



Sent Via E-mail

MEMORANDUM

Date: August 14, 2007
To: Vice Presidents
From: Kerry L. Kennedy
Subject: Tuition and Fee Proposal for Academic Years 2008-09 and 2009-10

The purpose of this communication is to address the following:

- Overview Tuition and Fee Proposal U.T. System Requirements
- Highlight UTSA process and changes from prior requests for requesting:
 - Rate changes and or Justification Modifications (*fee use purposes*) to existing mandatory or incidental fees.
 - New Incidental or Course/Lab Fees

The campus has received guidelines from The U.T. System for preparation of our 2008-2010 tuition and fee proposal. Given that this process is not only complex, but also a broadly consultative process to be developed with involvement of the entire campus community, we must get started right away. Interested parties will be provided access to information used to determine tuition and fee rates via the campus website or through their participation at scheduled tuition and fee committee meetings.

Five core principles and operating assumptions must be reflected in our proposal:

1. Cost savings, operational efficiencies and effective use of existing resources are critically important to keeping tuition and fee charges affordable.
2. Proposed increases should be limited to the amount necessary to meet institutional needs and must address the *total academic cost (tuition, mandatory and incidental fees)* students will pay for the next two years.
3. Tuition and fee policies should emphasize predictability; student and parents should have as much information as possible to estimate costs over a four-year undergraduate education.
4. How tuition and fee policies relate to and support other strategic campus and System goals.
5. An overview of financial aid services available to assist students.

This year's process will follow a slightly different path and format than in the past years and is detailed in the attached timeline and flowchart.

In an attempt to improve financial oversight of the fee rate cost analyses prior to submitting such requests to the individual fee committees, all proposals for new fees, revised fee justifications and or revised fee

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rates of already approved fees, will first be submitted to the appropriate Vice President using the attached templates.

Each VP will evaluate the submitted forms and forward only those that they endorse for further technical review by the Associate Vice President for Financial Affairs. A recommendation will be made to the CMO who will determine which fees should be submitted to the individual fee committees for further review and discussion. Those meetings will be held in early October. The results of the fee committee discussions and two pending student fee referenda will be part of the presentations made to the overall Student Fee Committee beginning in mid October continuing into early November. That committee will also be briefed on campus resource issues and discuss various pricing incentives to improve graduation rates and improve predictability of tuition and fee costs. Additional informational opportunities are planned to review the draft tuition and fee proposal with other interested stakeholders and the general campus community later in the Fall semester.

The draft proposal is due to The U.T. System on December 1, 2007. Final proposals will be considered for adoption by the Board of Regents at their March 2008 meeting.

All fee rate proposals should be developed using the following Fee Request Form, including:

Schedule A: Cost Analysis for Proposed New Fees

Schedule B: Rate or Justification Change Cost Analysis of Existing Fees

Any questions regarding how to complete these forms should be directed to Ms. Janet Parker, Associate Vice President, Financial Affairs.

Please distribute these materials within your organization so as to timely inform those Deans, Associate Vice Presidents, Directors and or Department heads who may be impacted, and to coordinate any internal processes that may be appropriate.

To meet critical deadlines, all forms must be received by the Vice President of Business Affairs no later than September 21, 2007. No exceptions, please.

KLK/jp

xc: Dr. Ricardo Romo, President
Janet Parker, Associate Vice President, Financial Affairs
Candie Sagehorn, Senior Director, Budget Planning & Development

ATTACHMENTS:

Fee Request Form
Schedule A-Cost Justification for Proposed New Fees
Schedule B-Cost Analysis for Rate or Justification Change to Existing/Approved Fee
Tuition & Fee Proposal Planning & Timeline