

Idaho State Board of Education
GOVERNING POLICIES AND PROCEDURES
SECTION: V. FINANCIAL AFFAIRS
SUBSECTION: R. Establishment of Tuition and Fees

December 2026 ~~February 2022~~

~~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. Each institution shall comply with Board policy V.D. in depositing tuition revenues.~~

~~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~~

1. Purpose

Consistent with the Statewide Plan for Higher Education in Idaho, the institutions regularly assess and propose annual adjustments to tuition and fees that provide for quality education and maintain access to educational programs for Idaho citizens.

2. Guiding Principles

- a. In setting tuition and fees, nothing in this policy precludes review and approval of tuition and fee setting based on market considerations.
- b. In assessing tuition and fees, the Board will consider a wide range of factors to support informed decision-making. These may include institutional comparisons, regional and market conditions, trends relative to inflation, measures of affordability, and the share of educational costs borne by students. The Board may request that institutions provide additional data, analysis, and justification according to guidelines provided by the Executive Director or designee. Other criteria may be evaluated as is deemed appropriate.
- c. 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

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otherwise authorized by the Board. Each institution must comply with Board policy V.D. in depositing tuition revenues.

- d. It is the requirement of the Board that institutions communicate all tuition and fees to students in a clear and understandable format according to guidelines provided by the Executive Director or designee. Tuition and fee information must be available to students prior to their enrollment and fees be as consolidated and limited as is practicable.
- e. All tuition and fees must be reported according to guidelines provided by the Executive Director or designee.
- f. All Fees (as defined in V.R. 3 and as referenced throughout policy section V.R.) must be used for the purpose for which they are collected.
- g. Institutions must maintain an inventory of all Fees (as defined in Section 3) currently in effect, including documentation of the approval authority and date, and the stated purpose for which the fee is collected. Institutions must report annually, according to guidelines provided by the Executive Director or designee, the total revenue collected from each fee and any surplus balance associated with it.

3. Definitions

- a. "Tuition and Fees" means Institutional Tuition, Consolidated Mandatory Fee, and Administrative Fees requiring annual Board approval unless exempted below.
- b. "Institutional Tuition" is the amount charged for any and all educational services at the University of Idaho, Boise State University, Idaho State University, and Lewis-Clark State College. Assessed for, but not limited to: academic services; instruction; construction, maintenance, and operation of buildings and facilities; student services; or institutional support.
- c. The "Consolidated Mandatory Fee" is a consolidated student fee that is inclusive of all facilities, activity, and technology fees. The fee comprises four categories: (1) Student Enrollment, Engagement, and Success; (2) Institutional Operations, Services, and Support; (3) Student Health and Wellness; and (4) Student Government. A full-time and part-time rate must be established.
- d. A "Comprehensive Program Fee" is a fee charged to students in lieu of the Institutional Tuition and Consolidated Mandatory Fee. Programs in this area are either Self-Support or Fully Online.

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- e. "Self-Support Program" is an academic program that is 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 for working professionals or other special degree-seeking populations.
- f. "Fully Online Program" programs feature only asynchronous online courses as defined in Board Policy III.E.
- g. "Administrative Fees" include fees assessed for specific programs, courses, or populations.
- h. "Academic Program" is a postsecondary educational program offered by an institution of higher education that leads to an academic or professional degree, certificate, or other recognized educational credential as defined in Board Policy Section III.E.
- i. "Professional Program" is an academic program for which graduates 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.
- j. "Dual Credit": ~~As defined in Board Policy III.Y, refers to courses for which high school students are enrolled in classes at a postsecondary institution or via distance delivery, earning both high school and college credit.~~ has the meaning given in Board Policy III.Y: courses that allow high school students to simultaneously earn credit toward a high school diploma and a postsecondary degree or certificate, whether taught at the high school, on the postsecondary campus, or via distance delivery.
- k. "Workforce Training" is comprised of non-credit courses that are self-supporting; the fees for delivering such courses are retained by the technical colleges.
- l. "Auxiliary Rate" means a charge assessed for goods or services provided by a self-supporting auxiliary enterprise of an institution, as defined in Board Policy V.B.4.a., such as housing (room and board), parking, dining, or bookstore operations, priced to recover the cost of providing that good or service. An Auxiliary Rate is not a "Fee" as defined in this policy and is not subject to the tuition and fee-setting process in Section 4 or the Fee Approval Framework in Section 5. Auxiliary Rates are established by the institution according to institutional policy and must be reported to the Board annually. Fees established under Section 11 (Tier 4) remain Fees under this policy, even where the Non-Degree Education Operation that charges them is accounted for as a self-supporting auxiliary enterprise under Section 11.vii.

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- m. "Non-Degree Education Operation" or "Operation" means non-degree professional, continuing, or outreach instruction, including In-Service Teacher Education and Continuing Education, that an institution offers through an instructional or administrative unit as defined in Board Policy III.G.1. and accounts for as a self-supporting auxiliary enterprise under Section 11.vii. For purposes of Board Policy V.B.4.a., participants enrolled in an Operation are considered individuals in the institutional community served by the auxiliary enterprise.
- n. "Fee" means any charge assessed to students under Sections 7 through 12 of this policy, whether approved by the Board or by the institution. Institutional Tuition and Auxiliary Rates are not Fees.
- o. "Local funds" means fee revenue deposited into local institutional accounts or the unrestricted fund. Local funds are not appropriated funds.

4. Tuition and Fee-Setting Process

- a. Initial Notice: A proposal to alter any student tuition and fee covered by Subsection V.R.5. must be formalized by initial notice of the institutional president of the institution according to a timeline established annually by the State Board or Executive Director, but not less than 14 days before the published Board meeting at which a final decision is to be made.

~~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.~~

- i. 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.
- ii. 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.
- iii. A record of the public hearing as well as a copy of the initial notice ~~shall~~must be made available to the Board. Public hearings may be held in person or virtually.

~~b. Board Approval~~

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- b. Board Approval: Board approval for most tuition and fees, as detailed in the remainder of V.R., will be considered annually unless otherwise specified. 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~~

5. Fee Approval Framework

Tuition and fees vary by approval and by timing. Full descriptions of each Tier follow below this table:

<u>Tier</u>	<u>Tuition or Fee Type</u>	<u>Approved By</u>	<u>Frequency / Timing</u>
<u>1</u>	<u>Institutional Tuition</u>	<u>Board</u>	<u>Annually</u>
<u>1</u>	<u>Consolidated Mandatory Fee</u>	<u>Board</u>	<u>Annually</u>
<u>1</u>	<u>Dual Credit</u>	<u>Board</u>	<u>Annually</u>
<u>2</u>	<u>Comprehensive Program Fee (Fully Online / Self Support)</u>	<u>Board</u>	<u>Initially at time of program approval; annually thereafter</u>
<u>3</u>	<u>Administrative Fees (Professional, Differential, CTE, Summer Bridge, New Student Orientation, Program Participation, Transcription, Other)</u>	<u>Board</u>	<u>Annually or at time of program approval (type-dependent)</u>
<u>4</u>	<u>Special Program Fees in Lieu of Tuition (Employee/Dependent, Senior Citizen, In Service, Contracts/Grants, Continuing Education)</u>	<u>Institution</u>	<u>Reported to Board annually</u>
<u>5</u>	<u>Course and Miscellaneous Administrative Fees (Course Fees, Processing, Discretionary, Fines)</u>	<u>Institution</u>	<u>Reported to Board annually</u>

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All tuition and fees must be displayed in a format in accordance to guidance provided by the Executive Director or designee.

6. Tier 1: Institutional Tuition (Approved Annually by the Board)

~~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.~~ Institutional 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~~

i. Institutional Tuition ~~shall~~must be set as follows and may include both full-time and part-time rates in the following categories:

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

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.

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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.

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. 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~~must 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~~

7. Tier 1: Consolidated Mandatory Fee (Approved Annually by the Board)

Administrative local fees are student fees that are approved by the State Board of Education and are considered local funds. This fee is inclusive of all facilities, activity and technology fees. The State Board of Education will approve the Consolidated Mandatory Fee which will then be allocated by institutions. A full-time and part-time rate must be established. The Consolidated Mandatory Fee, with an amount for each of the four categories that comprise it, must be submitted to the Board for approval annually with the tuition increase.

The categories are:

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i. Student Enrollment, Engagement, and Success

The student enrollment, engagement and success fees provide funding to support the multitude of activities and services available to students, both on and off campus. Included in these fees are scholarships, student employment opportunities, funding to support student success initiatives, and enrollment (recruitment and retention) activities.

ii. Institutional Operations, Services, and Support

The institutional operations, services, and support fees support the departmental and infrastructure needs of the college and universities, including construction and maintenance of facilities; instructional and computing resources; student involvement services and participation with athletic, arts, and cultural events.

iii. Student Health and Wellness

The student health and wellness fee supports students' physical and mental health and well-being. The student health and wellness fee also allows for access to the health and counseling centers throughout the year as well as access to well-being and fitness programs and facilities for overall improvement of the student experience. This fee also funds facilities, maintenance, and programs available through the recreation and intramural programs.

iv. Student Government

The student government fee funds support for the student government officers elected by students, student government initiatives, and student overall experience. Students are provided the means to engage in discussions, events, and opportunities that interest them, are new to them, and challenge them. A subset of this fee includes funding for student activities, clubs, and organizations; of which students must be allowed to opt-out of payment of this subset of the fee.

8. Tier 1: Dual Credit Fee (Approved Annually by the Board)

High school students who enroll in one or more dual credit courses delivered by a postsecondary institution at a high school (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.

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9. Tier 2: Comprehensive Program Fee (Board-Approved at Time of Program Proposal)

Two fee structures operate as a Comprehensive Program Fee: fully online and self-support programs. Comprehensive Program Fees are approved by the Board or designee when the associated program is approved. Comprehensive Program Fees must be submitted when the program is submitted for review and approval per Board Policy III.G. A Comprehensive Program Fee must be one of the two following options:

ii.i. 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.~~

A Comprehensive Program Fee: Fully Online Program is an institutional online program fee that may be charged in lieu of tuition for any fully online undergraduate, graduate, and certificate program (see Board Policy III.E for full definition). A fully online program fee must be in lieu of resident or non-resident tuition (as defined in Idaho Code §33-3717B) and all other Board-approved consolidated and administrative fees.

ii. Comprehensive Program Fee: Self-Support Academic Program

Self-support programs fees are charged in lieu of resident or non-resident tuition for programs that lead to degrees or certificates. A self-support program fee in lieu of tuition must be in lieu of resident or non-resident tuition (as defined in Idaho Code §33-3717B) and all other Board-approved consolidated and administrative fees.

To bring a Comprehensive Program Fee: Self-Support Academic Program to the Board for approval, all of the following criteria must be met:

- 1) An institution must follow the program approval guidelines set forth in policy III.G.
- 2) The Self-support program must be an academic program.

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- 3) The Self-support program must 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 for unique populations.
- 4) No appropriated funds may be used in support of Self-support programs.
- 5) Self-support program finances must be segregated, tracked and accounted for separately from all other programs of the institution.
- 6) If a Comprehensive Program Fee is approved for a new self-support program, an institution may fund program start-up costs through reallocation or use of reserves. However, 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.
- 7) Once a Comprehensive Program Fee is initially approved by the Board, any subsequent change in a Comprehensive Program Fee must require prior approval by the Board.
- 8) Students enrolled in a Comprehensive Fee Program may take courses outside of the program so long as they pay the required tuition and fees for those courses.

10. Tier 3: Administrative Fees (Approved Annually or at Time of Program Proposal)

Administrative fees are student fees that are approved by the State Board of Education and are considered local funds.

iii.a. Professional Program Fees (Board-Approved at Time of Program Proposal)

~~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 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. Professional program fees must be additional fees above and beyond the normal resident and non-resident tuition rates. Professional Program Fees must be submitted when the program is submitted for review and approval per Board Policy III.G unless otherwise approved for submission by the Executive Director or designee.

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

~~1)i.~~ Credential or Licensure Requirement:

~~i)1)~~ 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~~ is required.

~~ii)2)~~ Any such professional program must provide at least the minimum capabilities required for entry to the practice of a profession.

~~2)ii.~~ Accreditation Requirement: The program:

~~i)1)~~ is accredited within the institution's ~~regional~~ institutional accreditation; or

~~ii)2)~~ is actively seeking accreditation if a new program; or

~~iii)3)~~ will be actively seeking program accreditation after the first full year of existence if a new program by ~~a regional~~ an institutional or specialized accrediting agency.

~~3)iii.~~ Demonstration of Program Costs: Institutions may propose professional fees for Board approval based on the costs to deliver the program and other related costs. 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~~

iv. Program Requirements

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~~ must be prohibited.

3) Once a professional fee is initially approved by the Board, any subsequent change in a professional fee ~~shall~~ must require prior approval by the Board at the same meeting institutions submit proposals for tuition and fees.

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~~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.~~

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b. Differential Fee (Approved Annually by the Board)

A differential fee is a fee assessed within an undergraduate or graduate degree program on a narrowly defined set of major/program courses, or on the student credit hours in those courses, to recover and sustain the demonstrated higher costs of instruction and delivery in certain academic areas. At the undergraduate level, differential fees are limited to upper-division (300x and 400x) courses. At the graduate level, they may be assessed on graduate courses (500x level and above) within the approved program. Differential fees are intended to support direct, identifiable program costs that materially exceed standard instructional costs, such as high faculty costs, specialized laboratories and equipment, accreditation-driven instructional requirements, safety or clinical ratios, and sustained course capacity needs. They are not intended as a general revenue source.

- 1) Differential fees may be applied only to upper-division undergraduate courses (300x and 400x level) and graduate courses (500x level and above) as expressly approved by the Board.
- 2) Any differential fee must be justified with documented evidence that the incremental costs are concentrated in the affected upper-division undergraduate or graduate courses. It must be transparent to students (published scope, rate, and duration) and limited to specified uses that directly benefit the students paying the differential.
- 3) Institutional review must consider the fee's impact on student cost of attendance and the adequacy of student notice. For graduate programs, review must also consider the fee's interaction with assistantship tuition and fee waivers and with external funding or sponsor rates.
- 4) Once a differential fee is approved and established, course fees associated with the same courses are prohibited. A differential fee may not be assessed in a graduate or professional program that is already assessed a professional fee under this policy for the same courses or credit hours.
- 5) Requirements
 - i. The program must be consistent with the institution's academic offerings and serve a population that accesses the same activities, services, and features as full-time, tuition-paying students.
 - ii. Once the Board initially approves a differential fee, any subsequent change requires prior Board approval at the same meeting at which institutions submit proposals for tuition and fees.

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iii. A differential fee proposal must include a plan to prevent duplicative charges with other program, course, or professional fees. It must also provide for stakeholder consultation and require periodic review and public reporting on revenues, expenditures, and impacts on access.

c. Career Technical Education Fee (Approved Annually by the Board)

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

v.d. Summer Bridge Program Fee (Approved Annually by the Board)

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.~~

~~e. Institution Established Program Fees~~

e. Additional Institutional Student Fees or Charges (Approved Annually by the Board)

This subsection applies to any charge that impacts 50% or more of the institution's undergraduate students. This includes a charge embedded in course registration or enrollment processes. Such a charge must undergo appropriate institutional review before submission for annual Board approval. This subsection governs notwithstanding any other provision of this policy, including the Institution Approved Course and Miscellaneous Administrative Fees provisions in subsection 11 below provisions in Section 12 below. Institutional review must include consideration of the charge's impact on student cost of attendance and the adequacy of student notice. Additional Institutional Student Fees or Charge proposals must include a plan to prevent duplicative charges with other program/course fees, provide for stakeholder

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consultation, and require periodic review and public reporting on revenues, expenditures, and impacts on access. Examples of charges governed by this subsection include broadly-assessed institutional fees, such as an advising fee, library fees, or course materials fees, that are charged to all or substantially all undergraduate students each term.

f. New Student Orientation Fee (Approved Annually by the Board)

The New Student Orientation Fee is charged to students newly admitted to an institution to support required orientation programming prior to the start of their first academic term.

g. Program Participation Fee (Approved Annually by the Board)

A program participation fee is a fee charged each term to students admitted to a specific academic program, college, or cohort, such as an honors college, to support advising, programming, or enrichment services unique to that program and not provided to other students. A program participation fee that impacts 50% or more of the institution's undergraduate students is governed by subsection e. above.

- 1) Program participation fees must be limited to the costs of services unique to the program and may not be used for instruction or other costs the institution ordinarily budgets.
- 2) A program participation fee may not duplicate course, differential, or professional fees charged to the same students for the same costs.
- 3) The rate, the services supported, and any waiver or financial assistance provisions must be published before students enroll in the program.
- 4) Program participation fee revenue must be separately accounted for. Each annual proposal must report the number of students assessed, revenue, expenditures, and fund balance for the prior fiscal year.
- 5) Once a program participation fee is initially approved by the Board, any subsequent change requires prior Board approval at the same meeting at which institutions submit proposals for tuition and fees.
- 6) Program participation fees in effect on the effective date of this subsection must be submitted for Board approval with the institution's next annual tuition and fee proposal.

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h. Transcription Fee (Approved Annually by the Board)

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

- 1) 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.
- 2) This fee may also be charged for transcribing technical competency credits awarded pursuant to Board Policy III.Y to students who completed a secondary program previously approved for technical competency credits.

11. Tier 4: Special Program Fees in Lieu of Tuition (Institutional Approval and Annual Board Reporting)

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

~~i. Employee/Spouse/Dependent Fee~~

- i. Employee/Spouse/Dependent Fee: The fee for eligible participants ~~shall~~must be set by each institution. Eligibility ~~shall be~~is 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~~must be treated as institution employees for purposes of eligibility. Special course fees may also be charged.

~~ii. Senior Citizen Fee~~

- ii. Senior Citizen Fee: The fee for eligible participants ~~shall~~must be set by each institution. Eligibility ~~shall be~~is determined by each institution.

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

- iii. In-Service Teacher Education Fee: This fee ~~shall~~must be applicable only to teacher education courses offered as teacher professional development. This fee is not intended for courses ~~which count toward~~that are required

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~~components of an institution's~~ ~~institution's~~ degree programs; ~~however, a limited number of credits earned through such courses may be applied toward a degree by petition, consistent with institutional academic policy.~~ 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~~ **must** 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~~

~~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~~

~~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 will then be allocated by institutions. A full-time and part-time rate shall be established. The Consolidated Mandatory Fee, with an amount for each of the four categories that comprise it, shall be submitted to the Board for approval annually with the tuition increase. The categories are:~~

~~Student Enrollment, Engagement, and Success~~

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~~The student enrollment, engagement and success fees provide funding to support the multitude of activities and services available to students, both on and off campus. Included in these fees are scholarships, student employment opportunities, funding to support student success initiatives, and enrollment (recruitment and retention) activities.~~

~~Institutional Operations, Services, and Support~~

~~The institutional operations, services, and support fees support the departmental and infrastructure needs of the college and universities, including construction and maintenance of facilities; instructional and computing resources; student involvement services and participation with athletic, arts, and cultural events.~~

~~Student Health and Wellness~~

~~The student health and wellness fee supports students' physical and mental health and well-being. The student health and wellness fee also allows for access to the health and counseling centers throughout the year as well as access to well-being and fitness programs and facilities for overall improvement of the student experience. This fee also funds facilities, maintenance, and programs available through the recreation and intramural programs.~~

~~Student Government~~

~~The student government fee funds support for the student government officers elected by students, student government initiatives, and student overall experience. Students are provided the means to engage in discussions, events, and opportunities that interest them, are new to them, and challenge them. A subset of this fee includes funding for student activities, clubs, and organizations; of which students shall be allowed to opt-out of payment of this subset of the fee.~~

~~Upon approval by the Board, each institution shall ensure that the Consolidated Mandatory Fee and each of the category fees shall be posted on an easily accessible location on its website.~~

- vi. Independent Study in Idaho: Independent Study in Idaho started as a Board initiative and is now hosted and led by the University of Idaho as a cooperative course-sharing venture with Idaho's public postsecondary institutions. University of Idaho must set a cost per credit for all in-state public postsecondary students and may establish higher rates for other student

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populations. Complete degree programs must not be offered through the ISI. Credits earned upon course completion must transfer to any Idaho public college or university. The ISI program must receive no appropriated or institutional funding and must operate alone on revenue generated through ISI student registration fees.

- vii. Self-Supporting Non-Degree Education Operations: An institution may account for a Non-Degree Education Operation, as defined in Section 3, as a self-supporting auxiliary enterprise, separate from the institution's general education (appropriated) funds, if all of the following conditions are met:
- a) The Operation offers non-degree coursework, credit, or credentials to participants who are not required to be admitted to the institution. Credits earned through the Operation may be applied toward a degree only by petition, consistent with institutional academic policy;
 - b) No appropriated funds are used in support of the Operation, consistent with Board Policy V.B.4.a. Start-up costs may be funded through institutional reallocation or reserves. The Operation as a whole must demonstrate that it can support its full costs, both direct and indirect, within a period not to exceed three (3) years from start-up;
 - c) The Operation's revenues and expenses are segregated, tracked, and accounted for separately from all other programs of the institution;
 - d) All fees charged by the Operation remain subject to this Section 11;
 - e) Any course awarding institutional academic credit is approved by the appropriate academic unit(s). The institution may maintain a separate record of credentials for the Operation, provided that institutional academic credit can be verified and transcribed consistent with institutional academic policy and applicable accreditation standards; and
 - f) The institution notifies the Executive Director in writing before reclassifying fee revenue currently recorded in the institution's general education (appropriated) budget to an Operation. The notice must include the estimated revenue affected and any adjustment to the institution's general education budget base, including any change in spending authority subject to approval under Board Policy V.B.2.b. Each Operation's revenues, expenses, and fund balance must be reported to the Board annually with the institution's Tier 4 fee report. Establishment of any new instructional or administrative unit to administer an Operation is subject to approval under Board Policy III.G.3.a.ii.

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Operations accounted for as auxiliary enterprises as of the effective date of this subsection are deemed to meet the start-up requirements of subsection (b) and the notice requirement of subsection (f). They must be included in the institution's next annual Tier 4 report and must meet all other conditions of this subsection.

12. Tier 5: Course and Miscellaneous Administrative Fees (Institutional Approval and Annual Board Reporting)

A charge that meets the threshold described in the Additional Institutional Student Fees or Charges section of this policy is governed by that section and does not qualify as a special course fee for purposes of this section, regardless of whether it is assessed on a per course basis. A program participation fee, as described in Section 10.g, is likewise governed by that subsection and not by this section. The following fees and charges are charged to support specific courses, activities or administrative costs and are only charged to students that engage in those specific courses or activities. Revenue earned from these fees is considered to be local funds. All fees or changes to fees under this section become effective in the amount and at the time specified by the institution. Institutions are required to establish appropriate internal controls that provide reasonable assurance that fees are necessary and meet the requirements of this policy. Except where specified otherwise, these fees must be approved by the institutional president or designee. A report listing these fees must be provided to the Board annually at the time of establishment of Board-established tuition and fees.

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.~~

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~~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.~~

~~e. 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 charges 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.ii.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~~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~~president 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~~A report listing these fees ~~shall~~must be ~~reported~~provided to the Board ~~upon request~~annually at the time of establishment of Board-established tuition and fees.

- a) ~~Special course~~Course fees ~~shall~~must be directly related to academic programming. Likewise, special course fees for career technical courses ~~shall~~must be directly related to the skill or trade being taught.
- b) ~~Special course~~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~~must not subsidize other courses, programs or institution operations.
- c) A ~~special~~ course fee ~~shall~~must not be used to pay a cost for which the institution would ordinarily budget including faculty, administrative support and supplies.
- d) ~~Special course~~Course fees ~~shall~~must be separately accounted for and ~~shall~~must 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.

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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~~must 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.~~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.~~iii. Discretionary Fees, Fines, and Infractions

~~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).~~

Fees for permits, student health insurance premiums, or fines. Fines may be charged for the infraction of an institution policy or procedures established by operating units. Examples include, but are not limited to, e.g., late fee, late drop, library fine, parking fine, lost identification cards, returned check, or stop payment. Charges for housing (room and board) and parking are Auxiliary Rates, as defined in Section 3, and are governed by that definition rather than this subsection.