

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

SUBJECT: FINANCIAL AFFAIRS

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

***Adopted: May 21, 1973; Revised: May 22, 2015; Revised May 24, 2018***

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

**Board Policy**

A. Approval of a schedule of tuition and fees will take place once every two years; normally during the May meeting of odd numbered years. Requests for approval of tuition or fees at other times will only be entertained upon a demonstration of extenuating circumstances, except student driven fee changes, which may be entertained annually without demonstrating extenuating circumstances.

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

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

D. The associated student governments of the Montana University System will be given opportunity to take part in discussion with the Board of Regents concerning any changes in tuition or fees. Before approving or increasing any fee, the Board of Regents will give the duly constituted student government organization the opportunity to express student opinion regarding the fee. Such expression will be based on formal actions of the student senate or a student referendum.

1. Each associated student government of the Montana University System will be sent notification of proposed changes in the aforementioned fees and the individual institutions will make a formal presentation to the respective associated student governments prior to the time the Board of Regents is notified of these proposals.
2. Included in the individual campus request for proposed changes in the aforementioned fees to the Board of Regents will be a copy of the notification to the associated student government and documentation of the formal presentation. It is the intent of the Board of Regents to not entertain any proposals regarding any fee changes or initiation of new fees without the aforementioned notification and documentation of the presentation
3. The Board of Regents, in its deliberations on fee changes or initiation of new fees, will review any information presented to the Board by the associated student governments.

**Definitions**

**A. TUITION**

1. General tuition–Tuition rate assessed to all students on a per credit basis, deposited in the current unrestricted fund at each campus.
2. Program tuition – Additional tuition assessed to students in certain academic programs or

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courses; deposited in the current unrestricted fund at 4-year institutions and into a designated fund at 2-year institutions, to ensure the 2-year institutions' ability to accumulate funds for their equipment-intensive programs.

**B. FEES**

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

1. Mandatory fees—are assessed to all students registering at the campuses, regardless of the academic program or course of study chosen by the student – unless explicitly exempted by another Board of Regents Policy
2. Specific course fees – Course fees are assessed to cover the unique or extraordinary costs associated with the delivery of a specific course. Appropriate uses of course fees are limited to the following:
  - (a) Specialized activities or equipment fees, where payment is made to individuals or entities generally conducting these types of activities (such as downhill skiing, bowling, etc.);
  - (b) Field trips;
  - (c) Study abroad programs;
  - (d) Pass-through fees (such as Red Cross certifications, Nursing liability insurance, etc.);
  - (e) Laboratory consumables and other class consumables (such as sheet music), excluding computer supplies and paper products;
  - (f) Materials used by students to create a product that becomes the student's property after use in a specific course.
3. Student driven fees – are fees proposed through the student government organization on a given campus that students have had the opportunity to vote in support or opposition of. Only in the case that a fee is supported by a majority of voting students may a fee be presented as a student driven fee to the campus administration for possible inclusion into the schedule of tuition and fees presented to the Board of Regents for approval in the fiscal year in which the proposal was voted on by the students.
4. Other fees – All fees not included in the previous categories. Includes fees such as fines, rental fees, etc.

History:

Item 226-005, May 21, 1973; Item 3-006-R1273, December 10, 1973; Item 226-004, May 21, 1973; Item 3-005-R1273, December 10, 1973; as revised November 18, 1999 (Item 104-103-R0999) and May 29, 2003 (Item 119-107-R0503). Item 145-103-R1109, revised by the Board of Regents November 20, 2009. Revised May 22, 2015 (Item 167-103-R0515). Revised May 24, 2018 (Item 179-102-R0518).