

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
FEBRUARY 18, 2021**

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<b>TAB</b>	<b>DESCRIPTION</b>	<b>ACTION</b>
<b>1</b>	<b>AMENDMENT TO BOARD POLICY II R. – FIRST READING</b>	Motion to approve
<b>2</b>	<b>AMENDMENT TO BOARD POLICY V R. – FIRST READING</b>	Motion to approve
<b>3</b>	<b>IDAHO STATE UNIVERSITY</b> Online Program Fee for Fire Services Administration Program	Motion to approve

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**SUBJECT**

Board Policy II.R. – Optional Retirement Plan Committee Membership - First Reading -

**REFERENCE**

June 2011	Idaho State Board of Education (Board) approved Supplemental Retirement 403(b) Plan document
August 2013	Board approved technical amendments to plan document
February 2014	Board approved amendments to the Supplemental Retirement Benefit Plan
April 27, 2020	Board approved allowance of plan-optional COVID-19 distribution and loan relief related to the CARES Act.
December 2020	Board approved amendments to Policy II.R. to allow the Executive Director to authorize the hiring of consultants for legal and fiduciary plan reviews.

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies & Procedures, Sections II.K.2. and II.R.  
Sections 33-107A and 107C, Idaho Code

**BACKGROUND/DISCUSSION**

In reviewing Board Policy II.R, it was noted that the policy limits the number of participants representing higher education institutions on the Retirement Plans Committee (Committee) to two, one for the four-year institutions and one for the two-year institutions. Obtaining counsel from representatives across the system has proven to be very beneficial for the committee to understand the total impact of Committee decisions. The Committee reviewed the current policy and has proposed an amendment that would require at least one representative without limiting the participation. The Committee supports this policy amendment.

**IMPACT**

The amendment allows members to serve and provide the Committee the breadth of expertise needed to best understand and advise on retirement plan matters affecting institution employees across the state. There is no financial cost to implement the amendment.

**ATTACHMENTS**

Attachment 1 – Proposed Policy Amendment

**STAFF COMMENTS AND RECOMMENDATIONS**

The scope of the Committee affects institutions across the state and employees in different locations and types of institutions. The Committee has identified that having more institutional representation serves the Plans in the best possible way to allow greater representation. Board staff recommends approval.

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**BOARD ACTION**

I move to approve the first reading of Board Policy II.R. to allow multiple institutional representatives to serve on the Retirement Plans Committee as set forth in Attachment 1.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

1. The Retirement Plan Committee is a special committee of the Board. The Committee provides stewardship of the retirement plans sponsored by the Board for the exclusive benefit of participants and their beneficiaries. The Committee may establish necessary procedures to carry out its responsibilities. Such procedures must be consistent with the Board's Governing Policies and Procedures.
2. The Committee shall consist of five or more members appointed by, and serving at the pleasure of, the Board. The chair of the Committee shall be appointed by the Board President and shall be a Board member. Other members of the Committee shall include at least two participants in the sponsored plans: at least one representative from a public four-year institution and at least one representative from a community or technical college. At least two members shall be private sector members who are knowledgeable about financial markets. All committee members should have investment, legal or benefits management expertise sufficient to evaluate the risks associated with the Committee's purpose. A quorum of any meeting of the Committee shall consist of a majority of the members. Committee members shall not be compensated for their service on the Committee. The Committee will meet as needed, but not less than semi-annually. The Committee is supported by the Board's Chief Fiscal Officer and by the Board's outside tax counsel.
3. Board-sponsored plans include the 401(a) Optional Retirement Plan (ORP), and the 403(b) and 457(b) voluntary deferred compensation plans (collectively referred to hereinafter as "Plan" or "Plans"). The Board is the Plans' named fiduciary and has authority to manage and control the Plans' operation and administration. The Board retains exclusive authority to amend the Plans and select Trustees/Custodians.
  - a. The Committee shall report at least annually to the Board.
  - b. The Committee members shall sign a conflict of interest disclosure questionnaire.
  - c. The Board delegates execution of the following fiduciary responsibilities with respect to the Plans to the Committee:
    - i. Establishing, periodically reviewing, and maintaining a written investment policy, including investment allocation strategies.
    - ii. Overseeing administration of the Plans in accordance with the investment policy, including:
      - a) Selecting an appropriate number and type of investment asset classes and management styles for Plan participants, including default investment elections.
      - b) Establishing performance criteria and benchmarks for selected asset classes.
      - c) Researching, selecting, and withdrawing Plan investments as appropriate for specified asset classes or styles.
      - d) Reviewing communication methods and materials to ensure that Plan participants receive adequate investment education and performance information.

- e) Ensuring the Committee and the Plans comply with applicable laws, regulations, and the terms of the Plan pertaining to investments.
  - iii. Reviewing and monitoring investment performance, including the reasonableness of investment fees, against appropriate benchmarks and in accordance with the investment policy.
  - iv. Managing the Plans to ensure regulatory compliance pertaining to Plan investments, including required Plan amendments and document retention;
  - v. Monitoring the Plans' vendors and implementation of contractual service arrangements;
  - vi. Advising the Board on selection or termination of the Plans' trustee(s)/custodian(s);
  - vii. Monitoring for reasonableness and consistency with the Plans' terms any investment product fees and charges passed through to Plan participants; and
  - viii. Retaining investment consultants, subject to approval by the Board's executive director.
4. The Trustee(s) and/or Custodian(s) of the sponsored plans will be responsible for holding and investing the Plans' assets in accordance with the terms of the Trust/Custodial Agreement.
5. The Committee may recommend to the Board's executive director the engagement of outside consultants and/or other professionals. The services of consultants and other professionals may include, but are not limited to:
- a. Providing formal reviews of the performance of the investment options. Such reviews shall be based on established criteria and shall include recommendations for changes where appropriate;
  - b. Advising the Committee of any recommended modifications to the investment structure of the Plans; and
  - c. Advising the Committee as to the appropriate performance benchmarks for the investment options.

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**SUBJECT**

Board Policy V.R. – First Reading – Establishment of Fees

**REFERENCE**

February 2016	Board approved first reading of amendment to Board Policy V.R. which removed professional licensure as a mandatory criterion for an academic professional program to be eligible for consideration for a professional fee.
April 2016	Board approved second reading of amendment to Board Policy V.R.
June 2018	Board approved the first reading of Board policy V.R. establishing a new fee effective for the 2019-2020 academic year.
December 2018	Board returned second reading of Board policy V.R., establishing a new fee to the Business Affairs and Human Resources Committee for further review and analysis.
April 2020	Board set 2020-2021 Board approved tuition and fees.
June 2020	Board approved one year partial waiver requiring student fees to be used only for the purpose for which it was collected.

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies & Procedures, Section V.R. Sections 33-3717A, and 33-3717C, Idaho Code

**BACKGROUND/DISCUSSION**

Board Policy V.R relates to the ways that tuition and fees are established by the Board and the categories into which they may fall. In the process of updating the policy, several areas were reviewed and the following objectives were addressed.

First, the policy amendment is intended to create simplicity for students to aid in understanding the true price of tuition and fees at each of the institutions. The reduction in the number of fees and the consolidation of the facilities, activity and technology fees into a Consolidated Mandatory Fee provides a clearer picture to students as to the overall cost, and allows institutions some agility in the use of the fees to be responsive to student needs. The proposed amendment also creates a separate non-resident tuition rate that is not built on top of the resident tuition rate, which allows for flexibility and promotes better understanding and simplicity for students.

Second, the policy amendment is intended to arrange the specifics within the policy to be clear as to which items relate to fees that are instructional in nature and which are administrative in nature, and to clarify the approval processes related to each.

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Third, the policy amendment is designed to allow maximum flexibility to institutions in the collection of fees. By allowing the program, online and self-support fees to be fungible in use, an institution would have the flexibility to adjust to changes in enrollment or the community as needed in a given year.

Lastly, the policy amendment is designed to address assurance of compliance such as aligning the structure for calculating the Western Undergraduate Exchange (WUE) rate per our agreement with the Western Interstate Commission for Higher Education.

**IMPACT**

Approval of the policy amendment will support the intent for simplification and clarification of tuition and fees and allow institutions to redirect fees as needed. Approval allows institutions to consolidate the many extra fees which should make billing clearer for students and parents.

**ATTACHMENTS**

Attachment 1 – Proposed Amendment to Policy V.R. redline  
Attachment 2 – Proposed Amendment to Policy V.R clean

**STAFF COMMENTS AND RECOMMENDATIONS**

Throughout this year's pandemic, situations have arisen that have required policy waivers to support institutional desire to assist students. The proposed policy amendment is designed to retain accountability while allowing institutions flexibility and to simplify the way tuition and fees are discussed and addressed with students.

Among some of the substantive changes are the establishment of a special tuition category, to allow a singular institution to establish a specialized tuition rate and a systemwide tuition rate for future projects. The creation of a mandatory consolidated fee combines the facility, activity and technology fees as separate items, and rolls them into one fee. Approval of tuition and fees will still require institutions to work with student government in the establishment of tuition and fees which allows for simplification of the billing of fees.

This amendment to Board Policy V.R has been developed to meet three key Board objectives: to create clarity and transparency to students regarding the tuition and fee process, to provide flexibility to institutions in the use of fees and to assure that general funds are utilized to support the students of Idaho. The proposed amendment creates a more organized and clear approach to tuition and fee setting, and allows for some flexibility in the fees when institutions must respond to market changes.

Staff recommends approval.

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**BOARD ACTION**

I move to approve the first reading of policy V.R. to amend the process through which fees are established as set forth in Attachment 1.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

1. Board Policy on Student Tuition and Fees

Consistent with the Statewide Plan for Higher Education in Idaho, the institutions shall maintain tuition and fees that provide for quality education and maintain access to educational programs for Idaho citizens. In setting tuition and -fees, nothing in this policy shall preclude consideration of tuition and fee setting based on market consideration. ~~†~~The Board ~~will~~may consider ~~recommended fees recommendations as based on factors such as how tuition and fees compare~~compared to tuition and fees at peer institutions, how percent fee increases compared to inflationary factors, how tuition and fees are represented as a percent of per capita income and/or household income, and what the share students pay of their education costs. Other criteria may be ~~considered~~evaluated as is deemed appropriate. ~~e at the time of a fee change.~~ An institution cannot request more than a ten percent (10%) increase in the total full-time resident and/or non-resident student tuition and fee rate unless otherwise authorized by the Board. Tuition revenues shall be deposited with the state pursuant to Board policy V.D Section Idaho Code, - [TLB1][JM2]

It is the requirement of the Board that institutions communicate all tuition and fees to individual students in a clear and understandable format prior to their enrollment and that fees be as consolidated and limited as is practicable. Such communication shall include information about tuition and fees, and reference possible student-specific items that cannot be determined until enrollment, such as course fees.

2. Tuition and Fee Setting Process – Board Approved Tuition and Fees

a. Initial Notice

A proposal to alter any student tuition and fees covered by Subsection V.R.3. shall be formalized by initial notice of the chief executive officer of the institution at least six (6) weeks prior to the Board meeting at which a final decision is to be made.

Notice will consist of transmittal, in writing, to the student body president and to the recognized student newspaper ~~during the months of publication~~ of the proposal contained in the initial notice. The proposal will describe the amount of change, statement of purpose, and the amount of revenues to be collected.

The initial notice must include an invitation to the students to present oral or written testimony at the public hearing held by the institution to discuss the fee proposal. A record of the public hearing as well as a copy of the initial notice shall be made available to the Board. Public hearings may be held in person or virtually.

b. Board Approval

Board approval for tuition fees will be considered ~~when appropriate or necessary annually~~. [TLB3] This approval will be timed to provide the institutions with sufficient time to prepare the subsequent fiscal year operating budget.

c. Effective Date

Any change in the rate of tuition and fees becomes effective on the date approved by the Board unless otherwise specified.

3. ~~Definitions and~~ Types of Tuition and Fees

The following definitions are applicable to tuition and fees charged to students at all of the state colleges and universities under the governance of the Board (the community colleges are included only as specified [JM4]).

a. Board Established Tuition

ia. ~~General and Career Technical Education Tuition and Institution Tuition Fees~~

~~Tuition is the amount charged for any and all educational costs [TLB5] at University of Idaho, Boise State University, Idaho State University, and Lewis-Clark State College. Tuition includes is assessed for, but is not limited to, costs associated with academic services; instruction; the construction, maintenance, and operation of buildings and facilities; student services; or institutional support. Tuition and fees approved by the State Board of Education. [TLB6] Revenues from these fees are deposited in the unrestricted fund.~~

~~Special Tuition rates may include tuition for such items as specialized short-term courses or programs, summer courses, or other special kinds of courses for the purposes of furthering the educational mission of the institution.~~

~~Part-time Credit Hour tuition is defined as the charge per credit hour charged for educational services for enrolled, part-time students.~~

~~The Course Overload Tuition rate may be charged to full-time students whose credit hour workload is higher than the an institution's guidelines [MF7] for a normal course load.~~

~~4a) Tuition – University of Idaho, Boise State University, Idaho State University, and Lewis-Clark State College~~

~~Tuition is the amount charged for any and all educational costs [TLB8] at University of Idaho, Boise State University, Idaho State University, and Lewis-Clark State College. Tuition includes, but is not limited to, costs associated~~

~~with academic services; instruction; the construction, maintenance, and operation of buildings and facilities; student services; or institutional support.~~

Tuition shall be set as follows:

- Undergraduate Resident Tuition
- Undergraduate Non-resident Tuition
- Graduate Resident Tuition
- Graduate Non-resident Tuition
- Special Resident Tuition
- Special Non-resident Tuition<sup>[TLB9]</sup>
- Course Overload Tuition

ii. Systemwide Tuition<sup>[TLB10]</sup>

The Board may choose to establish a systemwide tuition rate for programs that span two or more institutions. Revenues from systemwide tuition will be deposited with the state for those institutions required to do so per statute.

iii. Western Undergraduate Exchange (WUE) Tuition

The Western Undergraduate Exchange tuition is established as 150% of the resident tuition rate for full-time students participating in this program. Students in this program shall be subject to the Consolidated Mandatory Fee and all other applicable fees.

b. Board Established Course and Program Fees

For purposes of Board established course and program fees, “academic”<sup>[TLB11][JM12]</sup> means a systematic, usually sequential, grouping of courses that provide the student with the knowledge and competencies required for a baccalaureate, master’s, specialist or doctoral degree as defined in policy III.E.1.<sup>[TLB13]</sup>

i. ~~ii.~~ Part-time Credit Hour Fee<sup>[TLB14][JM15][TLB16]</sup>  
~~Career Technical Education Fee~~

~~Career Technical Education fee is defined as the fee charged for educational costs for students enrolled in Career Technical Education pre-employment, preparatory programs.~~

i. ~~iii.~~ Career Technical Education Fee

~~The Career Technical Education fee is defined as [TLB17] the fee charged for educational costs [TLB18][TLB19] for students enrolled in Career Technical Education pre-employment [TLB20], preparatory programs. Part-time Credit Hour Fee~~

~~Part-time credit hour fee is defined as the fee per credit hour charged for educational costs for part-time students enrolled in any degree program.~~

~~iv. Graduate Fee~~

~~Graduate fee is defined as the additional fee charged for educational costs for full-time and part-time students enrolled in any post-baccalaureate degree-granting program.~~

~~V. Western Undergraduate Exchange (WUE) Fee~~

~~Western Undergraduate Exchange fee is defined as the additional fee for full-time students participating in this program and shall be equal to fifty percent (50%) of the total of tuition, facility fee, technology fee and activity fee. [TLB21]~~

~~vi. Employee/Spouse/Dependent Fee~~

~~The fee for eligible participants shall be set by each institution, subject to Board approval. Eligibility shall be determined by each institution. Employees, spouses and dependents at institutions and agencies under the jurisdiction of the Board may be eligible for this fee. Employees of the Office of the State Board of Education and the Division of Career Technical Education shall be treated as institution employees for purposes of eligibility. Special course fees may also be charged.~~

~~vii. Senior Citizen Fee~~

~~The fee for eligible participants shall be set by each institution, subject to Board approval. Eligibility shall be determined by each institution.~~

~~viii. In-Service Teacher Education Fee~~

~~This fee shall be applicable only to teacher education courses offered as teacher professional development. This fee is not intended for courses which count toward an institution's degree programs. Courses must be approved by the appropriate academic unit(s) at the institution. For purposes of this special fee only, "teacher" means any certificated staff (i.e. pupil services, instructional and administrative).~~

~~a) The fee shall not exceed one third of the part time undergraduate credit hour fee or one third of the graduate credit hour fee for Idaho teachers employed at an Idaho elementary or secondary school; and~~

~~b) The credit granting institution may set a course fee up to the regular undergraduate or graduate credit hour fee for non-Idaho teachers, for teachers who are not employed at an Idaho elementary or secondary school, or in cases where the credit granting institution bears all or part of the costs of delivering the course.~~

~~ix. Transcription Fee~~

~~—A fee may be charged for processing and transcribing credits. The fee shall be \$10.00 per credit for academic year 2014-15 only, and set annually by the Board thereafter. This fee may be charged to students enrolled in a qualified Workforce Training course where the student elects to receive credit. The cost of delivering Workforce Training courses, which typically are for noncredit, is an additional fee since Workforce Training courses are self-supporting. The fees for delivering the courses are retained by the technical colleges. This fee may also be charged for transcribing demonstrable technical competencies.~~

ii.x.— Institutional [TLB22] Online Program Fee

An online program fee may be charged for any fully online undergraduate, graduate, and certificate program. An online program fee shall be in lieu of resident or non-resident tuition (as defined in Idaho Code §33-3717B) and all other Board-approved fees. An online program is one in which all courses are offered and delivered via distance learning modalities (e.g. campus-supported learning management system, videoconferencing, etc.); provided however, that limited on-campus meetings may be allowed if necessary for accreditation purposes or to ensure the program is pedagogically sound.

~~b) — Nothing in this policy shall preclude pricing online programs at a market competitive rate which may be less or more than the current resident or non-resident per credit hour rates.~~

iii. Professional Program Fees

A profession is an occupation, for which a person has to undergo specialized training or internship for getting a high degree of education and expertise in the concentrated area.

a) Requirements. To designate a professional fee for a Board approved professional program [TLB23], all of the following criteria must be met:

1) Credential or Licensure Requirement:

(a) A professional fee may be charged for an academic professional program if graduates of the program obtain a specialized higher education certificate or degree that qualifies them to practice a professional service involving expert and specialized knowledge for which credentialing or licensing may be required.

(b) Any such professional program must provide at least the minimum capabilities required for entry to the practice of a profession.

~~[TLB24]; or [TLB25]; [TLB26]~~

2) Accreditation Requirement: The program:

(i) is accredited within the institution's regional; accreditation; or

[TLB27]

(ii) is actively seeking accreditation if a new program; or

(iii) will be actively seeking program accreditation after the first full year of existence if a new program by a regional or specialized accrediting agency.

3) Demonstration of Program Costs: Institutions may propose professional fees for Board approval based on the costs to deliver the program. An institution must provide justification for the pricing of the professional program. Professional program fees must be additional fees above and beyond the normal resident and non-resident tuition rates.

~~[FLB28][FLB29]~~

b) Program Guidelines

1) The program ~~should~~ must [TLB30] be consistent with ~~traditional~~ [FLB31] academic offerings of the institution serving a population that accesses the same activities, services, and features as [TLB32] full-time, tuition-paying students.

2) Upon the approval and establishment of a professional fee, ~~additional~~ [TLB33] course fees associated with the same program shall be prohibited.

3) Once a professional fee is ~~initially~~ approved by the Board, any subsequent ~~increase~~ change [TLB34] in a professional fee shall require prior approval by the Board. All fee amendments must be requested at the same meeting institutions submit proposals for tuition and fees, pursuant to subsection 2.b.

~~g)-vi.~~ Self-Support Academic Program Fees

~~1a)~~ Self-support program fees are fees charged in lieu of resident or non-resident tuition for programs that lead to ~~s~~ are [TLB35] degrees or certificates for which students are charged program fees, in lieu of tuition. To bring a Self-support program fee to the Board for approval, all of the following criteria must be met:

~~(i)~~ An institution shall follow the program approval guidelines set forth in policy III.G.

~~(ii)~~ The Self-support program shall be a ~~defined set of specific courses that once successfully completed result in the awarding of an academic certificate or degree.~~ [TLB36] an academic program.

~~(iii)~~ The Self-support program shall be distinct from the traditional offerings of the institution by serving a population that does not access the same activities, services and features as full-time, resident and non-resident tuition paying students, such as programs designed specifically

for working professionals, programs offered off-campus, or programs delivered completely online.

(iv4) No appropriated funds may be used in support of Self-support programs. The Self-support program fee shall be all-inclusive and no other fees shall be charged in connection with participation in the program.<sup>[TLB37]</sup>

(v5) Self-support ~~finances~~ fees<sup>[TLB38]</sup> shall be segregated, tracked and accounted for separately from all other programs of the institution except as provided for in subsection 3.b.vi.b).

2b) If a Self-support program fee is approved<sup>[TLB39]</sup> for a new program, an institution may fund program start-up costs through reallocation or use of reserves., the program must demonstrate ability to support its costs, both direct and indirect, within a period not to exceed three years from program start-up.

3c) Once a Self-support program fee is initially approved by the Board, any subsequent change<sup>[TLB40]</sup> in a Self-support program fee shall require prior approval by the Board.

4d) Students enrolled in self-support programs may take courses outside of the program so long as they pay the required tuition and fees for those courses.

g)vii. Summer Bridge Program Fee

The Summer Bridge Program Fee fee is charged to students recently graduated from high school, who are admitted into a summer bridge program at an institution the summer immediately following graduation from high school, and who will be enrolling in pre-determined college-level courses at the same institution the fall semester of the same year for the express purpose of acquiring knowledge and skills necessary to be successful in college. The bridge program fee shall be set annually by the Board.<sup>[TLB41]</sup>

h)viii. Independent Study in Idaho

This ~~registration~~ fee is charged for courses offered through the Independent Study in Idaho (ISI) cooperative program. Complete degree programs shall not be offered through the ISI. Credits earned upon course completion shall transfer to any Idaho public college or university. The ISI program shall receive no appropriated or institutional funding and shall operate alone on revenue generated through ISI student registration fees.

C. Institution Established Program Fees

Institution Established Program Fees are charged in lieu of tuition. The Board delegates establishment of the following program fees to the Chief Executive

Officers. An annual report listing these fees shall be provided to the Board annually at the time of establishment of Board-established tuition and fees.

i. Employee/Spouse/Dependent Fee

The fee for eligible participants shall be set by each institution, subject to Board approval.<sup>[TLB42]</sup> Eligibility shall be determined by each institution. Employees, spouses and dependents at institutions and agencies under the jurisdiction of the Board may be eligible for this fee. Employees of the Office of the State Board of Education and the Division of Career Technical Education shall be treated as institution employees for purposes of eligibility. Special course fees may also be charged.

ii. Senior Citizen Fee<sup>[TLB43]</sup>

The fee for eligible participants shall be set by each institution. Eligibility shall be determined by each institution.

iii. In-Service Teacher Education Fee<sup>[TLB44]</sup>

This fee shall be applicable only to teacher education courses offered as teacher professional development. This fee is not intended for courses which count toward an institution's degree programs. Courses must be approved by the appropriate academic unit(s) at the institution. For purposes of this special fee only, "teacher" means any Idaho certificated staff (i.e. pupil services, instructional and administrative).

a) The fee shall not exceed one-third of the part-time undergraduate credit hour fee or one-third of the graduate credit hour fee for Idaho teachers employed at an Idaho elementary or secondary school; and

b) The credit-granting institution may set a course fee up to the regular undergraduate or graduate credit hour fee for non-Idaho teachers, for teachers who are not employed at an Idaho elementary or secondary school,<sup>[TLB45]</sup> or in cases where the credit-granting institution bears all or part of the costs of delivering the course.

iv. Contracts and Grants

Special fee arrangements are authorized by the Board for instructional programs provided by an institution pursuant to a grant or contract approved by the Board.<sup>[TLB46]</sup>

v. Continuing Education Fees

~~Continuing education fees may be charged to continuing education students on a course-by-course basis. basis.~~

~~A Continuing education fee is defined as the additional a fee charged to continuing education students which is charged on a per credit hour basis to support the costs of continuing education programs.~~

~~d. D)b. Institutional Local Board Approved Administrative Fees —Approved by the Board~~

~~Institutional Administrative local fees are student fees that are approved by the State Board of Education and deposited into local institutional accounts. Local fees shall be expended for the purposes for which they were collected.~~

~~These facilities, activity and technology fees shall be displayed with the institution's tuition and fees when approved by the Board at its annual meeting for setting the Board approves tuition and fees and will be clearly communicated to students prior to their enrollment.~~

~~i. Consolidated Mandatory Fee~~

~~This fee is inclusive of all facilities, activity and technology fees. The State Board of Education will approve the Consolidated Mandatory Fee which may then be allocated by institutions. This fee includes capital improvement and building projects and debt service required by these projects, the fee charged for such activities as intercollegiate athletics, student health center, student union operations, the associated student body, financial aid, intramural and recreation, and other activities which directly benefit and involve students and campus technology enhancements and operations directly related to services for student use and benefit (e.g., internet, network, and web access, general computer facilities, electronic or online testing, and online media).~~

~~A full-time and part-time rate shall be established. Institutions shall provide an annual accounting to the Board of the way the Consolidated Mandatory fee is utilized by each institution<sup>[TLB47]</sup>.~~

~~Facilities Fee~~

~~Facilities fee is defined as the fee charged for capital improvement and building projects and for debt service required by these projects. Revenues collected from this fee may not be expended on the operating costs of the general education facilities.~~

~~ii. Activity Fee~~

~~Activity fee is defined as the fee charged for such activities as intercollegiate athletics, student health center, student union operations, the associated~~

~~student body, financial aid, intramural and recreation, and other activities which directly benefit and involve students. The activity fee shall not be charged for educational costs or major capital improvement or building projects. Each institution shall develop a detailed definition and allocation proposal for each activity for internal management purposes.~~

~~iii. Technology Fee~~

~~Technology fee is defined as the fee charged for campus technology enhancements and operations directly related to services for student use and benefit (e.g., internet and web access, general computer facilities, electronic or online testing, and online media).~~

~~iv. ix. Transcription Fee~~

~~A fee may be charged for processing and transcribing credits. The fee shall be established <sup>[MF48]</sup> \$10.00 per credit for academic year 2014-15 only, and set annually by the Board thereafter.~~

- ~~a) This fee may be charged to students enrolled in a qualified Workforce Training course where the student elects to receive credit. The cost of delivering Workforce Training courses, which typically are for noncredit, is an additional fee since Workforce Training courses are self-supporting. The fees for delivering the courses are retained by the technical colleges.~~
- ~~b) This fee may also be charged for transcribing demonstrable technical competency credits as defined in Board policy III.Y.~~
- ~~c) This fee may also be charged for students transferring from out-of-state programs. <sup>[TLB49]</sup>~~

~~iii. Dual Credit Fee~~

~~High school students who enroll in one or more dual credit courses delivered by high schools (including Idaho Digital Learning Academy), either face-to-face or online, are eligible to pay a reduced cost per credit which is approved at the Board's annual tuition and fee setting meeting. The term "dual credit" as used in this section is defined in Board Policy III.Y, which defines how costs are determined for high school students who are enrolled in classes on campus.~~

~~Professional Fees~~

~~To designate a professional fee for a Board-approved academic program, all of the following criteria must be met:~~

~~a) Credential or Licensure Requirement:~~

- ~~1) A professional fee may be charged for an academic professional program if graduates of the program obtain a specialized higher education degree that~~

- ~~qualifies them to practice a professional service involving expert and specialized knowledge for which credentialing or licensing may be required. For purposes of this fee, "academic" means a systematic, usually sequential, grouping of courses that provide the student with the knowledge and competencies required for a baccalaureate, master's, specialist or doctoral degree as defined in policy III.E.1.;~~
- ~~2) The program leads to a degree which provides at least the minimum capabilities required for entry to the practice of a profession.~~
- ~~b) Accreditation Requirement: The program:~~
- ~~is accredited,~~
- ~~is actively seeking accreditation if a new program, or~~
- ~~will be actively seeking accreditation after the first full year of existence if a new program by a regional or specialized accrediting agency.~~
- ~~e) Extraordinary Program Costs: Institutions will propose professional fees for Board approval based on the costs to deliver the program. An institution must provide clear and convincing documentation that the cost of the professional program significantly exceeds the cost to deliver non-professional programs at the institution. A reduction in appropriated funding in support of an existing program is not a sufficient basis alone upon which to make a claim of extraordinary program costs.~~
- ~~d) The program may include support from appropriated funds.~~
- ~~e) The program is consistent with traditional academic offerings of the institution serving a population that accesses the same activities, services, and features as regular full-time, tuition-paying students.~~
- ~~f) Upon the approval and establishment of a professional fee, course fees associated with the same program shall be prohibited.~~
- ~~g) Once a professional fee is initially approved by the Board, any subsequent increase in a professional fee shall require prior approval by the Board at the same meeting institutions submit proposals for tuition and fees.~~
- ~~v. Self-Support Academic Program Fees~~
- ~~a) Self-support programs are academic degrees or certificates for which students are charged program fees, in lieu of tuition. For purposes of this fee, "academic" means a systematic, usually sequential, grouping of courses that provide the student with the knowledge and competencies required for an academic certificate, baccalaureate, master's, specialist or doctoral degree. To~~

~~bring a Self-support program fee to the Board for approval, the following criteria must be met:~~

- ~~1) An institution shall follow the program approval guidelines set forth in policy III.G.~~
- ~~2) The Self-support program shall be a defined set of specific courses that once successfully completed result in the awarding of an academic certificate or degree.~~
- ~~3) The Self-support program shall be distinct from the traditional offerings of the institution by serving a population that does not access the same activities, services and features as full-time, tuition paying students, such as programs designed specifically for working professionals, programs offered off-campus, or programs delivered completely online.~~
- ~~4) No appropriated funds may be used in support of Self-support programs. Self-support program fee revenue shall cover all direct costs of the program. In addition, Self-support program fee revenue shall cover all indirect costs of the program within two years of program start-up.~~
- ~~5) Self-support program fees shall be segregated, tracked and accounted for separately from all other programs of the institution.~~
- ~~b) If a Self-support program fee is requested for a new program, an institution may fund program start-up costs with appropriated or local funds, but all such funding shall be repaid to the institution from program revenue within a period not to exceed three years from program start-up.~~
- ~~c) Once a Self-support program fee is initially approved by the Board, any subsequent increase in a Self-support program fee shall require prior approval by the Board.~~
- ~~d) Institutions shall review Self-support academic programs every three (3) years to ensure that program revenue is paying for all program costs, direct and indirect, and that no appropriated funds are supporting the program.~~
- ~~e) Students enrolled in self-support programs may take courses outside of the program so long as they pay the required tuition and fees for those courses.~~

~~vi. Contracts and Grants~~

~~Special fee arrangements are authorized by the Board for instructional programs provided by an institution pursuant to a grant or contract approved by the Board.~~

~~vii. Student Health Insurance Premiums or Room and Board Rates~~

~~Fees for student health insurance premiums paid either as part of the uniform student fee or separately by individual students, or charges for room and board at the dormitories or family housing units of the institutions. Changes in insurance premiums or room and board rates or family housing charges shall be approved by the Board no later than three (3) months prior to the semester the change is to become effective. The Board may delegate the approval of these premiums and rates to the chief executive officer.~~

~~viii. New Student Orientation Fee~~

~~This fee is defined as a mandatory fee charged to all first-time, full-time students who are registered and enrolled at an institution. The fee may only be used for costs of on-campus orientation programs such as materials, housing, food and student leader stipends, not otherwise covered in Board-approved tuition and fees.~~

~~ix. Dual Credit Fee~~

~~—High school students who enroll in one or more dual credit courses delivered by high schools (including Idaho Digital Learning Academy), either face-to-face or online, are eligible to pay a reduced cost per credit which is approved at the Board's annual tuition and fee setting meeting. The term "dual credit" as used in this section is defined in Board Policy III.Y.~~

~~x. Summer Bridge Program Fee~~

~~—This fee is defined as a fee charged to students recently graduated from high school, who are admitted into a summer bridge program at an institution the summer immediately following graduation from high school, and who will be enrolling in pre-determined college-level courses at the same institution the fall semester of the same year for the express purpose of acquiring knowledge and skills necessary to be successful in college. The bridge program fee shall be \$65 per credit for academic year 2014-15 only, and set annually by the Board thereafter.~~

~~xi. Independent Study in Idaho~~

~~A fee may be charged for courses offered through the Independent Study in Idaho (ISI) cooperative program. Complete degree programs shall not be offered through the ISI. Credits earned upon course completion shall transfer to any Idaho public college or university. The ISI program shall receive no appropriated or institutional funding, and shall operate alone on revenue generated through ISI student registration fees.~~

~~C. ee. Institutional Local Fees and Charges Institution Approved Special Course and Administrative -Fees Approved by Chief Executive Officer~~

The following local fees and charges are charged to support specific courses or activities and are only charged to students that engage in these particular activities~~those specific courses or~~<sup>(TLB50)</sup> activities. Local fees and charges are deposited into local institutional accounts or the unrestricted fund, ~~and shall only be expended for the purposes for which they were collected.~~ All local fees or changes to such local fees are established and become effective in the amount and at the time specified by ~~the chief executive officer or provost of the institution~~the institution. The ~~chief executive officer~~institution is responsible for reporting these local fees to the Board upon request.

~~i. Continuing Education~~

~~Continuing education fee is defined as the additional fee to continuing education students which is charged on a per credit hour basis to support the costs of continuing education.~~

~~ii. Course Overload Fee~~

~~This fee may be charged to full-time students with excessive course loads as determined by each institution<sup>(JMS1)</sup>. Revenue from this fee the same revenue is deposited in the unrestricted fund.~~

~~iii. Special Course Fees~~

A special course fee is an additive fee on top of the standard per credit hour fee which may be charged to students enrolled in a specific course for materials and/or activities required for that course. Special course fees, or changes to such fees, are established and become effective in the amount and at the time specified by the chief executive officer or provost, and must be prominently posted so as to be readily accessible and transparent to students, along with other required course cost information. ~~Such fees~~These fees shall be reported to the Board upon request.

- a) Special course fees shall be directly related to academic programming. Likewise, special course fees for career technical courses shall be directly related to the skill or trade being taught.
- b) Special course fees may only be charged to cover the direct costs of the additional and necessary expenses that are unique to the course. This includes the costs for lab materials and supplies, specialized software, cost for distance and/or online delivery, and personnel costs for a lab manager. A special course fee shall not subsidize other courses, programs or institution operations.

- c) A special course fee shall not be used to pay a cost for which the institution would ordinarily budget including faculty, administrative support and supplies.
- d) Special course fees shall be separately accounted for and shall not be commingled with other funds; provided however, multiple course fees supporting a common special cost (e.g. language lab, science lab equipment, computer equipment/software, etc.) may be combined. The institution is responsible for managing these fees to ensure appropriate use (i.e. directly attributable to the associated courses) and that reserve balances are justified to ensure that fees charged are not excessive.
- e) The institution shall maintain a system of procedures and controls providing reasonable assurance that special course fees are properly approved established and used in accordance with this policy, ~~including providing~~ an annual ~~rolling~~ review of one-third of the fees each year over a 3-year cycle.

iii.iv. ~~Additional Mandatory Processing Fees, Permits and Fines~~

a) Processing fees may be charged for the provision of academic products or services to students (e.g. undergraduate application fee, graduate application fee, program application fee, graduation/diploma fee, new student orientation fees and transcripts). Fees for permits (e.g. parking permit) may also be charged. Each fee may be included in the Consolidated Mandatory fee or established as a separate fee.

a)b) ~~All processing fees are established and become effective in the amount and at the time specified by the institution.~~

~~Fines may be charged for the infraction of an institution policy (e.g., late fee, late drop, library fine, parking fine, lost card, returned check, or stop payment).~~

~~All processing fees, permit fees and fines are established and become effective in the amount and at the time specified by the chief executive officer, and shall be reported to the Board upon request.~~

iv. Discretionary Fees

Fees for permits, ~~S~~student ~~h~~Health ~~i~~nsurance ~~p~~remiums, room and board rates, or fines shall be established by the institution. Each fee may be included in the Consolidated Mandatory fee or established as a separate fee.

~~or Room and Board Rates~~

Fees for student health insurance premiums paid either as part of the uniform student fee or separately by individual students, or ~~c~~Charges for room and

~~board at the dormitories or family housing units of the institutions. Changes in insurance premiums or room and board rates or family housing charges shall be approved by the Board no later than three (3) months prior to the semester the change is to become effective. The Board may delegate the approval of these premiums and rates to the chief executive officer. Fees for student health insurance premiums may be paid as a part of a uniform student [TLB52] fee or as a separate fee.~~

viii. New Student Orientation Fee

~~This fee is defined as a mandatory fee charged to all first time, full time students who are registered and enrolled at an institution. The fee may only be used for costs of on-campus orientation programs such as materials, housing, food and student leader stipends, not otherwise covered in Board approved tuition and fees.~~

v. Fines and Infractions

~~Fines may be charged for the infraction of an institution policy (e.g., late fee, late drop, library fine, parking fine, lost card, returned check, or stop payment).~~

1. Board Policy on Student Tuition and Fees

Consistent with the Statewide Plan for Higher Education in Idaho, the institutions shall maintain tuition and fees that provide for quality education and maintain access to educational programs for Idaho citizens. In setting tuition and fees, nothing in this policy shall preclude review and approval of tuition and fee setting based on market considerations. The Board may consider factors such as how tuition and fees compare to tuition and fees at peer institutions, how percent increases compared to inflationary factors, how tuition and fees are represented as a percent of per capita income and/or household income, and what share students pay of their education costs. Other criteria may be evaluated as is deemed appropriate. An institution cannot request more than a ten percent (10%) increase in the total full-time resident and/or non-resident student tuition and fee rate unless otherwise authorized by the Board. Tuition revenues shall be deposited with the state pursuant Board policy V.D.

It is the requirement of the Board that institutions communicate all tuition and fees to students in a clear and understandable format prior to their enrollment and that fees be as consolidated and limited as is practicable. Such communication shall include information about tuition and fees, and reference possible student-specific items that cannot be determined until enrollment, such as course fees.

2. Tuition and Fee Setting Process – Board Approved Tuition and Fees

a. Initial Notice

A proposal to alter any student tuition and fees covered by Subsection V.R.3. shall be formalized by initial notice of the chief executive officer of the institution at least six (6) weeks prior to the Board meeting at which a final decision is to be made.

Notice will consist of transmittal, in writing, to the student body president and to the recognized student newspaper of the proposal contained in the initial notice. The proposal will describe the amount of change, statement of purpose, and the amount of revenues to be collected.

The initial notice must include an invitation to the students to present oral or written testimony at the public hearing held by the institution to discuss the fee proposal. A record of the public hearing as well as a copy of the initial notice shall be made available to the Board. Public hearings may be held in person or virtually.

b. Board Approval

Board approval for tuition and fees will be considered annually. This approval will be timed to provide the institutions with sufficient time to prepare the subsequent fiscal year operating budget.

c. Effective Date

Any change in the rate of tuition and fees becomes effective on the date approved by the Board unless otherwise specified.

3. Definitions and Types of Tuition and Fees

The following definitions are applicable to tuition and fees charged to students at all the state colleges and universities under the governance of the Board.

A. Board Established Tuition

i. Institution Tuition

Tuition is the amount charged for any and all educational services at University of Idaho, Boise State University, Idaho State University, and Lewis-Clark State College. Tuition is assessed for, but is not limited to, academic services; instruction; the construction, maintenance, and operation of buildings and facilities; student services; or institutional support.

Special Tuition rates may include tuition for such items as specialized short-term courses or programs, summer courses, or other special kinds of courses for the purposes of furthering the educational mission of the institution.

Part-time Credit Hour tuition is defined as the charge per credit hour charged for educational services for enrolled, part-time students.

The Course Overload Tuition rate may be charged to full-time students whose credit hour workload is higher than the guidelines for a normal course load.

a) Tuition – University of Idaho, Boise State University, Idaho State University, Lewis-Clark State College

Tuition shall be set as follows and may include both full-time and part-time rates:

- Undergraduate Resident Tuition
- Undergraduate Non-resident Tuition
- Graduate Resident Tuition
- Graduate Non-resident Tuition
- Special Resident Tuition
- Special Non-resident Tuition
- Course Overload Tuition

ii. Systemwide Tuition

The Board may choose to establish a systemwide tuition rate for programs that span two or more institutions. Revenues from systemwide tuition will be deposited with the state for those institutions required to do so per statute.

iii. iii. Western Undergraduate Exchange (WUE) Tuition

The Western Undergraduate Exchange tuition is established as 150% of the resident tuition rate for full-time students participating in this program. Students in this program shall be subject to the Consolidated Mandatory Fee and all other applicable fees..

**B. Board Established Course and Program Fees**

For purposes of board established course and program fees, “academic” means a systematic, usually sequential, grouping of courses that provide the student with the knowledge and competencies required for a baccalaureate, master’s, specialist or doctoral degree as defined in policy III.E.1.

i. Career Technical Education Fee

The Career Technical Education fee is the fee charged for educational costs for students enrolled in Career Technical Education programs

ii. Institutional Online Program Fee

An institutional online program fee may be charged for any fully online undergraduate, graduate, and certificate program. An online program fee shall be in lieu of resident or non-resident tuition (as defined in Idaho Code §33-3717B) and all other Board-approved fees. An online program is one in which all courses are offered and delivered via distance learning modalities (e.g. campus-supported learning management system, videoconferencing, etc.); provided however, that limited on-campus meetings may be allowed if necessary for accreditation purposes or to ensure the program is pedagogically sound.

iii. Professional Program Fees

A profession is an occupation, for which a person has to undergo specialized training or internship for getting a high degree of education and expertise in the concentrated area.

- a) Requirements. To designate a professional fee for a Board approved professional program, all of the following criteria must be met:

- 1) Credential or Licensure Requirement:
    - (a) A professional fee may be charged for an academic professional program if graduates of the program obtain a specialized higher education certificate or degree that qualifies them to practice a professional service involving expert and specialized knowledge for which credentialing or licensing may be required.
    - (b) Any such professional program must provide at least the minimum capabilities required for entry to the practice of a profession.
  - 2) Accreditation Requirement: The program:
    - (a) is accredited within the institution's regional accreditation; or
    - (b) is actively seeking accreditation if a new program; or
    - (c) will be actively seeking program accreditation after the first full year of existence if a new program by a regional or specialized accrediting agency.
  - 3) Demonstration of Program Costs: Institutions may propose professional fees for Board approval based on the costs to deliver the program. An institution must provide justification for the pricing of the professional program. Professional program fees must be additional fees above and beyond the normal resident and non-resident tuition rates.
- b) Program Guidelines
- 1) The program must be consistent with academic offerings of the institution serving a population that accesses the same activities, services, and features as full-time, tuition-paying students.
  - 2) Upon the approval and establishment of a professional fee, course fees associated with the same program shall be prohibited.
  - 3) Once a professional fee is initially approved by the Board, any subsequent change in a professional fee shall require prior approval by the Board at the same meeting institutions submit proposals for tuition and fees.
- iv.) Self-Support Academic Program Fees

- a) Self-support programs fees are charged in lieu of resident or non-resident tuition for programs that lead to degrees or certificates. To bring a Self-support program fee to the Board for approval, all of the following criteria must be met:
  - (1) An institution shall follow the program approval guidelines set forth in policy III.G.
  - (2) The Self-support program shall be an academic program.
  - (3) The Self-support program shall be distinct from the traditional offerings of the institution by serving a population that does not access the same activities, services and features as full-time, resident and non-resident tuition paying students, such as programs designed specifically for working professionals, programs offered off-campus, or programs delivered completely online.
  - (4) No appropriated funds may be used in support of Self-support programs. The Self-support program fee shall be all-inclusive and no other fees shall be charged in connection with participation in the program.
  - (5) Self-support program finances shall be segregated, tracked and accounted for separately from all other programs of the institution except as provided for in subsection 3.B.iv.b.
- b) If a Self-support program fee is approved for a new program, an institution may fund program start-up costs through reallocation or use of reserves., the program must demonstrate ability to support its costs, both direct and indirect, within a period not to exceed three years from program start-up.
- c) Once a Self-support program fee is initially approved by the Board, any subsequent change in a Self-support program fee shall require prior approval by the Board.
- d) Students enrolled in self-support programs may take courses outside of the program so long as they pay the required tuition and fees for those courses.
- vi). Summer Bridge Program Fee

The Summer Bridge Program Fee fee is charged to students recently graduated from high school, who are admitted into a summer bridge program at an institution the summer immediately following graduation from high school, and who will be enrolling in pre-determined college-level courses at the same institution the fall semester of the same year for the express purpose of acquiring knowledge and skills necessary to be successful in college. The bridge program fee shall be set annually by the Board.

vi). Independent Study in Idaho

This fee is charged for courses offered through the Independent Study in Idaho (ISI) cooperative program. Complete degree programs shall not be offered through the ISI. Credits earned upon course completion shall transfer to any Idaho public college or university. The ISI program shall receive no appropriated or institutional funding and shall operate alone on revenue generated through ISI student registration fees.

C. Institution Established Program Fees

Institution Established Program Fees are charged in lieu of tuition. The Board delegates establishment of the following fees to the Chief Executive Officers. An annual report listing these fees shall be provided to the Board annually at the time of establishment of Board-established tuition and fees.

i) Employee/Spouse/Dependent Fee

The fee for eligible participants shall be set by each institution. Eligibility shall be determined by each institution. Employees, spouses and dependents at institutions and agencies under the jurisdiction of the Board may be eligible for this fee. Employees of the Office of the State Board of Education and the Division of Career Technical Education shall be treated as institution employees for purposes of eligibility. Special course fees may also be charged.

ii. Senior Citizen Fee

The fee for eligible participants shall be set by each institution. Eligibility shall be determined by each institution.

iii. In-Service Teacher Education Fee

This fee shall be applicable only to teacher education courses offered as teacher professional development. This fee is not intended for courses which count toward an institution's degree programs. Courses must be approved by the appropriate academic unit(s) at the institution. For purposes of this special fee only, "teacher" means any certificated staff (i.e. pupil services, instructional and administrative).

a) The fee shall not exceed one-third of the part-time undergraduate credit hour fee or one-third of the graduate credit hour fee for Idaho teachers employed at an Idaho elementary or secondary school; and

b) The credit-granting institution may set a course fee up to the regular undergraduate or graduate credit hour fee for non-Idaho teachers, for teachers who are not employed at an Idaho elementary or secondary

school, or in cases where the credit-granting institution bears all or part of the costs of delivering the course.

iv. Contracts and Grants

Special fee arrangements are authorized by the Board for instructional programs provided by an institution pursuant to a grant or contract approved by the Board.

v. Continuing Education Fees

Continuing education fees may be charged to continuing education students on a course-by-course basis.

D) Board Approved Administrative Fees

Administrative local fees are student fees that are approved by the State Board of Education and deposited into local institutional accounts.

These shall be approved by the Board at its annual meeting for setting tuition and fees and will be clearly communicated to students prior to their enrollment.

i. Consolidated Mandatory Fee

This fee is inclusive of all facilities, activity and technology fees. The State Board of Education will approve the Consolidated Mandatory Fee which may then be allocated by institutions. This fee includes capital improvement and building projects and debt service required by these projects, the fee charged for such activities as intercollegiate athletics, student health center, student union operations, the associated student body, financial aid, intramural and recreation, and other activities which directly benefit and involve students and campus technology enhancements and operations directly related to services for student use and benefit (e.g., internet, network, and web access, general computer facilities, electronic or online testing, and online media).

A full-time and part-time rate shall be established. Institutions shall provide an annual accounting to the Board of the way the Consolidated Mandatory fee is utilized by each institution.

ii. Transcription Fee

A fee may be charged for processing and transcribing credits. The fee shall be established annually by the Board.

- (a) This fee may be charged to students enrolled in a qualified Workforce Training course where the student elects to receive credit. The cost of delivering Workforce Training courses, which typically are for noncredit, is an additional fee since Workforce Training courses are self-

supporting. The fees for delivering the courses are retained by the technical colleges

- (b) This fee may also be charged for transcribing demonstrable technical competency credits as defined in Board policy III.Y.

iii. Dual Credit Fee

High school students who enroll in one or more dual credit courses delivered by high schools (including Idaho Digital Learning Academy), either face-to-face or online, are eligible to pay a reduced cost per credit which is approved at the Board's annual tuition and fee setting meeting. The term "dual credit" as used in this section is defined in Board Policy III.Y, which defines how costs are determined for high school students who are enrolled in classes on campus.

c. Institution Approved Special Course and Administrative Fees

The following local fees and charges are charged to support specific courses or activities and are only charged to students that engage in those specific courses or activities. Local fees and charges are deposited into local institutional accounts or the unrestricted fund. All local fees or changes to such local fees are established and become effective in the amount and at the time specified by the institution. The institution is responsible for reporting these local fees to the Board upon request.

i. Special Course Fees

A special course fee is an additive fee on top of the standard per credit hour fee which may be charged to students enrolled in a specific course for materials and/or activities required for that course. Special course fees, or changes to such fees, are established and become effective in the amount and at the time specified by the chief executive officer or provost, and must be prominently posted so as to be readily accessible and transparent to students, along with other required course cost information. Such fees shall be reported to the Board upon request.

- a) Special course fees shall be directly related to academic programming. Likewise, special course fees for career technical courses shall be directly related to the skill or trade being taught.
- b) Special course fees may only be charged to cover the direct costs of the additional and necessary expenses that are unique to the course. This includes the costs for lab materials and supplies, specialized software, cost for distance and/or online delivery, and personnel costs for a lab manager. A special course fee shall not subsidize other courses, programs or institution operations.

- c) A special course fee shall not be used to pay a cost for which the institution would ordinarily budget including faculty, administrative support and supplies.
- d) Special course fees shall be separately accounted for and shall not be commingled with other funds; provided however, multiple course fees supporting a common special cost (e.g. language lab, science lab equipment, computer equipment/software, etc.) may be combined. The institution is responsible for managing these fees to ensure appropriate use (i.e. directly attributable to the associated courses) and that reserve balances are justified to ensure that fees charged are not excessive.
- e) The institution shall maintain a system of procedures and controls providing reasonable assurance that special course fees are properly established and used in accordance with this policy, providing an annual review of one-third of the fees each year over a 3-year cycle.

iii.. Additional Mandatory Fees

- a) Processing fees may be charged for the provision of academic products or services to students (e.g. undergraduate application fee, graduate application fee, program application fee, graduation/diploma fee, new student orientation fees and transcripts). Fees for permits (e.g. parking permit) may also be charged. Each fee may be included in the Consolidated Mandatory fee or established as a separate fee.
- b) All processing fees are established and become effective in the amount and at the time specified by the institution.

iv. Discretionary Fees

Fees for permits, student health insurance premiums, room and board rates, or fines shall be established by the institution. Each fee may be included in the Consolidated Mandatory fee or established as a separate fee.

v. Fines and Infractions

Fines may be charged for the infraction of an institution policy (e.g., late fee, late drop, library fine, parking fine, lost card, returned check, or stop payment).

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**FEBRUARY 18, 2021**

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**IDAHO STATE UNIVERSITY**

**SUBJECT**

Online Program Fee for Fire Services Administration Program

**APPLICABLE STATUTE, RULE, OR POLICY**

Idaho State Board of Education Governing Policies & Procedures, Section V.R.

**BACKGROUND/DISCUSSION**

Idaho State University (ISU) requests permission to fund its fully online Fire Services Administration program using the online program fee model, in lieu of tuition and other fees, in accordance with Idaho State Board of Education (Board) Policy V.R.3.a.x. The program has always been offered fully online but ISU is requesting the fee to be competitive with other comparable online programs. The online program fee would initially be established at \$250 per credit.

The online program fee would cover costs associated with the program, including adjuncts consisting of Fire Chiefs, Deputy Chiefs and Battalion Chiefs with appropriate academic credentials. A program director that has been a fire chief or deputy fire chief is important for program credibility and eventual specialized accreditation.

ISU is currently in discussions with out-of-state community colleges to develop articulation agreements to allow students with AS degrees in Fire Services or Fire Science to transfer into the B.S. Fire Services Administration.

**IMPACT**

The fiscal impact of the proposed program with online program fee was estimated based on 7.5 new students (FTE) in the first year, 9 new students in the second year, and 11 new students in the third year. In setting the program fees, the goal was to provide an affordable option to students while ensuring that revenue would cover the costs within a few years of launching the program. The program is expected to run a small deficit in one of the first three years, after which net income will be sufficient to cover the costs of the program as it grows.

The program fee of \$250/credit falls is competitive with similar programs at other institutions, e.g., \$265/credit at Eastern Oregon University and \$235/credit at Columbia Southern University. No tuition or other fees will be charged. Because of the proposed articulation agreements with community colleges, it is anticipated that candidates will enter the proposed program having earned 60 credits and completed their general education requirements. The total cost to a student entering the program with 60 credits would be \$15,000.

**BUSINESS AFFAIRS AND HUMAN RESOURCES**  
**FEBRUARY 18, 2021**

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**ATTACHMENTS**

Attachment 1 – Proposed budget for the Online Fire Services Administration Program

**STAFF COMMENTS AND RECOMMENDATIONS**

As noted, the intent of ISU is to expand the program through articulation agreements, but also to stay competitive related to the cost of this program. Although the program will begin small, and ISU anticipates an initial deficit, the program will provide a pathway for students to receive a degree in Fire Services Administration. Staff recommends approval.

**BOARD ACTION**

I move to approve the request by Idaho State University to add an online program fee of \$250.00 per credit to the online Fire Services Administration program, in conformance with the program budget submitted to the Board in Attachment 1.

Moved by \_\_\_\_\_ Seconded by \_\_\_\_\_ Carried Yes \_\_\_\_\_ No \_\_\_\_\_

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
FEBRUARY 18, 2021**

**ATTACHMENT 1**

**Program Resource Requirements.**

- Indicate all resources needed including the planned FTE enrollment, projected revenues, and estimated expenditures for the first four fiscal years of the
- Include reallocation of existing personnel and resources and anticipated or requested new resources.
- Second and third year estimates should be in constant dollars.
- Amounts should reconcile subsequent pages where budget explanations are provided.
- If the program is contract related, explain the fiscal sources and the year-to-year commitment from the contracting agency(ies) or party(ies).
- Provide an explanation of the fiscal impact of any proposed discontinuance to include impacts to faculty (i.e., salary savings, re-assignments).

**I. PLANNED STUDENT ENROLLMENT**

	<u>FY 2022</u>		<u>FY 2023</u>		<u>FY 2024</u>		<u>FY 2025</u>	
	FTE	Headcount	FTE	Headcount	FTE	Headcount	FTE	Headcount
A. New enrollments	7.5	15	9	18	10.8	21.6	12.96	25.92
B. Shifting enrollments	5.5	11	11.7	23.4	18.63	37.26	26.487	52.974
<b>Total Enrollment</b>	<b>13</b>	<b>26</b>	<b>20.7</b>	<b>41.4</b>	<b>29.43</b>	<b>58.86</b>	<b>39.447</b>	<b>78.894</b>

**II. REVENUE**

	<u>FY 2022</u>		<u>FY 2023</u>		<u>FY 2024</u>		<u>FY 2025</u>	
	On-going	One-time	On-going	One-time	On-going	One-time	On-going	One-time
1. New Appropriated Funding Request	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
2. Institution Funds	\$57,649.49	\$0.00	\$58,336.48	\$0.00	\$58,788.30	\$0.00	\$59,772.89	\$0.00
3. Federal	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4. New Tuition Revenues from Increased Enrollments	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Student Fees	\$130,000.00	\$0.00	\$207,000.00	\$0.00	\$294,300.00	\$0.00	\$394,470.00	\$0.00
6. Other (i.e., Gifts)	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Revenue</b>	<b>\$187,649</b>	<b>\$0</b>	<b>\$265,336</b>	<b>\$0</b>	<b>\$353,088</b>	<b>\$0</b>	<b>\$454,243</b>	<b>\$0</b>

*Ongoing is defined as ongoing operating budget for the program which will become part of the base.*

*One-time is defined as one-time funding in a fiscal year and not part of the base.*

**III. EXPENDITURES**

	<u>FY 2022</u>		<u>FY 2023</u>		<u>FY 2024</u>		<u>FY 2025</u>	
	On-going	One-time	On-going	One-time	On-going	One-time	On-going	One-time
<b>A. Personnel Costs</b>								
1. FTE	0.5	0.00	1.5	0.00	1.5	0.00	1.5	0.00
2. Faculty	\$0.00	\$0.00	\$17,500.00	\$0.00	\$35,525.00	\$0.00	\$36,590.75	\$0.00
3. Adjunct Faculty	\$56,000.00	\$0.00	\$61,362.50	\$0.00	\$50,393.00	\$0.00	\$51,724.79	\$0.00
4. Graduate/Undergrad Assistants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
5. Research Personnel	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
6. Directors/Administrators	\$13,659.30	\$0.00	\$31,569.08	\$0.00	\$50,016.15	\$0.00	\$51,516.64	\$0.00
7. Administrative Support Personnel	\$14,869.80	\$0.00	\$15,315.89	\$0.00	\$15,775.37	\$0.00	\$16,248.63	\$0.00
8. Fringe Benefits	\$18,410.45	\$0.00	\$31,581.01	\$0.00	\$43,497.40	\$0.00	\$44,784.33	\$0.00
9. Other:	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Personnel and Costs</b>	<b>\$102,940</b>	<b>\$0</b>	<b>\$157,328</b>	<b>\$0</b>	<b>\$195,207</b>	<b>\$0</b>	<b>\$200,865</b>	<b>\$0</b>

**BUSINESS AFFAIRS AND HUMAN RESOURCES  
FEBRUARY 18, 2021**

**ATTACHMENT 1**

	<u>FY 2022</u>		<u>FY 2023</u>		<u>FY 2024</u>		<u>FY 2025</u>	
	On-going	One-time	On-going	One-time	On-going	One-time	On-going	One-time
<b>B. Operating Expenditures</b>								
1. Travel	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$2,000.00	\$0.00	\$3,000.00	\$0.00
2. Professional Services	\$2,000.00	\$0.00	\$2,000.00	\$0.00	\$4,000.00	\$0.00	\$4,000.00	\$0.00
3. Other Services	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
4. Communications	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00
5. Materials and Supplies	\$1,000.00	\$0.00	\$1,000.00	\$0.00	\$2,000.00	\$0.00	\$2,000.00	\$0.00
6. Rentals	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
7. Materials & Goods for Manufacture & Resale	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
8. Miscellaneous	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total Operating Expenditures</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$10,000</b>	<b>\$0</b>	<b>\$11,000</b>	<b>\$0</b>
<b>C. Capital Outlay</b>								
1. Library Resources								
2. Equipment								
<b>Total Capital Outlay</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>
<b>D. Capital Facilities Construction or Major Renovation</b>								
<b>E. Other Costs</b>								
Utilities								
Maintenance & Repairs								
Other Online Fee Distribution	\$42,250.00		\$67,275.00		\$95,647.50		\$128,202.75	
1) ISU Central	\$32,500.00		\$51,750.00		\$73,575.00		\$98,617.50	
2) ITRC/eISU	\$9,750.00		\$15,525.00		\$22,072.50		\$29,585.25	
<b>Total Other Costs</b>	<b>\$42,250</b>	<b>\$0</b>	<b>\$67,275</b>	<b>\$0</b>	<b>\$95,648</b>	<b>\$0</b>	<b>\$128,203</b>	<b>\$0</b>
<b>TOTAL EXPENDITURES:</b>	<b>\$150,190</b>	<b>\$0</b>	<b>\$229,603</b>	<b>\$0</b>	<b>\$300,854</b>	<b>\$0</b>	<b>\$340,068</b>	<b>\$0</b>
<b>Net Income (Deficit)</b>	<b>\$37,460</b>	<b>\$0</b>	<b>\$35,733</b>	<b>\$0</b>	<b>\$52,234</b>	<b>\$0</b>	<b>\$114,175</b>	<b>\$0</b>

Budget Notes (specify row and add explanation where needed; e.g., "I.A.,B. FTE is calculated using..."):

II.2.	Includes institutional funds for adjunct salaries
II.5.	Total student fees estimated assuming FTE = 50% headcount in 40 credits per year at \$250 per credit (most students are part time students)
III.F.3.1.	ISU Central Administrative Overhead (LFADxx): 25% of student fees distribution
III.F.3.2.	ISU ITRC/eISU: 0.075% of student fees distribution
III.C.2	\$5,000 for office furniture and computer for new faculty/program director in year 2.
0	0
0	0
0	0
0	0