

William Paterson University Policy

University Policy

SUBJECT:	University Policy	TITLE:	Student Tuition and Fees Assessment		
CATEGORY: Check One	Board of Trustees <input type="checkbox"/>	University X	Functional <input type="checkbox"/>	School/Unit <input type="checkbox"/>	
Responsible Executive:	President and Cabinet Members		Responsible Office:	Vice President for Administration & Finance	
CODING:	01-10-30-	ADOPTED:		AMENDED:	
			LAST REVIEWED: 06/29/2016		

I. PURPOSE

This policy establishes framework for the annual assessment of tuition, mandated fees and other fees to be charged to students and the annual monitoring of fees.

II. ACCOUNTABILITY

The Board of Trustees and senior management are responsible for ensuring compliance with this policy.

III. BACKGROUND

Legislation passed in 1986 (N.J.S.A. 18A:3B-6) allows the governing boards of New Jersey State universities and colleges to set their own rates of tuition and fees, but only after conducting a public hearing. The Board of Trustees of William Paterson University annually determines tuition and fee rates. The establishment and ongoing changes of fees are tied to specific events or circumstances, whereas changes to tuition rates are based on variables that are broader in nature, such as overall salary increases (largely contractual), normal inflationary increases to operational and fixed costs and/or strategic decision making.

IV. POLICY

Assessment of Tuition and Fees

On an annual basis, the Board of Trustees shall approve all tuition and fees to be charged to students. There will be a public tuition hearing prior to the Board's approval. This meeting will be open to the entire campus community for the purpose of the Board of Trustees receiving input regarding the University's revenues and expenditures, budget and the cost of attendance. Authorized changes in the tuition, fees, residence hall and board rates will be documented in a Board resolution approved at a Board of Trustees meeting.

For accounting purposes, each fee will be credited to its own dedicated fund as students are billed. Tuition will be distributed for overall University operations. Expenses charged against each must be fully documented and such documentation must clearly reflect how the expense relates to the purpose of the fee.

Each time a new fee is established, documentation must include the purpose of the fee and criteria used to determine the rate. The intended uses of the funds must be defined and revenue from the fee must be projected.

Each time tuition or an existing fee is adjusted, the rationale for the adjustment must be documented along with projected revenue and any changes to intended use. Tuition and fee adjustments may be proposed through the normal budget cycle but cannot be implemented without Board of Trustees approval.

Monitoring of Tuition and Fees

Annually, tuition and fees revenues and expenditures must be monitored. Fiscal year-end balances should be considered relative to the original/adjusted purpose along with projected revenue, and transactions should be reviewed for appropriateness.

By Direction of the President and Cabinet:

Date June 29, 2016

Vice President for Administration and Finance