

**MONTANA BOARD OF REGENTS OF HIGHER EDUCATION**  
**Policy and Procedures Manual**

SUBJECT: FINANCIAL AFFAIRS

Policy 940.12.1 –Tuition and fee approval;  
Disclosure of total cost of attendance

**Effective: May 29, 2003; Issued: June 24, 2003**

**Revised: November 20, 2009; Issued: November 24, 2009**

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**Note:** Policy 940.31, policy statement on tuition, should be read in conjunction with this policy

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### **I. Board policy**

A. Approval of a schedule of tuition and fees will take place once every two years; normally during the May meeting of odd numbered years. . Requests for approval of tuition or fees at other times will only be entertained upon a demonstration of extenuating circumstances.

B. Approval of new programs or courses must include any expected increase in tuition or fees at the time of the academic approval. The approval of the program or course will also serve as the approval of the proposed tuition or fees. Proposals for new programs must also address any future need for expanded, renovated or new facilities.

C. Each request to approve tuition or fees shall contain a statement of the total cost of attendance. The statement shall be based on the annual charges likely to be assessed against a typical full time resident student and a typical full time non-resident student for tuition, fees, board, room and books on the campuses affected by the fee and tuition changes.

### **II. Definitions**

#### **A. TUITION:**

1. General tuition – Tuition rate assessed to all students on a per credit basis, deposited in the current unrestricted fund at each campus.
2. Program tuition – Additional tuition assessed to students in certain academic programs or courses; deposited in the current unrestricted fund at 4-year institutions and into a designated fund at 2-year institutions, to ensure the 2-year institutions' ability to accumulate funds for their equipment-intensive programs.

#### **B. FEES:**

Policy 940.31 - Policy Statement on Tuition states, "The proliferation of fees should be avoided, and the incorporation of mandatory general fees into tuition levels should be more commonplace."

1. Mandatory fees – are assessed to all students registering at the campuses, regardless of the academic program or course of study chosen by the student.
2. Specific course fees – Course fees are assessed to cover the unique or extraordinary costs associated with the delivery of a specific course. Appropriate uses of course fees are limited to the following:
  - (a) Specialized activities or equipment fees, where payment is made to individuals or entities generally conducting these types of activities (such as downhill skiing, bowling, etc.);
  - (b) Field trips;
  - (c) Study abroad programs;
  - (d) Pass-through fees (such as Red Cross certifications, Nursing liability insurance, etc.);
  - (e) Laboratory consumables and other class consumables (such as sheet music), excluding computer supplies and paper products;

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- (f) Materials used by students to create a product that becomes the student's property after use in a specific course.
- 3. Other fees – All fees not included in the previous categories. Includes fees such as fines, rental fees, etc.

History:

Item 226-005, May 21, 1973; Item 3-006-R1273, December 10, 1973; Item 226-004, May 21, 1973; Item 3-005-R1273, December 10, 1973; as revised November 18, 1999 (Item 104-103-R0999) and May 29, 2003 (Item 119-107-R0503). Item 145-103-R1109, revised by the Board of Regents November 20, 2009.