

Policy Number: 4-104	Policy Name: Procedure for Setting Tuition and Fees
Policy Revision Dates: 2/9/2023, 11/2018, 04/11, 8/2006, 1/03, 4/02, 3/01, 1/96, 3/95, 12/90, 2/90, 2/88, 12/87, 1/84	Page 1

**Note: This policy is in effect for setting the growth rate(s) for tuition for FY 2025 onward. (Arizona Board of Regents Meeting, February 9, 2023, Item #22)**

#### 4-104 Procedure for Setting Tuition and Fees

##### A. Procedures for setting Growth Rates:

1. The board shall adopt a Growth Rate(s) for undergraduate resident tuition, graduate resident tuition, Academic Fees, meal plans and resident hall plans.
2. Every four years, the board will review the adopted Growth Rates and adopt new Growth Rate(s) for the four years beyond the current period.
  - i. The Growth Rate(s) may be the same rate for tuition, Academic Fees, meal plans and resident hall plans, or they may be different rates.
  - ii. The board may adopt a single Growth Rate(s) for all the universities or unique rates for each university.
  - iii. The Growth Rate(s) will apply for a six-year period, unless a different Growth Rate(s) is fixed by the board during that period.
  - iv. During year four of the six-year period, the board will review and adopt new Growth Rate(s) for the four years beyond the current period.
3. Prior to the board adopting the Growth Rate(s), each university shall submit a proposal for the Growth Rate(s) for the four years beyond the expiration of the current six-year period for undergraduate resident tuition, graduate resident tuition, Academic Fees, meal plans and resident hall plans.
4. Presidential proposals for Growth Rate(s) shall meet the following parameters:

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- i. Differential Tuition proposals shall include information related to costs and market conditions of the applicable college or school to support the request. Revenues from Differential Tuition must be used for board approved purposes and each must be accounted for separately from other university revenues.
  - ii. Fee proposals shall include information required by ABOR Policy 4-105.
  - iii. Proposals will be submitted in a format as established by the Executive Director.
5. At least one week prior to any board meeting at which the board is asked to approve the Growth Rate(s) or any new Academic Fees, the board will conduct at least one public hearing on proposed increases which will be broadcast through a multi-site video conference to at least one location at each Arizona university and other locations throughout Arizona.
  6. At least ten days prior to the public hearing, a notice of the date, time and location of the hearing will be published in general circulation newspapers in Maricopa, Coconino and Pima counties as required by statute. Notice will also be posted on the board's website.
  7. At least ten days prior to the public hearing each university will publicly disclose recommended increases to any Growth Rate(s) or Academic Fees.
    - i. This Disclosure will include the Maximum Tuition and Fee amount for the upcoming academic year.
    - ii. Prior to this disclosure, the university will have conducted the university specific tuition process set forth in this policy,

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including consultation with and/or reviewing written comments from students, Elected Student Representatives, and members of the public.

8. Any final board action setting tuition or Academic Fees must be taken by roll call vote.
9. After final board action, the board and each university shall make a public disclosure of the Growth Rate(s) for that university.

**B. Procedures for Setting Published Tuition and Fees**

1. Prior to notifying the board of their proposed Published Tuition and Fees, the Presidents will have consulted with and/or reviewed written comments from students, Elected Student Representatives, and members of the public on potential changes to Tuition and Fees.
2. By November 15 of each year, the university presidents will notify the board of their proposed Published Tuition and Fees.
3. Any proposal must comply with the following:
  - i. Resident Undergraduate Tuition, Resident Graduate Tuition, any currently existing Academic Fees, residence hall rates and meal plan rates must be set equal to or less than the Maximum Tuition and/or Maximum Fee, as calculated by the Growth Rate(s) as fixed by the board.
  - ii. Undergraduate and Graduate Online tuition and fees must comply with the following:
    - a. Presidents shall publish a per credit hour tuition rate that is equal to or less than the published resident undergraduate or graduate per credit hour tuition (1/7 of the published per semester tuition) or in

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- accordance with a board approved program range tuition schedule.
- b. Full-time resident undergraduate online student's tuition will be no more than the published tuition for on-campus resident undergraduate students.
  - c. All Academic Fees charged to online students will follow the same procedures as on-campus Academic Fees.
- iii. For on-campus Nonresident and International students, the tuition cannot exceed four times the Published Maximum Tuition for resident on-campus undergraduate students.
4. By December 15 of each year, each university will publish on the university website the Published Tuition, Fees, residence hall and meal plan rates for the next academic year.
  5. By December 31, the board office will publish the Published Tuition and Published Fees for the next academic year for each university. The board office will also publish the Maximum Tuition and Fees for the following year.
  6. Effect of state action on tuition
    - i. If the state increases general fund appropriations for ongoing general operations or ongoing university student financial aid or a combination of the two in excess of 2.5 percent of total gross tuition and fees revenue, the president shall not increase the published resident undergraduate or graduate tuition for the applicable fiscal year.
    - ii. If in any given year, the state reduces the total general fund appropriation for ongoing general operations and university student financial aid, after notification to the board, the

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president may set the published resident undergraduate and graduate tuition rate in excess of the maximum Growth Rate in an amount to offset the reduction in state funding.

- C. Procedures for Setting Tuition and Fees in excess of the Maximum Tuition and Maximum Fees
  - 1. The board may set tuition and fees at any time, provided it provides the notice and comment opportunities as required by applicable law and board Policy.
  - 2. University Presidents may request increases to tuition and fees in excess of the Maximum Tuition or Maximum Fees amount for good cause.
  
- D. At the discretion of the university president:
  - 1. A university may charge a Published Tuition rate that is less than the Maximum Tuition fixed by the board including for programs for high school students, provided the Published Tuition is set as provided by ABOR Policy 4-105
  - 2. A university may charge a tuition rate or fees different than the published rate or Fees for education services provided through a contract with a third party.
  - 3. A university may charge a per unit tuition rate for students taking fewer credit hours than required for a full-time rate. The per unit rate is prorated based on the full-time rate and may vary by student level, residency, school or college.