

<b>Policy Number</b>	302.000
<b>Policy Title</b>	TUITION AND FEES POLICY
<b>Responsible Officers</b>	Chief Financial Officer
<b>Responsible Offices</b>	Chief Financial Officer
<b>Summary</b>	The following policy outlines procedures for establishing University tuition and fees.
<b>Definitions</b>	<p><b>Board of Trustees</b> – Elective Board that directs the affairs and interests of the University. The Board reserves the authority, acting upon the recommendations of the Finance Committee to approve tuition and fees.</p> <p><b>President</b> – the Chief Executive Officer elected by the Board of Trustees; responsible for the academic and business affairs of the University.</p> <p><b>Chief Financial Officer</b> – Officer responsible for managing the financial risks, financial planning and financial reporting.</p> <p><b>Finance Committee</b> – Committee within the Board that provides financial oversight for the University.</p> <p><b>Tuition</b> – Amount charged for access to University instruction and resources.</p> <p><b>Room and Board</b> – Amount charged for residence halls and meals.</p> <p><b>Mandatory Fees</b> – Fees that include technology, student services and activity fees.</p>
<b>Approving Body</b>	Academic Council; Board of Trustees; Administrative Council;
<b>Approval Date</b>	April 3, 2017; February 13, 2017
<b>Last Revision</b>	
<b>Re-evaluation Date</b>	Fall 2022
<b>Departmental Impact</b>	The University Registrar, Accounting, Financial Aid

*Failure to follow the following policy may result in disciplinary action, including termination of employment.*

### Policy Statement

It is the policy of Columbia International University to establish tuition rates for all degree programs, mandatory fees, room and board rates and to make such information publicly available in advance of the Academic Year.

*Tuition:* Upon registration, students become financially responsible for their charges for the entire semester. Payment is due no later than the first day of each semester per the Academic Calendar.

*Mandatory Fees:* Each student currently enrolled in on-campus courses and taking six credit hours or more will be responsible for student services and student activity fees. All students enrolled either online or on-campus will be responsible for a technology fee.

*Room and Board:* Room and board rates for the next academic year are posted after being approved by the CFO. The room and board fee must be paid in full at the beginning of each term. All students living in the residence halls are required to participate in one of the meal plans offered.

*Course Fees:* Course fees are set by a collaboration of Deans and Instructors with final approval from the CFO. Fees may include additional resources, materials and additional instruction not covered by the standard cost for instruction associated with tuition.

### Rationale

The intention of this policy is to provide clear and consistent guidelines for establishing tuition and non-tuition fees. The University seeks to establish fair tuition prices factoring in the University's cost of providing services and the estimated value of the degree earned.

The University, recognizing that higher education may be one of the single largest and most important investments a family or individual makes, seeks to provide notice of tuition rates and fees to prospective, new and continuing students, parents and others with financial responsibility in a timely manner.

## **Policy Procedures**

In September the Chief Financial Officer initiates a conversation with the President's Cabinet and the Director of Enrollment regarding a possible tuition rate increase for the next fiscal year. The group accumulates various kinds of data to inform their decision, such as: the institution's recent years' rate changes history; comparative data of competitors' rates; analyses of the perceived value of a degree from the institution's rates based on their interactions with potential and existing students. Based on this data and input the group agrees on a proposed tuition rate increase to present to the Board at its October meeting. The CFO presents the group's proposal to the Board Finance Committee, who then present it to the entire Board for approval.

The Board acts on the recommendation of the Finance Committee.

The CFO notifies the Financial Aid office of the annual tuition rate adjustment by the second Friday of October. The Financial Aid office constructs the *Cost of Attendance* and ensures it will be applied, utilized and provided by the University.

This notification includes a summary of tuition percentage increases, by program, residence hall room percentage rates and dollar amounts, and board percentage rate increase and dollar amounts.

Specific dates and deadlines are published annually in the Academic Calendar published by the Office of the University Registrar. Tuition and fee costs are listed on the Tuition and Fee Schedule which is published in the Academic Catalog and made available online at [www.ciu.edu](http://www.ciu.edu) no later than April 1.

*Cost of Attendance* information available to students, parents and other financially responsible persons, with reasonable projected educational costs associated with full-time attendance are required by the U.S. Department of Education.

*Special Programs:* The CFO unilaterally establishes the tuition rates applicable to students in specially-funded academic programs (e.g., the Prison Initiative, Chinese degree programs.) The rates are simply a computation of the amount of revenue needed to cover the budgeted expenses related to the program for the upcoming fiscal year (the programs are run on a breakeven basis, and are funded by special gifts from donors). The CFO communicates the rates for specially-funded programs for the upcoming fiscal year to the Registrar's Office in May.

Tuition rates for courses at the European School of Culture and Theology (ESCT), CIU's site in Korntal, Germany, are established and changed solely by the ESCT administration. The CIU Board oversees ESCT's finances, but not so comprehensively as to include a review of tuition rates.

Special rates (e.g., internship fees, study tour prices, etc.) do not require Board approval, and are established and adjusted, as needed, by the CFO in consultation with the Registrar and the academic leader over the program to which the rate applies.

### **Hyperlinks**

[www.ciu.edu/policy](http://www.ciu.edu/policy)