



Accounting Policies and Procedures

Tuition and Fees

Effective Date: July 1, 2011

Board Approval: June 1, 2011

1. Purpose

To establish policies for setting tuition and fees to be charged to students attending Tooele Applied Technology College.

2. References

- 2.1 UCA 53B-2a-106 College Campuses—Duties
- 2.2 UCA 53B-2A-112 Utah College of Applied Technology Board of Trustees-Powers and Duties
- 2.3 UCA 53A-15-301 Education Programs for Students with Disabilities
- 2.4 Utah Administrative Code R277-419-4 Pupil Accounting/Membership
- 2.5 Utah Administrative Code R277-705-1.H Secondary School Completion and Diplomas

3. Definitions

- 3.1 **Secondary student:** For tuition purposes, a secondary student is a student who is currently enrolled in grades 7-12 in a Utah public or private school, or who is eligible to enroll in such a school as documented under the following criteria in accordance with R277-419-4.
 - 3.1.1.1 Regardless of age, the student shall not have previously earned a basic high school diploma, high school certificate of completion, adult education secondary diploma, or high school equivalency diploma (GED).
 - 3.1.1.2 Except as provided in 3.1.3, the student shall be no more than 17 years old on or before September 1 of the fiscal year in which they are enrolled at the campus.
 - 3.1.1.3 A student who does not meet the age requirement specified in 3.1.2 shall be considered a secondary student if:
 - 3.1.1.3.1 The student is documented as a retained senior (as specified in R277-419-1K) or as having been enrolled in less than grade 12 during the previous year, and is no more than 19 years old on or before September 1 of the fiscal year; or
 - 3.1.1.3.2 The student meets the definition of a student with disability under UCA 53A-15-301.
 - 3.1.2 Application of this policy shall be limited to determination of student tuition assessment, and shall not be construed to imply admission of a student at a grade level inconsistent with ability to benefit, as determined by TATC admissions policy.
- 3.2 **Postsecondary student:** For the purpose of this policy a postsecondary student shall be defined as any student who does not meet the criteria of a secondary student in 3.1 above.

4. Secondary Tuition

- 4.1 As prescribed in UCA 53B-2a-106, no tuition is assessed to a secondary student documented according to 3.1 who is formally scheduled in an approved course or program.
- 4.2 A secondary student shall not be charged tuition at TATC, regardless of the day or time of the program, through the date that he/she no longer qualifies as a secondary student. Effective on that date, the student shall be considered a postsecondary student and will be charged the regular tuition rate. For a student whose secondary status changes while enrolled in a defined-length course (as defined in 3.2), tuition shall be prorated and assessed to cover the remaining days of the course during which the student is a postsecondary student.
- 4.3 A referral of a student by a public or private high school shall constitute sufficient documentation of secondary student status for tuition purposes. In the absence of a high school referral, a campus shall require evidence that the student qualifies under 3.1. TATC is not required but is encouraged and will facilitate referral of secondary students through public school districts.

5. Postsecondary Tuition

- 5.1 Postsecondary tuition:** Low cost tuition, as prescribed in UCA 53B-2a-106-(1)-(b)-(i), and as approved by the UCAT Board of Trustees shall be assessed to postsecondary students formally scheduled in a course or program.
- 5.2 Tuition Hearings:** TATC shall hold a meeting to receive public input and response on any proposed tuition increase. This meeting shall follow the requirements of UCA 53B-7-101.5.
- 5.3 Fiscal Year Effective Date:** Tuition rates shall be effective for all coursework beginning July 1 of the fiscal year for which the rates are approved. Tuition for a defined-length course (as described in 3.2) which is 150 hours or less shall be calculated and assessed for the complete course at the approved rate for the fiscal year in which the course begins, regardless of whether the final portion of the course occurs in the following year for which a different tuition rate is approved.
- 5.4 Differential Tuition:** Based on extraordinary circumstances, TATC board of directors may request that the UCAT Board of Trustees approve a differential tuition rate for a specific course or program. Approved differential tuition rates shall expire on June 30 of each year. A new request and approval of the Board of Trustees is required to continue differential tuition rates past June 30 of each year.

6. Fees

- 6.1 Approval and Assessment of Fees:** Fees, as approved by the TATC board of directors, may be assessed to secondary and postsecondary students formally enrolled in an approved course or program.
- 6.2 Notification to Secondary Education Providers:** By March 31 of each year, or a later date if agreed by the district superintendent or charter school or private school chief executive officer and the campus president, TATC shall provide written notification of the approved secondary student fee schedule to all secondary education providers in the geographic area served by the campus and to the UCAT President. The notification shall be provided in the following manner:
- 6.2.1.1** The college president shall provide written notification of the approved fee schedule and list of required text and workbooks to each school district superintendent, to the chief administrative officers of charter schools, and to all other secondary education providers in the geographic area served by TATC and to the UCAT President.
 - 6.2.1.2** Each local school district representative on TATC Board of Directors shall provide written notification of the approved fee schedule and list of required text and workbooks to the board of education president for the district he/she represents.
 - 6.2.1.3** If any new programs are added by the campus after March 31 of each year, for which a fee and/or text and workbooks have been approved, notification of the approved fee and required text and workbooks shall be provided in the manner described in 6.2.1 and 6.2.2 above.
- 6.3 Fee Waivers:**
- 6.3.1** If a secondary student is fee waiver eligible, as determined by the local school district or charter school, TATC shall waive the eligible fees for that student.
 - 6.3.2** Reimbursement for fee waiver eligible students' fees may be negotiated between TATC and local district and charter schools.

7. Refunds

- 7.1** TATC shall have tuition and fees refund policy which meets, at a minimum, Council on Occupation Education requirements.