11.2.5.7 Student Tuition and Fees

Policy Statement
Pursuant to the policies of the University System of Georgia, The University of Georgia shall prepare an operating budget for educational and general activities and an operating budget for auxiliary enterprises for the institution for each fiscal year within the limit of funds allocated plus estimated internal income of the institution.

Reason for policy
The University of Georgia budget is designed as a comprehensive fiscal plan for implementing its mission as a land-grant and sea-grant university with statewide commitments and responsibilities, as the state's oldest, most comprehensive, and most diversified institution of higher education. Our motto, "to teach, to serve, and to inquire into the nature of things," reflects the University's integral and unique role in the conservation and enhancement of the state's and nation's intellectual, cultural, and environmental heritage. The implied values of the budget as a comprehensive fiscal plan for the institution include accountability, efficiency and efficacy.

Procedures
Student tuition and other student fees are included as funding sources when determining the University of Georgia's original budget. Tuition and shall be charged to all students, and tuition rates for all USG institutions and programs are approved annually no later than the May meeting by the Board of Regents to become effective the following fall semester.

There are 4 types of student fees that get used in creating the original budget: Mandatory Student Fees, Housing Fees. Food Service Fees, and Other Elective Fees/Special Charges.

All Mandatory Student Fees shall be approved by the Board of Regents at its meeting in April to become effective the following fall semester. Please reference the link to Finance Policy 3.1.1.2.1 in Related Information for more details regarding mandatory student fees. Mandatory fees shall include, but not be limited to:

1. Intercollegiate athletic fees
2. Student health service fees
3. Transportation or parking fees
4. Student activity fees
5. Technology fees
6. Facility fees

All mandatory fees shall be approved by the Board of Regents at its meeting in April to become effective the following fall semester.

All Housing Fees, except for housing fees that are proposed to support debt service and operating costs on new housing projects funded with private funds, shall be approved by the institution president in April of each year. Please see the link Finance Policy 3.1.1.2.2 in Related Information for more details regarding housing fees.
All elective Food Service Fees and those required for residential students shall be approved by the institution president in April of each year. Please see the link Finance Policy 3.1.1.2.2 in Related Information for more details regarding food service fees.

Other Elective Fees and Special Charges are established and adjusted by institutional presidents, as appropriate. For more details on elective fees, please see the link to Finance Policy 3.1.1.2.3 under Related Information. These fees and charges may include, but are not limited to:

1. Resident hall deposits
2. Penalty charges
3. Non-mandatory parking fees and parking fines
4. Library fines
5. Laboratory fees
6. Post office box rentals
7. Course fees and supplementary costs for specific courses

*More information outlining the policies and procedures surrounding the establishment of tuition and fees can be found in BOR Policy Manual 7.3 and BOR Procedures Manual 8.3. Links to these manuals are provided in Related Information below.

Additional contacts
Policy Contact: University Budget Office
Phone Number: 706-542-2802
Email: budgets@uga.edu

Policy definitions
Tuition: Payment required for credit-based instruction and related services.
Mandatory Student Fees: Fees that are paid by all students as required by the Board of Regents or as required by the institution subject to approval by the Board of Regents.
Housing Fees: Fees paid by students who elect to live in institutional residential facilities.
Food Service Fees: Fees paid by students who elect to choose an institutional food service plan.
Other Elective Fees and Special Charges: Fees and charges that are paid selectively by students.

Responsibilities
Responsible University Senior Administrator: Vice President for Finance & Administration
Responsible University Administrator: Associate Vice President - Finance Division
Policy Owner: University Budget Office
Policy Contact: Ken McCollum
Phone Number: 706-542-2802

Record Retention
Citation or Reference: **Annual Budget Records**

**Number:** 0472-03-004

This series documents the annual institutional budget provided for inclusion in its Annual Adopted Operating Budget book. This series includes: operating budget expense by categories and functions report; estimated gifts, sponsored programs post award accounting, and clearing account summary report; student fee income and application of funds report; statewide public service source and application of funds; other reports specified by the Chancellor's Office; and institutional budget preparation instructions.

**Retention:** Annual operating budget: PERMANENT; All other records: 7 years.

Related information

- Finance Policy 3.1.1.2.1: Mandatory Student Fees
- Finance Policy 3.1.1.2.2: Housing and Food Services
- Finance Policy 3.1.1.2.3: Elective Fees
- BOR Policy Manual 7.3: Tuition and Fees
- BOR Procedures Manual 8.3: Tuition and Fees

**Policy Dates**

**Effective Date:**

**Date Last Updated:** 06/13/2017

**Date of Last Review:**

**Date of Approval:**

**Previous Version of Policy:**