



Memorandum

TO: Presidents, Provosts, Chief Financial Officers, and Vice Presidents of Student Affairs of The University of Texas System Academic Institutions

FROM: Steven W. Leslie, Ph.D., Executive Vice Chancellor for Academic Affairs

DATE: August 21st, 2019

RE: AY 2021–2022 Tuition and Fee Setting: Process and Timeline

I am writing today to provide you with instructions on next steps for the AY 2021–2022 tuition and fee cycle. After receiving additional direction from UT System leadership and hearing feedback from institutional presidents, we are slightly modifying the process that was discussed in June 2019 and proceeding with soliciting tuition and fee proposals from each academic institution. Therefore, this is going to be a transitional year as we move towards considering tuition and fees within the context of a five-year financial plan.

Proposals must be informed by your institutional budgeting process and be limited to what is necessary to achieve institutional goals after considering other sources of revenue and expense reduction measures. As in the past, the Office of Academic Affairs will review and provide feedback on your proposals. Additionally, in alignment with the five-year financial planning process, the Office of Budget and Planning will also conduct a review to make sure your request is in line with your institution's overall financial position.

As previously discussed, you are not required to socialize your tuition and fee proposal with members of your local delegation, and you may engage your students and campus community as you deem appropriate. The Board of Regents will make recommendations on tuition and mandatory fee increases on behalf of institutions in February 2020.

Attached, you will find a template for proposing increases to tuition and mandatory fees. An institution-specific excel workbook will also be distributed by the end of August for you to input the underlying details of your proposed tuition and fee rates. If you have any questions related to the template or excel workbook, please contact [Lydia Riley](#), Senior Policy Analyst or [Ankita Agarwal](#), Director of Finance and Business Analytics. Please return your completed tuition and fee proposal and excel workbook to the Office of Academic Affairs by **Friday, November 1st, 2019**.

We look forward to working with you and developing a shared understanding of your tuition and fee revenue needs.

Attachment: Tuition and Fee Proposal Template