



## Administration and Finance

Policy No: 1501

**Policy Name:**

Establishing and Changing Student Tuition and Fees

Effective Date:  
June 1, 2000

**Policy:**

1. All tuition and fee charges are subject to the final review and approval of the President.
2. Tuition and fees are established in accordance with timelines and policies established by the Board of Regents. They are considered final only after the annual budget has been reviewed by the Governor and the General Assembly, and the rates have been built into the annual working budget.
3. Once established, the rates may not be changed except under emergency conditions and with the requisite approvals.
4. Tuition and fees will be established with careful consideration, not only of budgetary needs, but also of their potential impact on student accessibility and on the competitive position of each school in relation to its peer institutions.
5. The Office of Budget and Financial Analysis (OBFA) will coordinate the preparation of tuition and fee requests.

Revision Date:  
N/A

Approved by:  
John E. Geiman  
Associate Vice President for  
Administration and Finance

Approval Date:  
June 1, 2000

**Definitions and Terms:**

N/A

Refer Questions to:  
Director, Financial Services  
410-706-7776

**Purpose:**

To describe the process for obtaining authorization to make changes in student tuition and fees and to establish the process for requesting new student fees.

**Scope:**

Student tuition and fees represent the second largest revenue source in the State-supported budget. Because of the diversity among the schools at UMB, tuition is independently set at each school and some fees are unique to each school. Tuition and fee levels are set to help each school meet the needs of its budget, but with careful consideration of how the cost to students compares to similar schools throughout the country.

Student tuition and certain fees are subject to review and approval by the Board of Regents, while the President of UMB has been delegated authority to establish and change other fees.

Some fees are considered mandatory; all students must pay them regardless of the school they attend, and all students pay the same amount. These are comparable to similar fees that exist throughout the University System of Maryland. Some fees are considered non-mandatory; they are not required campus-wide but may be required at the school level.

USM Board of Regent's  
Policy Reference:  
N/A

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All tuition and fee rates are established prior to the beginning of the fiscal year in which they apply. Once established, they are not changed except under emergency conditions. Tuition and those fees that generally appear throughout the University System of Maryland are approved by the Board of Regents during the annual budget process. Usually this occurs in August of the preceding fiscal year. Fees for certain auxiliary operations are approved by the Board of Regents, usually in May of the preceding fiscal year. Fees approved only by the President are established during the annual working budget process and are usually approved in May of the preceding fiscal year.

Tuition and fees are governed by the following Board of Regents policies:

V-14.00, January 22, 1982	The Role of the Board of Regents
V-14.01, July 19, 1982	Delegation of Authority
VIII-2.10, August 17, 1989	Auxiliary Enterprise Fees
VIII-2.01, June 11, 1993	Cost of Education

**Restrictions and Exclusions:**

N/A

**Responsibilities:**

I. ESTABLISHING TUITION RATES

1. During the annual budget process, the OBFA will advise the President of the status of the upcoming budget and indicate the amount of tuition revenue required to meet University needs.
2. The Deans and President will evaluate the budget needs and develop tuition levels on a school-by-school basis. The OBFA will incorporate these rates and the revenue they generate in the budget request to the Board of Regents. This activity usually takes place in July of the year prior to the fiscal year in which the rate is to be in effect.
3. After approval by the Board of Regents and review by the Governor and General Assembly, the rates are finalized in the working budget.

II. CHANGING EXISTING FEES

1. At least thirty days before a decision is required, the OBFA will distribute a list of fees that are up for review.
2. School and campus unit recommendations for changes will be compiled by the OBFA and forwarded to the President for review and approval.
3. When recommendations for fee changes are finalized, the OBFA will forward them for any necessary external approvals and coordinate the incorporation of the fees into the operating budget.

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III. ESTABLISHING NEW FEES

1. At least thirty days before a decision is required, the OBFA will notify all schools and campus units of the need to prepare recommendations for any new fees.
2. Recommendations for new fees must include the following information:
  - a. Name of the fee.
  - b. Who will be paying the fee.
  - c. Amount of the fee.
  - d. Frequency of the fee: annual or by semester.
  - e. Effective date of the fee.
  - f. What will be done with the revenue.
  - g. Any additional information that would assist the President with his decision.
3. When recommendations for new fees are finalized, the OBFA will forward them for necessary external approvals and coordinate the incorporation of the fees into the operating budget.

IV. ROSTER OF TUITION AND FEES

The OBFA will maintain a complete roster of UMB tuition and fees and will distribute a revised roster as changes are approved. It will also routinely advise the schools and campus units on the status of tuition and fee requests that have been forwarded for external review and approval.

1. The following fees require approval by the Board of Regents, usually during May of the preceding fiscal year.
  - a. Parking (yearly)
  - b. University Housing (academic year)
2. The following fees require approval by the Board of Regents, usually during its annual budget review in August of the preceding fiscal year.

FEE	ORGANIZATIONAL RESPONSIBILITY
a. Academic Service Fee	VP for Academic Affairs
b. Academic Support (Law)	Dean, Law School
c. Clinical Clerkship (Pharmacy)	Dean, Pharmacy School
d. Counseling Center Fee	VP for Academic Affairs
e. Educational Assessment Fee	Dean, School of Nursing
f. Health Coverage	VP for Academic Affairs
g. Information Technology Fee	VP for Academic Affairs
h. Instructional Resources	VP for Administration and Finance
i. Laboratory Fee	Deans, Schools of Nursing/Soc Wk
j. Student Activities	Deans (including Grad School)
k. Student Government Associations	VP for Academic Affairs
l. Supporting Facility Fee	Assoc VP for Operations/Planning
m. Tuition	President and Deans
n. Transportation Fee	VP for Academic Affairs

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- 3. The following fees require only the approval of the President, usually during May of the preceding fiscal year.

FEE	ORGANIZATIONAL RESPONSIBILITY
a. Application for University Housing	Assoc VP for Operations/Planning
b. Application/Matriculation	Deans (including Graduate School)
c. Athletic Facility (faculty, staff, alumni)	VP for Academic Affairs
d. Credit by Examination	VP for Academic Affairs
e. Counseling Center, Part-time Students	VP for Academic Affairs
f. Dental Instruments Purchase	Dean, Dental School
g. Dental School Application Fee	Dean, Dental School
h. Diploma Reissue	VP for Academic Affairs
i. Disability Insurance	Dir of Environmental Health & Safety
j. Donaldson Brown Center	Assoc VP for Operations/Planning
k. Graduation and Diploma	VP for Academic Affairs
l. Health Fee, Part-time Students, Summer	VP for Academic Affairs
m. Hepatitis Vaccine Series	VP for Academic Affairs
n. Hospitalization Insurance	Dir of Environmental Health & Safety
o. Instrument/Cassette Charge	Dean, Dental School
p. Laundry Service Charge	Dean, Dental School
q. Law Library (summer session)	Dean, Law School
r. Parking (other than yearly)	Assoc VP for Operations/Planning
s. Photo Identification/Access Badges	Director, Public Safety
t. Pharmacy School Application Fee	Dean, Pharmacy School
u. Registration (late)	VP for Academic Affairs
v. Student Liability Insurance	Dir of Environmental Health & Safety
w. Supporting Facility Fee, Summer	Assoc VP for Operations/Planning
x. University Housing (other than academic year)	Assoc VP for Operations/Planning
y. Trial Practice Course (summer session)	Dean, Law School
z. TB Screening	VP for Academic Affairs
aa. Tuition (summer session)	Deans, Dental and Medical Schools
bb. Vendor Room, Student Union	Assoc VP for Operations/Planning

**Related / Impacted Policies:**

N/A