SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Tuition and Fees: General Procedures

NUMBER: 5.5

A. PURPOSE

To outline the Board of Regents' tuition and fees provisions with respect to the procedures for setting rates, billing, and the collection of tuition, fees, housing, and food services plans.

B. DEFINITIONS

1. **Charges:** Charges relate to an elected activity and cannot be mandated by the university. Miscellaneous field trip expenses and services from an outside vendor are the only acceptable charges related to courses.
2. **Fees:** The surcharge beyond tuition, whether per credit hour or annual, necessary to cover the costs associated with a course above and beyond tuition. There are four classes of fees: Mandatory Fees, Fees for Service, Discipline Fees, and Delivery Fees. All fees must have board approval.
3. **Non-Standard Term:** All other lengths of instructional time with beginning or ending dates that are different from the officially adopted Fall and Spring academic terms.
4. **Standard Term:** The officially adopted Fall and Spring academic terms.
5. **Third-Party Payment Plan:** An installment payment plan authorized by the Executive Director or designee and administered by an external service provider for the payment of tuition and fees.
6. **Tuition:** The charge, whether per credit hour, per semester, or annual, that is assessed to students for the support of instruction and administrative costs.

C. POLICY

The Board of Regents shall determine all tuition rates, fees, housing rates, and food service plans. The Board may alter any of these rates at its discretion. The approved rates can be found on the Board of Regents website and available at the Executive Director's office.

1. Tuition and Fee Approval Process

1.1. Following the close of each legislative session, and no later than the conclusion of the fiscal year, the Executive Director shall submit to the Board recommended tuition and fee rates for the subsequent academic year for Board action.

1.2. Tuition and fee rates become effective beginning with the fall term unless an alternative date is specifically approved by the Board.

1.3. The universities may request necessary increases to any fees previously approved.

1.4. If a university desires to add a new fee to the Board's fee schedule, the request shall be advanced through the annual review process, including review by both the Academic Affairs Council and the Business Affairs Council. Exceptions to this process may include new programs approved by the Legislature.

2. Due and Payable

Students will be required to pay their bill according to established deadlines or make other financial arrangements, including but not limited to, payment plans, deferments for financial aid, or third-party payments.

2.1. Any payment arrangement other than the third-party payment plan must be documented on the Banner restriction screen, and the student must pay a charge equivalent to the fee charged for participation in the third-party payment plan. If the student does not meet the terms of the agreement, there will be an additional late fee charge added in accordance with the late fee schedule defined in BOR policy.

2.2. Students with at least one standard term course will be required to pay their full tuition and fee bill or make other financial arrangements no later than the day after census date for the standard term.

2.3. Students who are enrolled in only non-standard term classes, as defined in BOR policy 5.7, will be required to make payment or payment arrangements no later than the day after census date for the standard term. Students enrolled in only non-standard term classes will be able to make payment arrangements to defer payment of their account until the start day of their first non-standard term course.

2.4. Students that have a balance due after the established deadline and are not administratively withdrawn, will be assessed late fees. If the account balance is $500 or more, a student accounts receivable hold will be placed on the account until the balance is paid in full.

3. Billing Corrections

The institutions shall review billing tables and course charges prior to the billing cycle to ensure bills are accurate. Corrections that would increase the billing amount are allowed up to three weeks after the start of the semester. Corrections where students have been over-billed should be made when identified and verified.

4. Centralized Billings for Fines and Charges

Wherever possible the universities will consolidate student fines and charges onto the student tuition and fee billing system such that the student has a comprehensive record of all amounts owed. Miscellaneous fines can be collected immediately when assessed in person for items such as, but not limited to laundry fines, lock changes, or damages.

4.1. Parking fines that are delinquent and where the appeal process has expired will be added to the student tuition and fee bill. All fines will be moved to the student tuition and fee bill at least monthly.

4.2. Housing charges will be added to the student's tuition and fee billing as they are assessed.

4.3. Library fines will be moved to the student tuition and fee billing system after the library has exhausted its collection efforts, within a period not to exceed 60 days.

4.4. All other fines and charges are to be billed using the student tuition and fee billing system.

4.5. A statement will be made available to the student when a fine or charge is added to the student tuition and fee account. If the account balance is greater than $500 and the account is delinquent, a student accounts receivable hold will be placed on the account.

5. Late Charges

Late charges will be assessed to students if no payment or financial arrangement to pay is received on accounts that have been billed and a due date has been established.

5.1. If no payment or financial arrangement to pay is received by the established deadline, a late payment charge will be assessed on accounts of $50.00 or more as follows:

- $10.00 on accounts with a balance of $50.01 to $750.00;
- $30.00 on accounts with a balance of $750.01 to $1,500;
- $50.00 on accounts with a balance of $1,500.01 to $4,000;
- $75.00 on accounts with a balance of $4,000.01 to $7,000; and
- $100.00 on accounts with a balance greater than $7,000.00.

5.2. A late payment fee may be assessed each time payment is not received by the established due date noted on the bill or in a deferral agreement but will not exceed four assessments.

6. Cancellation of Registration or Administrative Withdrawal

Students are expected to make full payment or make an arrangement to pay by the established deadlines or the student's enrollment will be:

6.1. Cancelled if they never attended a class within the term as verified by the faculty prior to the term due date.

6.2. Administratively withdrawn if they did attend a class or classes within the term as verified by the faculty with a last date of academic activity prior to the term due date.

6.3. If a student's course enrollment for a term consists of all courses that have a begin date after the census date of the term, the university will not cancel the student's enrollment or assess a late fee until the end of the add/drop period for the course with the earliest start date.

7. Assumptions and Guidelines

The Board establishes tuition rates using the following assumptions and guidelines.

7.1. Qualified South Dakota students should have reasonable access to public higher education opportunities in South Dakota with proper consideration given to economically disadvantaged students and minorities.

7.2. Tuition rates in adjacent states are considered.

7.3. Tuition structures generally differentiate between resident and non-resident students; however, the Board may authorize non-resident students from designated states or programs, to be charged rates at or near resident levels.

7.4. Graduates should pay more than undergraduates.

7.5. The Board may establish tuition practices that support access, enrollment, and workforce needs.

7.6. The School of Medicine tuition rates should be comparable to rates charged by other medical schools with a community-based hospital environment.

7.7. The Law School tuition rates should be comparable to regional law schools with a mission to attract students who want to practice law in their own state.

7.8. Low enrollment graduate programs, though high quality, must maintain a critical mass sufficient to offer a quality program, and enrollments are influenced by graduate tuition rates.

8. Setting Tuition and Fees

8.1. The Consumer Price Index (CPI) calculated by the Bureau of Finance and Management, and the increased cost of salary policy and employee benefits shall be used to gauge the annual inflation on the cost of higher education. These measures shall serve as a reference point in evaluating annual tuition and fee adjustments but shall not be interpreted as a limit on such increases.

8.2. The Medical School tuition and fee rates shall be compared to those of community-based schools nationwide. If rates are below the peer average, adjustments shall include movement toward that average in addition to the average graduate tuition and fee rate increase. These benchmarks establish a minimum basis for adjustment; however, the Board may consider demand and other market factors.

8.3. The Law School tuition and fee rates shall be compared to regional community-based schools, excluding Minnesota and Iowa. If rates are below the peer average, adjustments shall include movement toward that average in addition to the average graduate tuition and fee rate increase. These benchmarks establish a minimum basis for adjustment; however, the Board may consider demand and other market factors.

8.4. Increases to fees that are not inflationary in nature shall be justified and approved on their own merits and will not be limited by the CPI or the established guide.

9. Classification of Students for Tuition Payment

All students are classified as residents or non-residents (see Policy 3.1.1, Resident and Nonresident Classification) for payment of tuition for on-campus courses. Unless a special tuition rate is approved by the Board, nonresident students shall be charged the nonresident tuition rate.

10. Tuition Charged at the Course Level

Students shall be assessed tuition by the credit based on the course level, except for dual numbered courses. If a student is enrolled in a dual numbered course, he or she shall be charged according to the level for which he or she desires credit.

FORMS / APPENDICES:

None

SOURCE:

BOR October 1988; BOR March 1991; BOR June 1991; BOR May 1993; BOR August 1993; BOR October 1993; BOR December 1993; BOR May 1994; BOR May 1995; BOR June 1995; BOR August 1995; BOR March 1997; BOR May 1997; BOR June 1997; BOR August 1997; BOR October 1998; BOR March 1999; BOR December 2000; BOR March 2001; BOR August 2001; BOR March 2002; BOR August 2002; BOR October 2002; BOR December 2002; BOR March 2003; BOR June 2003; BOR December 2003; BOR June 2004; BOR October 2004; BOR May 2005; BOR December 2009; BOR December 2010; BOR December 2011; BOR May 2012; BOR August 2016; BOR March 2017; August 2020 (Clerical); October 2023 (Clerical); BOR July 2026.