



## **Tuition and Fee Policy**

### **Rationale**

The mission of Technical College of the Rockies is to provide career and technical certificate programs and courses in health, trades, technical, and business fields at the secondary and postsecondary levels. To insure students are fully prepared for employment in these high-skill fields, TCR must consistently offer cutting-edge training on high-tech equipment as well as preparing students to demonstrate higher competencies in academic subjects. The finances necessary to maintain a state-of-the-art learning environment for all programs and courses are generated through tuition, fees, and state General Fund support. The Tuition and Fee policy defines the various fees charged and clarifies college policies.

### **Approval Process**

#### ***Tuition***

The college Director will review all tuition fees annually. If it is determined that a tuition increase or decrease is necessary, the Director will provide written information to the Board of Education about the:

- Amount of the tuition increase or decrease;
- Reason for the tuition increase or decrease;
- Purpose for which the revenues received from the tuition increase will be used;
- Expiration date of the increase or decrease if it is not permanent.

The Board of Education will review and approve any increase or decrease in existing tuition annually. New tuition rates will be charged to students only after the review and approval of the Board.

#### ***Student Fees***

The Student Services Coordinator will review and approve all existing and continuing student fees annually. The Board of Education will review and approve all new student fees and any increases or decreases in existing student fees annually. New fees and fee increases will be charged to students only after the review and approval of the Board.

Any department proposing a new student fee will submit detailed, written information about the:

- Amount of the new fee, fee increase, or decrease;
- Reason for the fee assessment, increase, or decrease;
- Purpose for which the revenues received from the fee assessment or increase will be used;
- Expiration date of the new fee assessment, increase, or decrease if it is not permanent.

All requests for changes in student fees must be submitted to the Student Services Coordinator by February 15.

### **Definitions**

**Activity fees** are mandatory fees used by the college for student activities (e.g. Christmas decorating party, spring barbecue).

**Administrative Fees** are fees that are charged to provide administrative services such as registration.

**Charge for Service** fees are charged to cover the cost of specific services which are incidental to instructional activities. These include, but are not limited to: card fees, testing fees, insurance fee, refund processing fee, deferred payment fee, official transcript fee, and replacement certificate fee.

**Course-specific fees** are mandatory fees that a student must pay to enroll in a specific course offering. These include lab fees, technology fees, material fees, facility rental, and online fees.

**Graduation fees** are mandatory fees charged to students in the semester they are scheduled to complete the requirements to earn a certificate. The fees are used by the college for costs associated with graduation. Graduation fees for the nursing program also include a nursing cap and pin received as part of the graduation.

**Program fees** are mandatory fees that are not course-specific and are related to the instructional program or college, but not the specific course offering.

### **Allowable and Non-allowable Uses of Course-Specific Fee Revenue**

Technical College of the Rockies defines course-specific fees as those fees assessed on a course-by-course basis to cover the cost of materials and supplies expended in the process of instruction, and breakage fees for laboratory equipment and glassware. These fees often include the costs of materials that cannot consistently or practically purchase in the bookstore or that students may take home at the end of the course such as a painting or design project.

Course-specific fees should be sufficient to cover the unusual costs for a course offering.

Specific requirements for course fees include:

- Course-specific fee revenues must be used for costs directly related to the course for which they are charged.
- The same course fees must be charged for all sections of the course.
- All instructional fees must be annually reviewed and approved by the governing board.

Course-specific fees may not be used:

- for regular classroom materials and supplies;
- for new or used capital equipment;
- to generate funds for general repair or replacement of equipment in excess of the actual costs necessary to cover breakage of equipment; and
- to minimize tuition rate increases by shifting increases to course fees.

### **Allowable and Non-allowable Uses of Program Fee Revenue**

Program fees may be used across the various programs within the college. They should also be used to cover any unusual costs for courses within the program and costs directly related to the program.

Program fees may include the following:

- Purchase of instructional equipment and supplies for use in specific programs such as
  - Computers in computer labs
  - Multimedia products
  - Instructional CDs and DVDs
  - Equipment for skills labs
  - Diagnostic hardware/software
  - Course-specific web design costs
  - Plotters
  - Instructional photocopying
  - Course-specific software and/or licenses/upgrades
  - Art studio equipment
- Student and non-student personnel costs (salaries or benefits) for indirect instructional activities.
- The purchase of typical laboratory supplies previously covered by lab fees.
- Materials and equipment used in lab or field experiments.
- Materials and equipment for lab modifications.
- Furniture and equipment for specific program use.
- Travel costs related to program-specific field trips.
- Charges for maintenance required for the continued use of allowable items purchased with program fees.
- Program-specific academic or career advising.
- Malpractice insurance required for clinical experiences.

Program fees may not be used for:

- Administrative equipment
- Administrative photocopying
- Advertising/marketing/recruiting
- Equipment not accessible to students
- Facilities remodeling for non-lab modifications
- Furniture for administrative areas
- General office supplies
- Regular classroom materials and supplies such as
  - Chairs or desks
  - Chalk or erasers
  - Equipment for SMART classrooms
- Scholarships
- Student and non-student personnel costs (salaries and benefits) for administrative services or for direct instructional activities
- Placement testing
- Travel not related to program-specific field trips
- Vehicle rental not related to program-specific field trips
- Faculty computers and general, non-course specific, software

### **Student Advisory Committee**

Students shall participate in the approval of student fees. Each year a committee consisting of one student from each program at TCR will review proposed student fees and provide input on the fees.