**To**: Mark Winter, AVP Budget and Finance SVPAA Office

 Sandy Hughes, Director Budget and Finance

**From**:

**Date:**

**Cc**:

**Regarding**: Program or Differential/Tuition Request

The College of **XXXXXXXX** is requesting approval of a Differential Tuition for Fiscal Year 2022-2023.

1. **Program Description: (**what is the tuition request per semester and planned program length)
2. **Addressing Strategic Needs:** (what are the Market/Workforce Demands)
3. **Justification of the Proposed Tuition-Rate and Rationale:** (how will this impact student access and retention)
4. **Prospective Student Support:** (how are students showing support for this increased rate):
5. **Comparable rate structures from peer institutions**: (Please include comparable table)

I have reviewed and approved this request.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dean’s Signature & Date

Board of Trustees Review of Tuition Requests and Adjustments – From USHE

Each year USHE institutions develop proposals to adjust tuition based on budgetary needs and legislative funding. The Board of Higher Education sets tuition schedules for USHE institutions in the spring of each year. Prior to Board of Higher Education review, institutional boards of trustees are asked to review the institutional requests and recommend tuition adjustments that are reasonable, justifiable, and ensure affordability for all Utah students. Specific areas for board of trustee review include:

**These are the approval guidelines provided to our Board of Trustees. Please ensure your proposal addresses the items below.**

**General Principles**

* Tuition increases may occur for three reasons: 1. to match legislative funding for compensation and other mandatory costs; 2. as an offset for a reduction in student fees; and 3. to increase revenue for specific institutional needs.
* Tuition increases for institutional needs should be rigorously scrutinized to ensure they meet specific institutional needs, are justifiable, and affordable.
* All alternative funding sources should be considered before increases to tuition are proposed.

**Review of Institutional Tuition Requests:** Annually the Commissioner’s Office will provide institutions a template to complete for tuition increases related to institutional needs. Institutions shall provide detail on needs for increased tuition beyond the amounts necessary to cover legislative funding matches or the movement of student fees to tuition. Boards of trustees are asked to review each institutional request for the following:

* ***Justification*** – does the institution provide adequate detail and description of the need and uses of the new revenue and does the institution adequately justify the need to increase tuition.
* ***Alternative Funding*** – has the institution explored other funding sources for the need before proposing a tuition increase
* ***Affordability*** – how will a tuition increase affect the affordability for Utah students in the institution’s service region
* ***Underserved*** – how will a tuition increase affect the ability of underserved Utah students in the institution’s service region to attend the institution

**Comparison of Institutional Tuition with Peers:** Annually the Commissioner’s Office will work with institutions to provide boards of trustees with information to aid in the tuition-setting process including:

* Current and proposed tuition and fees
* Tuition and fee comparisons with peers
* Appropriated instructional expenses
* Enrollment and completion metrics
* Affordability measures

Boards of trustees are asked to review this information and discuss the overall impact of tuition increases on the institution’s affordability to Utah students.

**Recommendation to the Board of Higher Education:** After a thorough review of institutional tuition adjustments, boards of trustees are asked to make recommendations to the Board of Higher Education.

https://ushe.edu/ushe-policies/r510-tuition-and-fees/