

TUITION AND FEES POLICY

Policy Number:

Owner Department: Finance and Administration

Effective Date: September 1, 2013

Approved By: President's Council

I. POLICY STATEMENT/PURPOSE

The Tuition and Fees policy outlines the framework and parameters for establishing tuition rates and fees at Southwest College of Naturopathic Medicine & Health Sciences, Inc. (SCNM) following an annual review process.

The Tuition and Fees Committee (TFC) recommends rates for a minimum of one year following a policy that is reviewed annually and maintains the College priorities of accountability, transparency, growth and sustainability.

Tuition is charged to students enrolled in credit and non-credit programs offered on site, off-campus distance and online learning. Tuition and fees are determined by balancing the need to maintain rates as low as practicable and exceed student expectations for high quality program delivery, clinic experiences and support services.

II. POLICY STATUS

New

III. SCOPE/KEY STAKEHOLDERS

Tuition & Fee Committee (TFC), SCNM Executive Council (EC), Board of Trustees (BOT) and enrolled students

Tuition & Fee Committee: VP Finance & Administration (Chair), Executive VP, VP Student Affairs, Chief Information Officer, Chief Academic Officer, Faculty, Director of Finance, Registrar, Financial Aid Administrator, Administrative Services Coordinator, Dean of Students and an Officer of the Student Government Association.

IV. POLICY ITEMS

A. Guidelines for Recommending Tuition Rates

Tuition and fee assessments shall reflect the shared responsibility, benefits, and needs of students and the College, taking the following factors into consideration,

1. Current and projected student enrollment data;
2. Relationship of projected tuition revenue to institutional and/or program costs per annual average full time student equivalent (FTSE);
3. Historical and projected tuition and fee rates charged by peer institutions and programs;

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4. Availability of student Federal financial aid and the award year borrowing limit in excess of annual tuition & fees;
5. Changes in various price and income indices (e.g., Consumer Price Index, Higher Education Price Index; inflation);
6. Analysis of student indebtedness levels in comparison with market salary potential for a given degree program and the availability of Federal debt forgiveness programs;
7. Applicable student data addressing needs identified in surveys and other evaluative instruments;
8. Anticipated College initiatives to meet long-term strategic plans, including program enhancements; future growth; facility maintenance and expansion; and academic, clinic and student service levels in relation to FTSE.

B. Timing of Review, Approval and Communication of Tuition Rates

1. Proposed changes in tuition rates are recommended by the TFC to Executive Council for consideration. The President recommends tuition rate adjustments to the Board Finance & Audit Committee (FAC) who in turn makes a formal recommendation to the full Board of Trustees (BOT) for action no later than the 3rd quarter BOT meeting.
2. Formal communication of approved tuition rates shall be disseminated in a timely manner following the 3rd quarter BOT meeting to allow time for:
 - a. Students to plan for budget adjustments and financial aid decision making,
 - b. College annual budget development process,
 - c. College catalog annual review and publication.
3. Tuition rate proposals shall include prospective adjustments for a minimum period of one year.
4. Formal communication to students shall include summary data of:
 - a. Factors taken into consideration (as outlined in IV.A above),
 - b. Tuition adjustments for previous 4-year period, and
 - c. Projected campus master plans and program enhancements.

C. Guidelines for Establishing Fees

1. The College TFC is responsible for recommending fees to EC each year. Fees are charged for limited, dedicated purposes and shall not be used to defray the costs of general academic and administrative operations, including academic programs and faculty and administrative salaries and benefits. All fees and charges are subject to change without prior notice. Each year, the College re-examines the need to establish fees such as,
 - a. **Application, Admission and Matriculation Fees:** charged to prospective students to cover the administrative and supply costs of processing applications, transcripts, and other documents for non-matriculated students.
 - b. **Course Specific Fees:** assessed to cover specific costs associated with an academic course offering such as guest lecturer or off-campus activity. Charges are not assessed to the entire student body and therefore do not fall into the category of general tuition.

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- c. **Student Material and Equipment Purchases:** assessed to cover the cost of disposable supplies, materials or equipment that are not assessed to the entire student body and therefore do not fall into the category of tuition.
- d. **Retirement of Debt Fee:** assessed to provide revenues required to service bonded and other indebtedness. Indebtedness fees may not include components for operations and maintenance but shall reflect the cost of servicing the debt at the coverage levels required. Indebtedness fees expire when the related debt is retired.
- e. **Special Project Fee:** charged to cover the, assessed for a specific period of time to cover the cost of a major initiative or and expires once the total cost of the project is complete. Examples include parking lot resurfacing, HVAC purchases, or major classroom remodeling.
- f. **Technology Fee:** provides funding to enhance the technology infrastructure for students in teaching, learning, and research. Examples include lecture capture systems, unified library catalog search, and interactive classroom technology.
- g. **Miscellaneous Fees:** miscellaneous service charges for such items but not limited to student government quarterly fee, transcripts, commencement, special examinations, late registrations, and replacement of I.D. cards. A schedule of such charges shall be included with the recommended fee schedule by mid-July of each year.

D. Process for Establishing Fees

- 1. The TFC initiates an annual review of the fee schedule from a zero-based budgeting perspective that includes
 - a. Analysis by Department Chairs and other College personnel,
 - b. Reassessment of existing operating methods to ensure operations are performed in a cost-effective manner,
 - c. Examination of alternative resources to determine whether other funding is available in lieu of establishing or continuing a fee.
- 2. The Fee Schedule is recommended to EC no later than the end of July in order to meet the publication deadline of the student course catalog.

V. RESPONSIBILITY FOR IMPLEMENTATION

Tuition and Fees Committee

VI. RELATED DOCUMENTS

College Catalog

VII. NEXT REVIEW DATE

Annual

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VIII. VERSION CONTROL AND CHANGE HISTORY

Version Control	Approved By/Date	Date Effective	Amendment
1	President's Council/August 28, 2013		
2			

IX. POLICY AUTHOR/CONTACT

Tuition and Fees Committee