuition and Fees*

Contact Office

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