**Tuition Request Form**

To streamline and improve the process of new or beyond the university’s general tuition requests, we ask that this form be used.

As a reminder, this form is due to the Budget Office by **December 1st**

1. **Executive Summary:** The College of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is requesting approval of a (***New, Differential, Online)*** Tuition for Fiscal Year 20xx-20xx
2. **Program Description: (**what is the tuition request per semester and planned program length)
3. **Addressing Strategic Needs:** (what are the Market/Workforce Demands)
4. **Justification of the Proposed Tuition Rate and Rationale:** (Please ensure to address how this will impact student access and retention)
5. **Budget:** (Please estimate program revenue and uses and, if necessary, differentiate between program and institutional uses)
6. **Prospective Student Support:** (how are students showing support for this increased rate):
7. **Comparable rate structures from peer institutions**: (Please include comparable table)
8. **Potential Earnings Capacity of Program Graduates:** (How much does the average student earn from this program post-graduation)
9. **Estimated Student Program Enrollment and Number of Courses (**including course level designation, 1000, 2000, etc., and please include a table highlighting this information)

Board of Trustees Review of Tuition Requests and Adjustments – Memorandum from USHE

Each year, USHE institutions develop proposals to adjust tuition based on budgetary needs and legislative funding. The Board of Higher Education sets tuition schedules for USHE institutions in the spring of each year. Prior to Board of Higher Education review, institutional boards of trustees are asked to review the institutional requests and recommend tuition adjustments that are reasonable, justifiable, and ensure affordability for all Utah students. Specific areas for board of trustee review include:

**General Principles**

* Tuition increases may occur for three reasons: 1. to match legislative funding for compensation and other mandatory costs; 2. as an offset for a reduction in student fees; and 3. to increase revenue for specific institutional needs.
* Tuition increases for institutional needs should be rigorously scrutinized to ensure they meet specific institutional needs, are justifiable, and are affordable.
* All alternative funding sources should be considered before increases to tuition are proposed.

**Review of Institutional Tuition Requests:** Annually, the Commissioner’s Office will provide institutions with a template to complete for tuition increases related to institutional needs. Institutions shall provide details on the need for increased tuition beyond the amounts necessary to cover legislative funding matches or the movement of student fees to tuition. Boards of trustees are asked to review each institutional request for the following:

* ***Justification*** – does the institution provide adequate detail and description of the need and uses of the new revenue, and does the institution adequately justify the need to increase tuition?
* ***Alternative Funding*** – has the institution explored other funding sources for the need before proposing a tuition increase?
* ***Affordability*** – how will a tuition increase affect the affordability for Utah students in the institution’s service region?
* ***Underserved*** – how will a tuition increase affect the ability of underserved Utah students in the institution’s service region to attend the institution?

**Comparison of Institutional Tuition with Peers:** Annually, the Commissioner’s Office will work with institutions to provide boards of trustees with information to aid in the tuition-setting process, including:

* Current and proposed tuition and fees
* Tuition and fee comparisons with peers
* Appropriated instructional expenses
* Enrollment and completion metrics
* Affordability measures

Boards of trustees are asked to review this information and discuss the overall impact of tuition increases on the institution’s affordability to Utah students.

**Recommendation to the Board of Higher Education:** After a thorough review of institutional tuition adjustments, boards of trustees are asked to make recommendations to the Board of Higher Education.

https://ushe.edu/ushe-policies/r510-tuition-and-fees/