

**BOARD OF TRUSTEES
MINNESOTA STATE COLLEGES AND UNIVERSITIES**

INFORMATION ITEM
Minnesota State Fee Study

Executive Summary

The Minnesota State Board of Trustees requested a comprehensive review and analysis of fees charged to students at its May 2018 board meeting. This report was prepared in response to that request and is organized in three sections: 1) an overview of state statutes, board policy, and system procedures concerning student fees; 2) an analysis of Minnesota State’s fee rates and charges; and 3) a review of board-approved fee maximums as required by board policy.

Major findings of the report are summarized below:

- The Minnesota Legislature grants the Minnesota State Board of Trustees the authority to set fees; fee policy is prescribed in board policy 5.11, and system procedures provide further guidance.
- Fee revenue is generally treated as dedicated revenue and is used to support specific activities or services. It accounts for approximately six percent of the system’s overall operating revenue, excluding room and board charges. When including room and board charges, the percentage increases to eleven percent of the system’s overall operating revenue.
- Student fees are generally assessed to support specific student services or activities, such as instructional and classroom technology, student life/activity, health services, athletics, new student orientation, and parking. Fees are also assessed to support facilities funded through the sale of revenue bonds such as wellness centers, student unions, parking facilities, and student housing.
- Minnesota State’s annual fee charges are below the national average for both colleges and universities. Based on an analysis of FY2017 national IPEDS data conducted by System Research, average annual fees in FY2017 totaled \$601 at our colleges and \$1,196 at our universities. Nationally, college annual fees averaged \$632 at colleges and \$1,979 at public masters universities. The analysis compares fees charged to all students as reported to the U.S. Department of Education.
- Fee maximums set an upper limit on how much a student can be charged for certain fees and those maximums are established by the board. Fee maximums have not been

increased in ten years or more, creating pressure on fee-supported activities, especially when combined with falling enrollment and increased demand for services. Staff will present recommendations for changes to the fee maximums to the board next month.

Statutory and Policy Guidance Regarding Student Fees

Statutory Authority

The Minnesota Legislature grants the Minnesota State Board of Trustees authority to establish and set fees in 2017 Minnesota Statutes [136F.06](#). As stated in Subdivision 1:

The board shall possess all powers necessary to govern the state colleges and universities and all related property. Those powers shall include, but are not limited to, those enumerated in this section. The board shall prescribe conditions of admission, set tuition and fees, approve programs of study and requirements for completion of programs, approve the awarding of appropriate certificates, diplomas, and degrees, enter into contracts and other agreements, and adopt suitable policies for the institutions it governs...

While most fee policy is established by the board, the legislature has enacted a limited number of statutory requirements related to fees. They include:

- *Student Health* (136F.20): Requires the board to offer health services for students at each state university and the option of offering health services at state colleges. Permits the board to charge a fee to support these services.
- *Mandatory Student Activity Fees Referendum* ([135A.0434](#)): Requires a campus-wide student referendum approving an increase to mandatory student activity fees by more than two percent. Student activities are defined in 136F.01. Referendum language was enacted during the 2017 legislative session first impacting the system's FY2019 operating budget process. In preparation for the FY2019 operating budget, two colleges and two universities held referendums.
- *Student Associations* (136F.22): Requires the board to recognize one statewide student association for universities and one statewide student association for colleges. Permits the statewide associations to set their fees and submit any changes in fees to the board for review. Permits the board to revise or reject requests for fee changes. Requires the system to collect the fees on behalf of the associations.
- *Parking and Traffic Regulation* (136F.53): Allows colleges and universities to adopt and enforce parking policies and ordinances and collect fines and towing fees for violations. Authorizes law enforcement officials to enforce these policies and ordinances, including arresting and prosecuting offenders for law violations.
- *Financing of Parking* ([136F.67](#)): Limits state appropriations for repair or construction of parking facilities to no more than two-thirds of the repair or construction cost at state colleges. The difference must be provided from local revenues.

- *Tuition; Fees; Activities Funds (136F.70)*: Allows the board to prescribe student fees for student unions, state college and university activities, functions, and purposes.
- *Student Activities, Fee charged (136F.93)*: States that it is the duty of the board to establish charges or fees for the use of any revenue-bond financed building or structure sufficient to pay the principal and interest on the bonds and to create and maintain suitable reserves.
- *Allocation of Receipts (136F.95)*: Appropriates all funding from the revenue fund and all income from the operation of revenue-funded buildings to pay the expenses of the building and the payment of the revenue bond obligations.
- *Senior Citizen Program and Qualifications (135A.51 and 135A.52)*: Entitles qualified senior citizens to attend courses offered for credit, audit any courses offered for credit, or enroll in any noncredit courses on a space available basis without payment of tuition or activity fees. Requires students to pay any materials, personal property, or service charges for the course. Requires an administrative fee to be charged to students taking courses for credit.
- *Higher Education Fairness (197.775)*: States that state colleges or universities may not assess late fees to veterans under certain circumstances.

Minnesota State Board Policy

Minnesota State board policy [5.11 Tuition and Fees](#) governs tuition and fees (Appendix 1). The board reviewed and approved updates to this policy in June 2018. The policy identifies five objectives of the tuition and fee policy: 1) affordable access to higher education, 2) sustainability, 3) equity, 4) transparency, 5) flexibility for innovation and emerging markets.

The policy authorizes four types of fees and charges. All fees are subject to board-mandated student consultation requirements.

- 1) *Required fees* are established in statute or by board policy and are required to be charged by all colleges and universities. The required fees and charges are parking, senior citizen in lieu of tuition, late, payment plan, and statewide student association fees.
- 2) *Campus discretionary fees* are established by board policy and adopted at the discretion of the college/university president. The authorized campus discretionary fees are student life/activity, athletics, health services, technology, special events, application, credit for prior learning assessment, residential learning community, and new student orientation.
- 3) *Personal property charges, services charges, and assessments* are established by board policy and adopted at the discretion of the college/university president. Institutions may charge students the actual cost of property retained by students or

services received by students. Policy also allows institutions to charge assessments to discourage certain behaviors, such as late fees.

- 4) *Revenue fund fees* are authorized in statute, board policy, and through the board approved related bond indenture. Fees support facilities funded with the proceeds from revenue bond sales and include charges for room and board, student unions, wellness centers and recreation facilities, parking ramps and lots. Fees may also be charged for the use of facilities.

Minnesota State Procedures and Other Guidance

Additional guidance on fees is provided in system procedure [5.11.1 Tuition and Fees](#) (Appendix 2) and [5.12.2 Tuition Waivers, Deferrals, and Retroactive Drops](#) (Appendix 3), and system procedure 7.3.5 *Revenue Fund Management* (Appendix 4). System procedure 5.11.1 provides further instruction on assessing fees, including how fee proceeds can be used and, in some cases, specifying budget and student consultation requirements for certain campus discretionary fees. The procedure also provides the presidents, after consultation with the recognized campus student association, with the authority to exempt certain campuses, sites, or specific groups of students, such as online students, from all or a percentage of any campus discretionary fee.

System procedure 5.12.2 provides guidance on when a president may waive amounts due to the college or university, including fees. According to the procedure, the president may waive amounts due for a limited number of reasons that include employee benefit provided by a collective bargaining agreement, death of student, medical reasons, college or university error, employment related condition, significant personal circumstances, student leader allowance, course conditions, natural disasters or other situations beyond the control of the campus, military duty, and ward of the state.

System procedure 7.3.5 *Revenue Fund Management* outlines the responsibilities and authority for revenue fund projects, including annual financing plans and fee approval, as discussed in more detail below.

Board Role in Fee Setting

While the board has the authority to set fees, it does not approve all individual fee charges assessed at each college or university. Rather, the board policy establishes the fee structure and allows colleges and universities to operate within that structure. Board action on fees generally falls under three categories: establishing fee maximums, approving fee rates, and revising or rejecting fee changes proposed by statewide student associations.

Establishing Fee Maximums

As described in the previous sections, state statute and board policy prescribe which types of student fees may or must be charged. For many fees, the board sets fee maximums that limit

the amount a college or university can charge a student for a certain fee. The board has established fee maximums for certain required and campus discretionary fees including: senior citizen in lieu of tuition, payment plan, late, application, student life/activity, athletics, health services, technology, and residential learning communities. The fee maximums are an [attachment](#) to system procedure 5.11.1 and are posted on the board policy webpage.

Approving Revenue Fund Fee Rates

In contrast to required and campus discretionary fees, the board approves revenue fund fee rates as part of the annual operating budget. These rates are included as an attachment to the operating budget and approved in the board motion. The board's responsibility for revenue fund fees and charges is addressed in system procedure [7.3.5](#) Revenue Fund Management. It reads:

Fees and charges

The amounts the board is obligated to charge in support of the financing, use, and operation of any buildings or structures sufficient at all times to pay the necessary expenses of their operation and maintenance, the principal and interest on the bonds, and suitable reserves. Fees and charges may include any fees and charges that may be levied for a particular action or service required, such as room change fees, early occupancy, damage fees, and other fees or charges to recover costs.

Statewide Student Association Fees

Fees charged to students to support the statewide student association are treated differently than other student fees. Statewide student association fees are governed by board policy [3.7](#) *Statewide Student Associations* (Appendix 5). Among other things, this policy recognizes the two statewide student associations, authorizes the associations to set their fees, and requires them to submit any changes to the fee to the board for their review. The board then has the authority to revise or reject the fee change during the two board meetings immediately following the requested fee change submission. This authority is described in statute and policy.

Chancellor's Role in Fee Setting

The chancellor has the authority to establish limits on fee rate increases that are presented to the board as part of the annual operating budget. Since 2013, the chancellor has limited the annual increase in aggregate fees charged to all students to three percent, with exceptions considered for increases supported by student governments and/or necessary to support bond-financed facilities. The limit on aggregate fee increases is intended to support affordability while providing needed flexibility to colleges and universities if exceptions to the limit are warranted. The limit on aggregate fee rate increases is used in conjunction with the fee maximums established by the board and does not supersede them.

College and University Role in Fee Setting

College and university presidents have the authority to assess fees and set fee rates consistent with state statutes, board policy, system procedures, and the limits established by the board and chancellor, provided they consult with their campus student associations. Student consultation requirements as defined in board policy and system procedure require colleges and universities to inform and seek the opinion of their campus student associations and consider their input in the decision-making process. Consultation includes presenting materials, allowing for discussion, and providing an opportunity for questions; it does not provide campus student associations with veto authority over a president's decisions.

In addition to the consultation requirements, campus student associations have additional authority when certain fees are initially established. For example, before a college or university can establish either the athletics fee or new student orientation fee they must obtain an affirmative vote of their campus student association.

Student Fee Analysis

Comparative Analysis: Minnesota State vs. National Average

Based on an analysis conducted by Minnesota State System Research using fiscal year 2017 IPEDS data, Minnesota State fee charges are lower than the national average for both public masters universities and public two-year colleges. The IPEDS data contains high level fee data from hundreds of colleges and universities across the country. The national data set does not indicate the types of fees reported, but we know only fees typically charged to all students are included in the reporting process. For Minnesota State, these fees include technology, athletics, health services, student life/activity, revenue fund fees charged to all students, and the statewide student association fees.

Key findings:

- Minnesota State universities rank 32 out of 49 reporting states and the District of Columbia for annual fee charges, based on fiscal year 2017 IPEDS data. The average annual Minnesota State university fees totaled \$1,196 and the U.S. average annual fees totaled \$1,979.
- Minnesota State colleges rank 21 out of 48 reporting states and the District of Columbia for annual fee charges, based on fiscal year 2017 IPEDS data. The average annual Minnesota State college fees totaled \$601 and the U.S. average annual fees totaled \$632.

Table 1a and 1b below shows how Minnesota compares to border states in terms of annual fees charged to all students. The complete listing of fees by state and the District of Columbia for public master's universities and public two-year colleges is shown in Appendix 6a and 6b.

Table 1a: Public Two-Year Colleges Fee Rates
Fiscal Year 2017

State	National Ranking	Average In-state Fees
US Average	NA	\$632
South Dakota	2	\$2,599
North Dakota	14	\$862
Minnesota State Colleges	21	\$601
Iowa	31	\$429
Wisconsin	38	\$322

Table 1b: Public Masters Universities
Fiscal Year 2017

State	National Ranking	Average In-state Fees
US Average	NA	\$1,979
Wisconsin	22	\$1,501
North Dakota	25	\$1,409
South Dakota	26	\$1,378
Iowa	31	\$1,243
Minnesota State Universities	32	\$1,196

Internal Analysis: Minnesota State Fees

The comparative analysis provides an understanding of how Minnesota State compares to other colleges and universities across the nation on the amount of fees charged to all students, but lacks detail concerning the types of fees assessed and associated revenues. This section provides an analysis of Minnesota State specific fees charged to students that includes data from financial statements, ISRS, fee schedules presented to the Board of Trustees, and information compiled from a survey completed by the system's colleges and universities this summer.

Required Fees

Parking Fees, Permits, and Charges

Colleges and universities are required to charge parking fees to generate revenue for parking construction, maintenance, and improvements. Presidents are given wide discretion in how to generate this revenue, and may opt to assess per credit charges, sell parking permits, or charge

on a per use basis. Some colleges and universities finance their facilities through the revenue fund. Table 2 below shows the range of options and charges used for parking.

Key findings:

- Most colleges and universities opt for a per-credit fee to finance parking, with 31 institutions choosing this approach. One college and five universities offer parking permits, and one college charges a per-day fee. For those universities offering permits, the cost of the permit varies depending on the parking lot location.
- Five colleges and two universities have used the revenue fund to finance parking facility construction. The other institutions fund parking maintenance and improvements from current parking fee revenues.
- As permitted by board policy, colleges and universities take different approaches on exempting certain groups from parking fees. According to survey results, only ten institutions charge all students parking fees. Ten institutions exempt only online students from the fee, six offer an opt-out waiver option for qualified students, and four offer a public transportation option for students.

Table 2: Parking Charges by Type
Fiscal Year 2019

	Per Credit Charge	Parking Permits	Per Use Charge
Colleges	28	1	1
Universities*	3	5	
System	31	6	1
Range Charged	\$1-\$12 per credit	\$65 - \$337 per term	\$2.50 per use

*One university offers a permit option on its main campus and a per credit options on its satellite campus.

Statewide Student Association Fees

Statewide student association fees are designated as required fees per board policy. Colleges and universities must assess and collect statewide student association fees on behalf of the two statewide student organizations and remit the fee revenue to the respective association. As noted earlier in this report, the board has the authority to revise or reject association requests for changes in their fee rates.

Key findings:

- Students United, the statewide student association for university students, currently charges \$0.61 per credit. The association increased its fee from \$0.47 per credit to \$0.61 per credit in FY2019 and from \$0.43 per credit to \$0.47 per credit in FY2018.
- LeadMN, the statewide student association for college students, currently charges \$0.35 per credit. The association last increased its fee in FY2016 when its rate was were increased from \$0.31 per credit to \$0.35 per credit.

Other Required Fees

In addition to parking and statewide student association fees, all colleges and universities are also required to charge a senior citizen fee in lieu of tuition, late fees, and payment plan fees, to applicable students. A survey of colleges and universities found that colleges and universities comply with these requirements, including the specified board fee maximums.

Campus Discretionary Fees

As described in board policy 5.11, colleges and universities have the option to assess certain campus discretionary fees. Those fees include technology, health services, student life/activity, athletics, application, credit for prior learning, voluntary special events, residential learning community, and new student orientation.

Four of the campus discretionary fees are generally charged to all students attending the campus opting to assess the fee: technology, health services, student life/activity, and athletics. Table 3 below summarizes how many colleges and universities by sector assess the four major discretionary fees charged to all students and the range of fees charged per student. Appendix 7 shows the college and university detail for these four fee types.

Key findings:

- All colleges and universities assess a technology fee. The technology fee is a per credit fee that ranges from \$6.00 to \$10.00 per credit, with an average fee of \$9.63 per credit. The technology fee maximum is \$10 per credit.
- All colleges and universities assess a student life/activity fee. The student life/activity fee ranges from \$20.25 to \$112.50 per term, with an average fee of \$87.93 per term. The student life/activity fee maximum is \$112.50 per term.
- Twelve colleges and all seven universities assess a health services fee. The health services fee ranges from \$5.25 to \$73.92 per term, with an average fee of \$34.93 per term for those campuses assessing the fee. The health services fee maximum is \$65 per term. Winona State University has received board approval to exceed the fee maximum in fiscal year 2019.
- Four colleges and six universities assess an athletic fee. The athletic fee ranges from \$16.50 to \$55.00 per term, with an average fee of \$47.56 per term for those campuses assessing the fee. The athletic fee maximum is \$55 per term.

Table 3: Campus Discretionary Fees Charged to all Students
Fiscal Year 2019

Institutions Charging Fee	Technology (per credit)	Athletics (per term)	Health services (per term)	Student life/activity (per term)
Colleges	30	4	12	30
Universities	7	6	7	7
System	37	10	19	37
Average Fee Charged	\$9.63	\$47.56	\$34.93	\$87.93
Range Charged	6.00-10.00	16.50-55.00	5.25-73.92	20.25-112.50

The other campus discretionary fees are assessed to a segment of the school's population, generally those students requiring the services or participating in the activities funded by the fee: student application, credit for prior learning, voluntary special events, residential learning community, and new student orientation.

Key findings:

- Seven universities and 22 colleges charge an application fee to students applying to their schools. All 29 institutions that charge an application fee charge \$20 for undergraduate applications, the fee maximum. Three universities charge an application fee for graduate students and one charges a \$55 doctoral application fee.
- Four universities and 18 colleges and 4 universities charge a credit for prior learning fee. The fees vary widely, ranging from \$25 to \$136.50 per credit, with an average per credit charge of \$64. The four institutions that charge per lecture ranged from \$20 to \$50 and per lab ranged from \$50 to \$100.
- Five colleges and universities reported charging fees to students who participate in voluntary special events, including orientations, concerts and performances, athletic events, speakers and special lectures.
- Three universities and one college charge a residential learning community fee.
- The new student orientation fee was recently authorized in June 2018 when revisions to board policy 5.11 were adopted, and consequently no college or university has authorized this fee. To implement this new fee, the campus student association must vote to approve establishing the fee. In addition, no college may institute the fee until Minnesota State completes a review of regional and national orientation practices/literature to identify and promote effective and promising student success practices for first-year students.

Revenue Fund Fees

All colleges and universities are eligible to participate in the revenue fund, which is a statutory fund developed to support residential, dining, student union, parking, and other revenue generating facilities the board deems necessary for its students. Table 4 lists which colleges and universities participate in the revenue fund by facility type.

As of 2018, fifteen campuses participate in the revenue fund and levy revenue fund fees to support the cost of revenue fund facilities. Revenue fund fees are used to pay outstanding revenue bond debt, operating costs, and to set aside funds for ongoing repairs and replacement of building systems. No tuition, state appropriation or state bonding dollars are used in support of revenue fund facilities. These facilities rely solely on user and student fees.

The revenue fund also levies special facility fees in support of debt issues by the St. Cloud Housing and Redevelopment authority and provides a guarantee to the Minnesota State University Moorhead Alumni Foundation for John Neumaier Apartments. The Moorhead transaction costs have been absorbed within the university's residential life budget.

Key Findings:

- Approximately 75 percent of all revenues in the revenue fund are generated from the residential life program, 15 percent from student union fees seven percent from parking and three percent from wellness facility fees.
- Room and board fees average approximately \$8,610 per academic year (FY2019). Residential housing and dining range from \$8,186 to \$8,826 per academic year for a double room and the most popular meal plan.
- Dining plans typically make up 33-37 percent of total cost of the room and board rates.
- Student union facility fees range from \$165 to \$334 for a full-time student.
- Wellness facility fees range from \$120-\$174 for a full-time student.
- There are five parking ramps in the revenue fund. Most campuses charge a per credit fee for parking in revenue fund parking facilities that range from \$3.80-\$12 per credit. This works out to between \$0.84/day to \$2.79/day (flat rate by use).

Table 4: Participation in Revenue Fund Fee by Facility Type Fiscal Year 2019

CAMPUSES	Housing	Student Union	Parking	Wellness	Other
Universities					
1. Bemidji State University	X	X			
2. Metropolitan State University		X	X		
3. Minnesota State University, Mankato ¹	X	X			X
4. Minnesota State University Moorhead	X	X		X	
5. St. Cloud State University ²	X	X	X		X
6. Southwest Minnesota State University	X	X			
7. Winona State University	X	X		X	
Colleges					
8. Alexandria Technical and Community College			X		
9. Anoka Ramsey Community College (Coon Rapids)				X	
10. Century College			X		
11. Minneapolis Community and Technical College		X	X		
12. Minnesota State Community and Technical College, Moorhead				X	
13. Normandale Community College		X	X		
14. Saint Paul College			X		
15. Vermilion Community College	X				

¹ "Other" – MSU, Mankato recreational athletic fields (2009)

² "Other" - revenue fund guarantee project refunded in May 2012 and Phase I of National Hockey and Event Center

Student Fee Revenue

Student fee revenue is treated as dedicated revenue, with limited exceptions. Dedicated revenues are revenues that are designated for specific purposes and cannot be used for other purposes. Fee revenue makes up a small percentage of an institution's overall budget. For the system, six percent of total revenues was generated from fees in fiscal year 2017, excluding room and board charges. Room and board revenue increases the percentage to eleven percent of total revenues. Fees and room and board revenue are shown in table 5 below. Overall, total revenue for fees and room and board increased by 6.3 percent between FY2014 and FY2017.

Table 5: Fee Revenue Including Room and Board
Fiscal Years 2014 & 2017

\$'s in thousands	FY2014	FY2017
Other fees, gross	87,812	89,762
Revenue fund fees	21,233	24,603
Revenue fund room & board	78,124	84,643
Non Revenue fund room & board	7,450	7,864
Total Fee Revenue	194,619	206,872
Total % change from FY2014		6.3%
% change Rev fund		10%
% change all but Rev fund fees		2.5%

Other fee revenue reported in the system’s annual financial statements includes revenue from required fees, campus discretionary fees, and personal property/service charges. Most of the revenue generated are from campus discretionary fees that accounts for approximately 73percent of the other fee revenue. The campus discretionary fees that generate the most revenue are shown in table 6 below. Although overall fees and room and board increased between FY2014 and FY2017 as shown in table 5, the major campus discretionary fees revenue decreased by 2.6 percent over the same time period as shown in table 6.

Key findings:

- Fee revenue from the four major campus discretionary fees was \$65.3 million in FY2017, \$1.8 million lower than in FY2014 due to declining enrollment and limited increases in fee rates.
- As expected, the fees charged by all colleges and universities—student life/activity and technology—generate the most revenue. In FY2017, the technology fee generated \$31.3 million and student/life activity generated \$22.2 million.

Table 6: Fee Revenue for Four Major Campus Discretionary Fee Types
Fiscal Years 2014 & 2017

\$'s in thousands	FY2014	FY2017
Technology	32,919	31,311
Student Life/Activity	23,123	22,243
Health Services	6,194	6,497
Athletics	4,820	5,241
Total Fee Revenue	67,056	65,292
% change from FY2014		-2.6%

As described in procedure 5.11.1, how these fees must be used are outlined in policy. Below is a description of the major fee categories and how the fee revenue must be used.

Technology fees: The revenue generated by this fee must be used for the acquisition, upgrading and/or maintenance of technology for academic and student support activities that provide or enhance student access to technology, including but not limited to technology infrastructure, computer labs, wireless networks, ongoing technology support, and software licensing.

Student life/activity fees: The revenue generated by this fee must be used to fund student activities as defined in state statute: “*Student activities means lectures, concerts, and other functions contributing to the mental, moral, and cultural development of the student body and community in which they live, athletic activities, including intercollegiate contests, forensics, dramatics, and such other activities of any nature as in the opinion of the board contribute to the educational, cultural, or physical well being of the student body.*”

Health services fees: Revenue generated by this fee must be used for health services as defined in state statute including mental health services.

Athletic fees: The revenues generated from this fee must be used to support student athletics; the fee replaces annual requests for funding from the student life/activity fee.

Board Fee Maximums

Fee maximums are established by the board for individual fee types. Colleges and universities may charge up to the fee maximum but may not exceed it without specific authorization from the board. The board sets fee maximums to maintain oversight over the level of fees charged to students while allowing individual colleges and universities the ability to assess differing fee rates within those limits based on individual campus needs. The fee maximums are the same for colleges and for universities; they are not sector specific.

Recent changes to board policy require the system office to review, report, and make recommendations to the board regarding fee maximum levels every two years. The information in this section fulfills the review and reporting requirements. Before any changes to the fee maximums are implemented, the system office must consult with the statewide student associations. Recommendations for changes in fee maximums will be presented to the board after consultation with the statewide student associations has been completed.

The board has set fee maximums for the following campus discretionary fees charged to all students: athletics, health services, student/life activity and technology. Tables 7a and 7b below show the current fee maximums, the number of colleges and universities currently charging the fee maximum, the last fiscal year the maximum was changed, and the inflation adjusted maximum.

Key Points

- Fee maximums for campus discretionary fees have not been increased in 10 years or more and have not kept up with inflation. Furthermore, declining enrollment has reduced the revenue generated from fees, compounding the financial pressure on fee-supported activities.
- If the four major campus discretionary fees maximums had kept pace with inflation, the technology fee would increase from \$10 to \$12 per credit, the student life/activity fee from \$112.50 to \$170 per term, the health services fee from \$65 to \$74.50, and the athletic fee from \$55 to \$63.
- Most colleges (29) and universities (4) charge the technology fee maximum. Nine colleges and one university charge the student life/activity fee maximum. Four universities charge the health services fee maximum, and three universities and one college charge the athletic fee maximum.

- Increased demand for certain fee-funded services have put additional pressure on fee-supported budgets; this is especially evident in technology and health services where demand for mental health services has increased.
- Increased demand for mental services on campuses has been documented by the Center for Collegiate Mental Health ([CCMH](#)), a consortium based at Penn State University. Over the past five years, St. Cloud State University, a member of the consortium, has seen a 15 percent increase in the number of students accessing their counseling and psychological services and a 95 percent increase in crisis urgent care assessments from five years earlier, even though enrollment fell over the same period.
- Increasing the fee maximums does not mean that student fees assessed at colleges and universities will necessarily increase. It only provides the option to increase fees subject to student consultation and to other constraints on fee rate increase.

Table 7a: Campus Discretionary Fees Charged to All Students
Fiscal Year 2019

	Technology	Athletics	Health services	Student life/activity
Colleges charging maximum rate	24	1	0	9
Universities charging maximum rate	4	3	4	1
Last year maximum increased	FY2008	FY2009	FY2009	FY2000
Current fee maximum	\$10 per credit	\$55 per term	\$65 per term	\$112.50 per term
Inflation adjusted maximum*	\$12.00	\$63.00	\$74.50	\$170.00

* Based on CPI-U as of August 2018, rounded to nearest \$0.50

Table 7b: Required and Campus Discretionary Fees Charged to Some Students
Fiscal Year 2019

	Senior Citizen	Payment Plan	Late	Application (UG)
Colleges charging maximum rate	25	9	16	22
Universities charging maximum rate	6	3	5	7
Last year maximum increased	FY2000	FY2003	FY2003	FY2003
Current fee maximum	\$20 per credit	\$30 per term	\$50 per term	\$20 per application
Inflation adjusted maximum*	\$30.00	\$42.00	\$70.00	\$28.00

* Based on CPI-U as of August 2018, rounded to nearest \$0.50

Conclusion

Minnesota State colleges and universities charge student fees to support a range of student services, activities, and revenue bond-financed facilities. Minnesota State student fees are below the national average for their sectors. Based on analysis for FY2017 national data, Minnesota State universities charged an average of \$1,196 per year in fees and ranked 32 out of 49 reporting states and the District of Columbia, compared to other public master universities (ranked highest fee charges to lowest). Minnesota State colleges charged an average of \$601 per year in fees and ranked 21 out of 48 reporting states and the District of Columbia, compared to other two-year public colleges. Board-approved fee maximums have not been increased in a decade or more and have not kept up with inflation and student demand for services. A recommendation for changes to fee maximums will be presented to the board in November.



Chapter 5 – Administration

Board Policy 5.11 Tuition and Fees

Part 1. Policy objectives

The tuition and fees policy of Minnesota State seeks to balance five values:

1. **Affordable access to higher education:** Minnesota State will champion a quality affordable higher education that all Minnesotans can access.
2. **Sustainability:** Minnesota State seeks to provide the resources needed for colleges and universities to support quality higher education and long term financial viability.
3. **Equity:** Minnesota State students taking similar academic programs are charged similar rates across Minnesota State colleges and universities.
4. **Transparency:** Minnesota State students will know what they are paying for and how their total tuition and fee charges are calculated.
5. **Flexibility for innovation and emerging markets:** Minnesota State seeks to support the flexibility to be innovative, respond to the marketplace, and address emerging program and course development requirements.

Part 2. Authority

Minnesota Statutes § 136F.06, Powers and Duties, and Minnesota Statutes § 136F.70, Tuition; Fees; Activities Funds provide that the board shall set tuition and fees and adopt suitable policies for the colleges and universities it governs. All colleges and universities shall charge tuition and fees consistent with Minnesota Statutes, board policies, and system procedures. The board shall approve the tuition and fee structure for all colleges and universities.

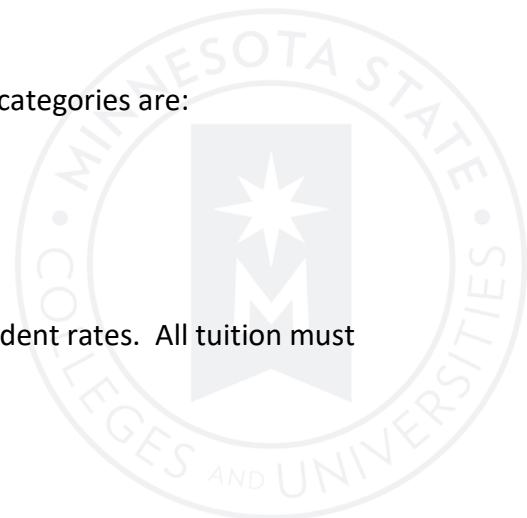
The chancellor may establish limits on tuition and fee rate increases that are presented to the board as part of the annual operating budget. The chancellor or designee is authorized to make any necessary technical adjustments to the tuition rates and fees. Technical adjustments are defined as changes in tuition and fee rates which are deemed a correction or the addition of a program rate for a new program established in the interim.

Part 3. Tuition

Tuition shall be charged by all colleges and universities. The tuition categories are:

1. Per credit
2. Banded
3. Differential course and program
4. Market driven

Each tuition category may include resident, reciprocity, and nonresident rates. All tuition must be identified separately on a tuition and fee statement.



Colleges and universities have the option to create guaranteed tuition rates for undergraduate programs.

Part 4. Authorization and notice

Subpart A. Authorization of required and campus discretionary fees.

The board authorizes the following four categories of fees to be charged to Minnesota State students. The amount of the fees and how they are charged are determined by a college or university, subject to Minnesota statutes and board policy.

1. Required fees are in statute or established by board policy and are required to be charged by all colleges and universities.
2. Campus discretionary fees are established by board policy and adopted at campus discretion.
3. Personal property charges, service charges, and assessments are established by board policy and adopted at campus discretion.
4. Revenue Fund fees are established in accordance with statutes, board policy, and bond indenture.

Subpart B. Notice required.

All fees must be identified separately on a tuition and fee statement. On an annual basis, colleges and universities shall publish all fees that are charged to their students.

Part 5. Fees

Subpart A. Required fees

There are five required fees:

1. Senior citizen fee in lieu of tuition
2. Parking fee, permits, or charges
3. Late fee
4. Payment plan fee
5. Statewide student association fee

All colleges and universities shall charge these fees consistent with Minnesota Statutes, board policies, and system procedures.

Subpart B. Campus discretionary fees

The board authorizes the campus discretionary fee categories and approves the fee maximums. The system office shall review, report, and make recommendations to the board regarding fee maximum levels every two years.

The authorized campus discretionary fees are:

1. Application fee
2. Credit for prior learning assessment fee
3. Student life/activity fee
4. Athletics fee
5. Health services fee

6. Special events fee
7. Residential learning community fee
8. Technology fee
9. New student orientation fee

Colleges and universities may establish policies to charge campus discretionary fees. These fees are not to exceed the maximum amount approved by the board and published as an attachment to board policy. If an institution has multiple campuses or sites, they may choose to assess the fees on a campus by campus or site by site basis.

Subpart C. Personal property charges, service charges, and assessments.

Colleges and universities may charge students the cost of property retained by the student and services received by the student. The allowable charge must be based on actual costs. Colleges and universities may also assess charges to discourage certain behaviors.

Subpart D. Revenue fund facility fees.

Adequate fees must be charged for the use of revenue fund facilities to meet the requirements of Minnesota Statutes §136F.93 and 136F.95 and the Master Indenture of Trust. The fees must be sufficient to cover debt, operating cost and all repair and replacement costs, and reserves.

There are two types of revenue fund fees:

1. Revenue fund fees. Colleges and universities shall charge revenue fund fees for facilities that were constructed, renovated or acquired using revenue bonds or facilities that the board designated as part of the revenue fund. Revenue fund fees include but are not limited to:
 - a. Room and board fees
 - b. Student union facilities fees
 - c. Wellness center and recreation facility fees
 - d. Parking ramp and surface lot facility fees
 - e. Other revenue fund fees for eligible projects as may be approved by the board
2. Revenue fund fees charged for use of facilities. Colleges and universities shall charge fees for the use of revenue fund facilities, which must be reported to the board as part of the annual operating budget. On an annual basis, colleges and universities shall publish all fee schedules or explanation of fees that are charged to their students for revenue fund facilities. Revenue fund fees include but are not limited to event or facility usage fees, service charges, and equipment charges. The president of the college or university shall have final approval on all fees and subsequent rates for the use of revenue fund facilities.

Part 6. Student Consultation

All tuition and fees are subject to student consultation requirements as defined by board policy.

Date of Adoption: 06/21/00
Date of Implementation: 08/15/07
Date of Last Review: 06/20/18

Date and Subject of Amendments:

06/20/18 – **Effective July 1, 2018.** Added new Part 1 Policy Objectives. Additional amendments codify the chancellor’s authority to establish limits on tuition and fee increases, clarifies and provides further guidance on tuition types, establishes the ability for colleges and universities to create guaranteed tuition rates for undergraduate programs, clarifies definitions of ‘mandatory’ and ‘optional’ fees, clarifies assessments to discourage certain behaviors are permitted by policy, establishes a requirement for system office review and recommendations regarding board maximum rates for campus discretionary fees, establishes a new campus discretionary fee to support new student orientation, and requires an affirmative vote of the campus student association in order to implement this fee, clarifies that colleges and universities with multiple campuses or sites may assess fees on a campus by campus or site by site basis and modifies Revenue Fund fee language.

Additional HISTORY.



Chapter 5 – Administration

Procedure 5.11.1 Tuition and Fees

Part 1. Authority

Board Policy 1A.1 delegates authority to the chancellor to develop procedures on behalf of the board for purposes of implementing board policy.

All tuition and fee rate structures are authorized by the board. Tuition and fees collected shall be deposited and reported through the business office at each college or university.

Discretion is given to presidents to establish certain tuition and fee rates in accordance with board policy and system procedure. Before any new fee category is added or any increase is made in the fee maximums, the system office shall consult with the statewide student associations.

Part 2. Tuition

All colleges and universities shall charge tuition consistent with Minnesota statutes and policies. The tuition categories are per credit, banded, differential course and program, and market driven. Any tuition category may include international, resident, reciprocity, and nonresident rates. All tuition shall include the cost of consumable supplies used in the classroom or laboratory. Advance deposits are considered prepayment of tuition and are refundable in accordance with board policy 5.12.

Subpart A. Per credit tuition

Colleges and universities may charge tuition on a per credit basis for undergraduate and graduate programs. Per credit tuition rates are approved for individual colleges and universities by the board as part of the annual operating budget process.

Subpart B. Banded tuition

Banded tuition is defined as charging a single-rate tuition for credits registered within an identified range of credits. Individuals falling above or below the identified range pay per credit tuition rates. Banded tuition rates are approved for colleges and universities by the Board as part of the operating budget process.

Subpart C. Differential course and program tuition

Colleges and universities may charge tuition by course or program when special circumstances exist. These circumstances may include but are not limited to an extraordinary cost of offering the course or academic program (e.g., need for specialized equipment and supplies; accreditation standards; delivery methods, e.g., off site locations, online, clinical experience) or a desire to incent enrollment in a specific course or program.

Setting tuition by program assigns a per credit price for all the core courses in an academic program, regardless of whether or not the student is degree-seeking within that program. Setting tuition by course assigns a per credit price for an individual course, based on the unique circumstances of that course. Differential course and program tuition rates are reviewed by system office personnel for compliance with procedure and approved by the board as part of the operating budget process. Colleges and universities must maintain documentation regarding differential rates including costs included in the differential charge.

Subpart D. Market driven tuition

Colleges and universities may set and charge market driven tuition for customized training, continuing education, graduate programs, fully online undergraduate programs, non-resident/non-reciprocity, international, non-credit instruction, and contract post-secondary enrollment options.

Part 3. Required Fees

Required fees are in statute or policy and are required to be charged at all colleges and universities. All required fees must be at or below board specified maximums.

Subpart A. Senior citizen fee in lieu of tuition

Each college and university shall charge an administrative fee in lieu of tuition to senior citizens pursuant to *Minnesota Statute § 135A.51* and *Minnesota Statute § 135A.52*. A senior citizen enrolled under this section must pay any materials, personal property, or service charges for the course.

Subpart B. Parking fees, permits, or charges

1. Colleges and universities shall develop a policy to charge parking fees to generate revenue for parking lot construction, improvements and maintenance, and parking enforcement, pursuant to *Minnesota Statute § 136F.67*.
2. The president shall determine the fees, permits or charges, and how they are assessed.
3. Students shall pay an amount that is equal to or less than that paid by the colleges' and universities' employees for the same type of parking (e.g. reserved, general, etc.).
4. Colleges and universities have the option to collect fines and towing fees for parking violations pursuant to *Minnesota Statute § 136F.53*.

Subpart C. Statewide student association fees

All colleges and universities shall collect a statewide student association fee as authorized by *Minnesota Statutes § 136F.22* and in accordance with board policy.

Subpart D. Fees associated with tuition and fee payments

1. Colleges and universities shall establish a policy to charge a fee for late payment of tuition and/or fees. A late fee may also be charged for late payment under an approved payment plan. Consistent with *Minnesota Statute § 197.775*, students

who are eligible and have applied for but not yet received veterans benefits are exempt from being charged a late fee.

2. The policy may provide for specific situations wherein the president of the college or university may waive this fee. Documentation concerning waivers must be retained and made available upon request.
3. Colleges and universities shall establish a policy to charge a fee for payment plans. This fee shall allow students to pay their tuition and fees over the course of the semester.

Part 4. Campus Discretionary Fees

Colleges and universities may choose among the fees detailed below in determining those that are appropriate to the college or university and may establish the appropriate level of the fees consistent with board policy and system procedure. All campus discretionary fees must be at or below board specified maximums. The president of the college or university shall have final approval on all campus discretionary fees and subsequent rates, subject to limits established at the discretion of the chancellor.

After consultation with the recognized campus student association, the president may exempt certain campuses, sites or specific groups of students (e.g., fully online students) from all or a percentage of any campus discretionary fees when deemed to be in the best interests of the college or university. Colleges and universities shall maintain and appropriately disseminate policies that define the terms under which students are not charged specific fees covered by this policy. Upon request, the specific group exemption and number of exempt students shall be published and disseminated to students, and the number of exempt students shall be reported to the appropriate campus student associations.

Subpart A. Student application fee

1. Colleges and universities may establish a policy to charge a fee for student applications, consistent with board policy 3.4 and system procedure 3.4.1. The local college or university policy shall list situations in which students are not charged this fee.
2. Undergraduate or graduate application fees may be assessed at each college or university to all credit-seeking applicants. Students denied enrollment to the college or university due to program size limitations or closure shall receive a refund of this fee.

Subpart B. Credit for prior learning assessment fee

1. Colleges and universities shall establish policies for credit for prior learning pursuant to board policy and system procedure. The policies may include fees for credit for prior learning as indicated below.
2. The fees charged shall reasonably reflect the cost of services provided in assessing the learning and awarding of credit, and are reviewed by system office personnel for consistency and compliance with procedure.

3. A fee shall not be charged for previously evaluated credit for prior learning students seeking transfer of credits from other regionally or nationally accredited higher education institutions.
4. A fee shall not be charged for transcribing credits for an award of credit for prior learning.
5. A fee shall not be charged for students seeking faculty consent for enrollment in a course or waiver of prerequisites that does not involve an award of credit for prior learning.
6. A fee shall not be charged for analysis and awarding of credit for military courses and military training pursuant to Minnesota Statutes §197.775.

Subpart C. Student life/activity fee

1. Colleges and universities may establish a policy to charge a fee for student life activities as defined by *Minnesota Statute § 136F.01, subd. 5* and Board Policy 2.8, Student Life.
2. College or university programming and budgeting processes for the use of these funds shall be governed by board policy 2.8, Student Life.
3. Colleges and universities must not increase student life activity fees by greater than two percent relative to the previous academic year unless the increase is approved by a majority of students voting in a campus referendum, pursuant to Minnesota Statutes §135A.0434.

Subpart D. Athletics fee

1. Colleges and universities, by an affirmative vote of the campus student association, may establish a policy to charge a fee for athletics. This fee will support student athletics and replace annual requests for funding from the student life/activity fee.
2. College or university programming and budgeting processes for the use of these funds shall be similar to those processes used for student life activities.
3. For this fee, students will receive admission to regular athletic contests, pursuant to an agreement with the campus student association and based on ticket availability.
4. Colleges and universities must not increase student athletic fees by greater than two percent relative to the previous academic year unless the increase is approved by a majority of students voting in a campus referendum, pursuant to Minnesota Statutes § 135A.0434.

Subpart E. Health services fee

1. Colleges and universities may establish a policy to charge students a fee for health services as defined by *Minnesota Statute § 136F.20* including mental health services.
2. College or university programming and budgeting processes for the use of these funds shall be similar to those processes used for student life activities.
3. The decision to charge the fee as per credit (including the number of credits the fee is assessed on) or per term shall be made after consultation with the campus student association.

Subpart F. Fees for voluntary special events

1. Colleges and universities may establish a policy to charge students for special campus events in which participation is voluntary. Colleges and universities may only charge students who participate in the special campus event.
2. These voluntary events may include, but are not limited to, activities such as seminars, workshops, lectures, orientations, Welcome week activities, enrichment events, concerts, convocations, ceremonies such as graduation, and athletic events.

Subpart G. Residential learning community fee

1. Colleges and universities may establish a policy to charge a residential learning community fee.
2. The fee shall be charged only to students participating in this program.
3. Student program participants shall be included in the process for allocating this fee.

Subpart H. Technology fee.

1. Colleges and universities may establish a policy to charge a fee to students for the acquisition, upgrading and/or maintenance of technology for academic and student support activities that provide or enhance student access to technology. Academic and student support activities include but are not limited to technology infrastructure, computer labs, wireless networks, ongoing technology support, and software licensing.
2. A technology fee advisory committee shall exist for each college or university. A majority of the committee members shall be students. The campus student association(s) shall appoint the student members of the technology fee advisory committee. Prior to making recommendations to the college or university president, the technology fee advisory committee will present the recommendations to the campus student association(s) for advice and recommendation.

The campus student association(s) and the institution president or designee shall jointly determine a schedule for the technology fee advisory committee to ensure that the plan and budget for the technology fee will be completed for action prior to the end of the spring semester. The college or university shall provide the necessary background materials in advance to the technology fee advisory committee in accordance with System Procedure 2.3.1, part 2, subpart B.

3. The college or university president shall review any modifications to the recommendation with the campus student association(s) and the technology fee advisory committee prior to the implementation for that year.

Subpart I. New student orientation fee

1. Colleges and universities, by affirmative vote of the campus student association, may establish a policy to charge a new student orientation fee. This fee will be assessed to all new students enrolling for the first time at the college or university.

Students admitted as special status students as defined by procedure 3.4.1 shall not be charged the new student orientation fee.

2. The new student orientation fee will support new student orientation activities and other strategies designed to assist new students in making a successful academic and social transition to the college or university. Examples of strategies include, but are not limited to, orientation and welcome week activities. The new student orientation fee should not fund course registration activities.
3. Initiatives funded by the new student orientation fee must be open and accessible for all new students to participate.
4. The budgeting process used for the allocation of these funds shall be similar to the processes used for student life activities.

Part 5. Personal Property Charges, Service Charges, and Assessments

Personal property charges, service charges, and assessments are authorized by the board and adopted at campus discretion. Students may not be charged for consumable supplies related to instruction.

Individual personal property charges, service charges, and assessments shall be approved by the president. The approximate range or rate shall be available to students at the time of registration. A list of these charges shall be available to students upon request at each campus. Documentation of charge calculations must be maintained for audit purposes.

Subpart A. Personal property charges

Personal property charges shall be for items that become the personal property of a student and have an educational or personal value beyond the classroom. These items may include, but are not limited to, tools, books, and materials retained by the student. It also includes official transcripts, identification cards, and replacement or additional diplomas.

Subpart B. Service charges

Service charges shall be for services for or on the behalf of the student and may include:

1. Equipment, including purchases, special leases, or rentals as required by an institution or program. Situations requiring students to purchase or lease college- or university-wide technology shall be reviewed by the technology fee advisory committee and the campus student association(s) shall be consulted.
2. Special testing, including but not limited to, testing for counseling (e.g. career interest inventories, type indicators, etc.); occupational certification, licensure, or assessment; retesting of entry level assessment; and optional testing requested by the student. Students shall not be charged for initial entry assessment or required outcome assessment.
3. Other instructional services, such as:
 - a. additional instructional costs not included in tuition but paid by the student to a vendor or auxiliary service (e.g. theater tickets, bowling lane rentals, green fees, ski lift tickets, etc.) may be a service charge if identified at the time of registration.

- b. costs of private lessons or services associated with a credit-bearing course (e.g. flight training, voice or instrument, art, etc.) may be charged in addition to tuition.
 - c. electronic course materials, including online subscriptions but not including open educational resources (OER) materials.
4. Other non-instructional services provided to students such as legal services, health services, background checks, drug and alcohol screening, and insurance.
 5. Actual course-related travel costs required for transportation, room, board and other expense.

Subpart C. Assessments

Colleges and universities may assess charges to discourage certain behaviors, such as a library overdue charge, a non-sufficient funds bank charge, restitution charge to pay for damage incurred, or violations of campus health and safety policies.

Part 6. Revenue Fund Fees

Revenue fund fees must be charged to generate sufficient revenue to pay the debt service, equip, operate, maintain and repair revenue fund facilities. Fees shall be sufficient to provide adequate operating reserves. Revenue fund fees are charged for room and board, student union facilities, wellness center and outdoor recreation, parking, and for any other revenue generating facility that is designated as part of the revenue fund by the Board. Optional fees may be charged and include other usage, service and equipment fees.

Subpart A. Room and board fees

The room fee is the amount an enrolled student pays for occupying a residence hall room while attending a college or university. The board fee is the amount an enrolled student pays for their selected meal plan offerings.

Subpart B. Student union facilities fees

The amount an enrolled student pays to support the debt operations and maintenance of a student union facility while attending a college or university.

Subpart C. Wellness center and recreation facility fees

The amount an enrolled student pays to support the debt, operations and maintenance of a student wellness center or recreation facility or area while attending a college or university.

Subpart D. Parking ramp and surface lot fees

The amounts that students, faculty, staff and visitors pay for parking in or on parking facilities in the revenue fund.

Subpart E. Other facilities fees

The board may from time to time approve fees for revenue fund facilities that are not otherwise contemplated above. Those facilities fees shall be charged to an enrolled student to support such a revenue generating facility, which shall be designated by the board as part of the revenue fund.

Subpart F. Revenue fund fees charged for use of facilities

Colleges and universities shall charge revenue fund fees for the use of revenue fund facilities. Revenue fund fees charged for use of facilities are items such as event or facility usage fees, service charges, and equipment charges. The president of the college or university shall have final approval on all such useage fees and subsequent rates. The president may exempt specific groups from all or a percentage of room or facility usage or rental fees provided the revenue fund program remains financially viable and such exemption is deemed to be in the best interests of the college or university and consistent with the waiver process established by the campus. The three major categories of optional revenue fund usage fees are listed below:

1. Room or facility usage or rental fees, such as for use of rooms in the student union, athletic facilities, fields, residence hall common rooms. Fees may also be charged for facility usage outside a typical academic year, such as for summer or conference activities, storage, and early or between semester occupancy of residence halls. It is usual and customary that recognized campus student organizations (as defined under Student Life Procedure 2.8.1) are exempt from ordinary room or facility usage or rental fees.
2. Service charges, such as for lost or damaged items or modification of contractual terms. A sampling of such fees may include, but are not limited to, a fee for early release from a residence hall contract, residence hall cancellation fee, late charges, installment payment charges, lost key charge, loaner key charge, room changes charge, damages to residence hall room or common areas.
3. Equipment and personal property fees for use in Revenue fund facilities, such as fees for rental of athletic equipment, installation of equipment (i.e. air conditioning in residence halls), technology, or other items or services otherwise available for use by students who use the facility.

Date of Adoption: 06/21/00
Date of Implementation: 08/06/08
Date of Last Review: 08/02/18

Date and Subject of Revision:

08/02/18 - Procedure 5.11.1 went through a periodic review, substantive changes were made throughout the procedure. Part 4, Subpart I, New student orientation fee was added. Part 5, Subpart C, Assessments was added. The language and formatting were updated with the new writing and formatting styles.

Additional HISTORY.



**Minnesota State Colleges and Universities
System Procedures
Chapter 5 – Administration
Procedures associated with Board Policy 5.12**

5.12.2 Tuition Waivers, Deferrals, and Retroactive Drops

Part 1. Purpose

To clarify the context and conditions where presidents may grant waivers or short-term deferrals of amounts due to the colleges or universities under Policy 5.12.

Part 2. Waivers

Subpart A. Authorized waiver types

The president may waive amounts due to the college or university for the following reasons:

1. Employee benefit provided by a collective bargaining agreement
2. Death of a student
3. Medical reasons
4. College or university error
5. Employment related condition
6. Significant personal circumstances
7. Student leader allowance
8. Course conditions (a course condition exists when the location or timing of the course results in the student not being able to use the services intended by a fee)
9. Natural disasters or other situations beyond the control of the campus
10. Military duty
11. Ward of the state

Each college or university shall define the terms under which any authorized waiver will be granted. The college and university shall document the reason for all waivers.

Subpart B. Person under guardianship

The president may waive tuition for persons under the age of 21 who are under the guardianship of the commissioner of human services or for an American Indian child under suspension of parental rights or termination of parental rights under the guardianship of a tribe or tribal social service agency. These persons must be qualified for admission to a Minnesota state college or university.

The president may continue to waive tuition up to and beyond age 21 for students meeting eligibility requirements. If the student has attained the age of 21 and has made satisfactory progress in his or her academic program but has not completed the program, the individual

may petition the college or university through their designated campus official for continuation of the waiver until that program is completed. The designated campus official will make a recommendation to the president. The decision to continue to waive tuition will be at the discretion of the president.

Part 3. Deferrals

The president or designee may grant short-term tuition and fee payment deferrals in cases where, due to exceptional circumstances, a student needs additional time to arrange third party financing or otherwise satisfy a tuition and fee balance. The reason and time duration of the deferral must be documented and signed by the president or designee.

Part 4. Retroactive Drops

The president or designee may grant a retroactive drop of registration based on individual student circumstances. When such an exception is granted, the college or university shall document the reasons for granting the retroactive drop.

Date of Adoption: 05/07/99

Date of Implementation: 09/18/97

Date of Last Review: 08/08/16

Date and Subject of Amendments:

08/08/16 - The title was amended. Content has been expanded to include all tuition waivers, deferrals, and retroactive drops, not just for persons under guardianship. Waiver and deferral detail moved from Policy 5.12. Language was added to allow the president or designee to approve a retroactive drop based on individual student circumstances.

03/06/15 - Part 2 amended to include Native American students in the waiver.

06/21/00 - Contains language formerly in system procedure 5.0.3;



**Minnesota State Colleges and Universities
System Procedures
Chapter 7 – General Finance Provisions
Procedures associated with Board Policy 7.5**

7.3.5 Revenue Fund Management

Part 1. Purpose

To describe the governance of the Revenue Fund and to ensure the financial integrity of Revenue Fund programs at participating college and universities.

Part 2. Authority

The Revenue Fund is an independent enterprise fund under the control of the Board of Trustees. The board may acquire property, operate buildings, charge for their use, enter into contracts, borrow money, and issue bonds in support of residence halls, dining halls, student unions, parking facilities, wellness centers, and any other similar revenue-producing facilities the board finds necessary for the benefit of the state colleges and universities. The board has entered into an Indenture of Trust applicable to the management of revenue bonds.

Part 3. Definitions

Bond authority

The maximum aggregate principal amount of revenue bonds that the board is permitted to have outstanding at any time in accordance with state law.

Bond debt capacity

The financial measurement of the maximum amount of debt the Revenue Fund can incur based on its current financial situation. This measure is distinct from “bond authority.”

Cost of issuance

The costs incurred when selling revenue fund bonds, and may include costs for bond counsel, financial advising in preparation for a bond sale, underwriting in preparation for marketing the bonds, trustee fees, printing of official statements to satisfy securities requirements, rating agencies’ fees to rate the bonds, and miscellaneous fees that may be applicable to a particular sale.

Debt service reserve

The amount collected at the time of the bond sale closing equal to approximately one year of a series debt service payment and is held by the board’s appointed trustee. The debt service reserve is intended to be used for the last scheduled debt service payment.

Facility

The physically identifiable portion of any land or building, such as a residence hall, food service, student union, wellness center, and other revenue-producing buildings, which was built, improved, or acquired and financed in whole or in part by the issuance of revenue fund bonds, and all other buildings, improvements, structures, and lands, the revenues of which are pledged and appropriated to the Revenue Fund by resolution of the board.

Fees and charges

The amounts the board is obligated to charge in support of the financing, use, and operation of any buildings or structures sufficient at all times to pay the necessary expenses of their operation and maintenance, the principal and interest on the bonds, and suitable reserves. Fees and charges may include any fees and charges that may be levied for a particular action or service required, such as room change fees, early occupancy, damage fees, and other fees or charges to recover costs.

Financial advisor

An independent financial services firm used to consult on Revenue Fund projects, calculate bond debt capacity, and coordinate the orderly issuance of revenue bonds for the fund.

Indenture of trust

The current legal document, as amended from time to time, between the board and the investment community that describes the issuance, use, organization, management, delivery, and redemption of revenue fund bonds and proceeds.

Other bond costs

Any other costs payable at the time of the revenue bond sale, such as the collection of one year of debt service to be placed in reserve and an underwriter discount fee.

Program

An eligible use or activity housed in a Revenue Fund facility. For example, an eligible use or activity may include student living quarters, food service, space for student activities and locations for student groups to meet, exercise programs, or other use or activities offered in support of students and student life.

Project

A revenue-generating facility, facility renovation, or land that is or will be financed by the issuance of Revenue Fund bonds or through the use of other Revenue Fund assets.

Property

Real property acquired or underlying a Revenue Fund-financed facility.

Rating agency

Includes Moody's Investors Service, Standard & Poor's Financial Services LLC, Fitch Ratings Inc., or such other nationally recognized credit rating agency, which has been selected to issue a rating on bonds, and their successor organizations.

Revenue Fund or the Fund

The statutorily-established, restricted enterprise fund for use in issuing bonds, managing bond financing and governing operations of certain revenue-generating facilities at our colleges and universities.

Series resolution

A resolution adopted by the board authorizing a specific Revenue Fund bond sale and governing the obligations of the bond sale in coordination with the indenture of trust.

Part 4. Responsibilities

The chancellor delegates the specific responsibility for the operations of the programs and facilities in the Revenue Fund to the college and university president. The chancellor is responsible for oversight of the financial and legal operations of the Fund, such as management of bond proceeds, debt payment, reporting to the Board of Trustees, the legislature, state government, federal government, rating agencies, and the overall financial community. The presidents shall have the responsibility to manage the local operations of Revenue Fund supported programs. Revenue Fund operations must adhere to appropriate Internal Revenue Service (IRS) rules and tax requirements.

Subpart A. Bonding

The Revenue Fund offers revenue bond financing for qualifying capital projects in support of a state college or university. Revenue Fund bond proceeds must be used for the specific board-approved project described in a Revenue Fund bond sale. Separate board approval is required for any use of revenue bond proceeds outside the scope of original project approval.

Subpart B. Property and monies in the Revenue Fund

Facilities are part of the Revenue Fund if either (i) the building, improvement, or land is financed in whole or in part by the issuance of Revenue Fund bonds, or (ii) the board declares by resolution that a building, improvement, or land and its revenues are part of the Revenue Fund. All revenues generated in or by the facilities are part of the Fund and pledged to the repayment of Revenue Fund principal, interest, operations, and maintenance. Property remains in the Fund unless moved out by action of the board or pursuant to the bond indenture. Facilities may be jointly funded with other sources, but a clear definition of both property and revenue parameters must be agreed to and documented by all parties and approved by the chancellor or designee.

Subpart C. Comprehensive facilities planning

Colleges and universities shall identify and incorporate Revenue Fund eligible projects as part of their regular comprehensive facilities planning efforts and documents. Colleges and universities are expected to develop other planning documents, such as housing or residential life facilities plans, parking studies, and related evaluations, to supplement and be in concurrence with their overall campus facilities comprehensive plans.

Subpart D. Design and construction

A campus that seeks Revenue Fund bond financing for a project shall first submit a predesign and financial pro forma to the Associate Vice Chancellor for Facilities to determine project feasibility. Design and construction of Revenue Fund projects are subject to the same or similar processes as are applicable to all other capital projects for the colleges and universities.

Part 5. Student Consultation

All Revenue Fund projects are subject to the student consultation process and requirements as defined by Board Policy 2.3 Student Involvement in Decision Making.

Part 6. Financial Plans and Fees

Subpart A. Annual financial plan and fee approvals

As part of the annual operating budget approval process, colleges and universities with Revenue Fund facilities shall submit to the Associate Vice Chancellor for Facilities an annual statement of revenues, expenses, and other operating charges, including indirect costs levied against the Revenue Fund. A fee schedule must be provided to the board for approval prior to each fiscal year, which describes in sufficient detail the rates and fees students pay for a revenue fund facility. Fees must be collected to meet ongoing financial obligations, including, but not limited to, payment of debt service, ongoing operations, funding for repair and replacement, design work for a future project, and no less than three (3) months of operating reserves.

Subpart B. Facility usage fees and indirect costs

Adequate fees must be charged for the use of Revenue Fund facilities. A college or university may recover indirect costs from revenue fund facilities consistent with System Procedure 7.3.4. Similarly, a college or university shall reimburse the Revenue Fund program for indirect costs incurred by the Revenue Fund facilities or programs. All indirect costs must be reasonable, based on documented principles and procedures, and based on reliable financial and other information.

Date of Approval: 05/19/11
Date of Implementation: 06/01/11
Date of Last Review: 10/31/16

Date and Subject of Amendments:

10/31/16 - Wording and formatting changes throughout for clarity and consistency with other policy and procedures.

1/25/12 - The Chancellor amends all current system procedures effective February 15, 2012, to change the term "Office of the Chancellor" to "system office" or similar term reflecting the grammatical context of the sentence.



Chapter 3 – Educational Policies

Board Policy 3.7 Statewide Student Associations

Part 1. Statewide Student Association Recognition

The Minnesota State University Student Association (doing business as Students United), for state university students, and the Minnesota State College Student Association (doing business as LeadMN), for state community and technical college students, are each recognized as the one statewide student association for their respective student associations and students.

Part 2. Campus Student Association Affiliation

Each campus student association shall be affiliated with its statewide student association and all students enrolled in credit courses will be members of their respective statewide association.

Part 3. Fees

Each statewide student association shall set its fees and shall submit any changes in its fees to the board for review. The board may revise or reject the fee change during the two board meetings immediately following the fee change submission. Fees must be collected for each enrolled credit by each college and university and must be credited to each association's account to be spent as determined by that association. For purposes of this policy, enrolled credits include all credits in which a student has enrolled and not dropped before the college or university drop deadlines. Fees must be forwarded by the college or university to the statewide student association whether or not the college or university has received payment for fees.

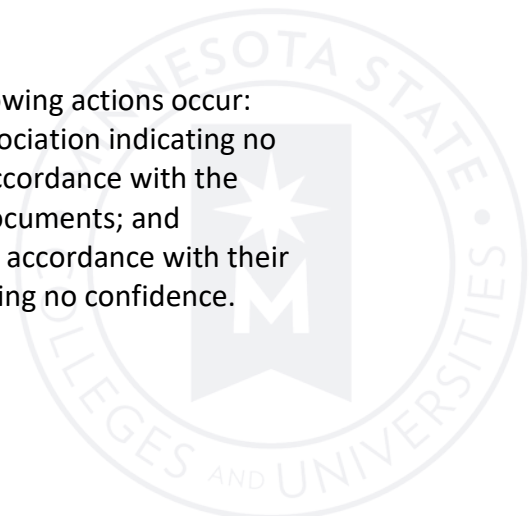
Part 4. Recognition Process

Subpart A. Statewide student association recognition

Recognition of the associations listed in Part 1 must continue until such recognition is repealed by the board and succeeded by an appropriately constituted association representing the same group of students.

Subpart B. Repeal of recognition

1. Repeal of recognition by the board must occur if the following actions occur:
 - a. Two-thirds vote by the existing statewide student association indicating no confidence, expressed by a petition to the board in accordance with the procedures set forth in the association's governing documents; and
 - b. Two-thirds of existing campus student associations, in accordance with their governing rules, submit petitions to the board indicating no confidence.



2. Dissolution of a statewide student association must be subject to each association's internal procedures as indicated in their respective governing documents. Recognition of a statewide student association is repealed automatically upon dissolution of the student association. A notice of intent to dissolve must be sent to the board.

Subpart C. Recognition of new statewide student association

Following repeal of recognition of a statewide student association, recognition of a new statewide student association must be granted after the presentation of a petition to the board which expresses support of the new association and is approved by two-thirds of the campus student associations.

Part 5. Implementation

The chancellor shall develop an agreement between Minnesota State Colleges and Universities and each statewide student association to implement this policy, including provisions addressing payment of fees collected.

Date of Adoption: 10/18/94
Date of Implementation: 10/18/94
Date of Last Review: 05/16/18

Date and Subject of Amendments:

05/16/18 - Amended Part 1 to reflect new student association names. Applied the new formatting and writing styles which resulted in multiple technical edits.

Additional HISTORY.

IPEDS Average Required Fees by State
All Public Masters Universities
Fiscal Year 2017

Rank	State	# of Institutions	Average In-state Fees
	US Average	270	\$1,979
1	Massachusetts	7	\$8,657
2	Connecticut	4	\$5,101
3	South Carolina	6	\$4,515
4	Virginia	7	\$4,490
5	Illinois	7	\$2,690
6	New Jersey	8	\$2,666
7	Pennsylvania	16	\$2,662
8	New Hampshire	2	\$2,575
9	North Carolina	8	\$2,555
10	Louisiana	8	\$2,536
11	Maryland	7	\$2,305
12	Texas	15	\$2,026
13	Arkansas	6	\$2,018
14	Colorado	6	\$1,997
15	New Mexico	4	\$1,788
16	Nebraska	4	\$1,772
17	Florida	4	\$1,706
18	Oregon	3	\$1,684
19	Georgia	9	\$1,641
20	Tennessee	3	\$1,574
21	California	18	\$1,522
22	Wisconsin	9	\$1,501
23	Alaska	2	\$1,467
24	Montana	1	\$1,436
25	North Dakota	1	\$1,409
26	South Dakota	3	\$1,378
27	Alabama	8	\$1,359
28	Maine	1	\$1,302
29	Missouri	6	\$1,287
30	Oklahoma	8	\$1,249
31	Iowa	1	\$1,243
32	Minnesota State Universities	7	\$1,196
33	Washington	6	\$1,141
34	Rhode Island	1	\$1,139
35	Vermont	1	\$1,098
36	New York	23	\$1,060
37	Kansas	4	\$1,022
38	West Virginia	3	\$1,005
39	District of Columbia	1	\$860
40	Delaware	1	\$830

**IPEDS Average Required Fees by State
All Public Masters Universities
Fiscal Year 2017**

Rank	State	# of Institutions	Average In-state Fees
41	Utah	3	\$796
42	Arizona	2	\$688
43	Indiana	8	\$670
44	Ohio	1	\$604
46	Hawaii	1	\$448
47	Mississippi	4	\$415
48	Michigan	6	\$389
49	Kentucky	5	\$384

IPEDS Average Required Fees by State
All Public Two-Year Colleges
Fiscal Year 2017

Rank	State	# of Institutions	Average In-state Fees
	US Average	970	\$632
1	Massachusetts	16	\$3,914
2	South Dakota	5	\$2,599
3	Pennsylvania	17	\$1,491
4	Kansas	25	\$1,353
5	Oklahoma	24	\$1,040
6	New Jersey	19	\$1,034
7	Texas	61	\$1,018
8	Maine	7	\$920
9	Alabama	26	\$917
10	Louisiana	15	\$903
11	Montana	10	\$892
12	Maryland	16	\$886
13	Wyoming	7	\$867
14	North Dakota	5	\$862
15	West Virginia	11	\$773
16	Arkansas	22	\$749
17	Oregon	17	\$661
18	Georgia	24	\$651
19	New York	38	\$639
20	Michigan	25	\$615
21	Minnesota State Colleges	30	\$601
22	New Hampshire	7	\$597
23	Virginia	24	\$542
24	Missouri	17	\$529
25	Connecticut	14	\$498
26	Idaho	4	\$485
27	New Mexico	19	\$474
28	Utah	4	\$462
29	Illinois	48	\$454
30	Nebraska	9	\$440
31	Iowa	16	\$429
32	Colorado	13	\$428
33	Rhode Island	1	\$416
34	Ohio	33	\$358
35	Washington	8	\$349
36	South Carolina	20	\$338
37	Florida	32	\$338
38	Wisconsin	17	\$322
39	Tennessee	39	\$300
40	Mississippi	15	\$244

**IPEDS Average Required Fees by State
All Public Two-Year Colleges
Fiscal Year 2017**

Rank	State	# of Institutions	Average In-state Fees
41	Nevada	1	\$225
42	Kentucky	16	\$207
43	North Carolina	60	\$167
44	Vermont	1	\$150
45	California	105	\$137
46	Indiana	1	\$120
47	Hawaii	6	\$60
48	Arizona	20	\$43

Minnesota State
FY2019 Fee Rates for Campus Discretionary Fees Charged to All Students

Institution	Technology	Athletics	Health Services	Student Activity/Life
	Per Credit	Per Term	Per Term	Per Term
STATE COLLEGES				
Alexandria Technical & Community College	10.00	-	20.25	67.50
Anoka-Ramsey Community College	8.91	48.00		93.00
Anoka Technical College	10.00	-	-	53.25
Central Lakes College	10.00	55.00	-	81.75
Century College	10.00	16.50	9.15	61.50
Dakota County Technical College	10.00	-	15.00	109.50
Fond du Lac Tribal & Community College	10.00	-	-	105.00
Hennepin Technical College	10.00	-	15.00	50.70
Inver Hills Community College	10.00	-	14.25	67.05
Lake Superior College	10.00	42.45	-	112.50
Minneapolis Community & Technical College	10.00	-	51.00	80.25
Minnesota State College - Southeast Technical	10.00		43.50	74.10
Winona	10.00	-	53.25	103.20
Red Wing	10.00	-	33.75	45.00
Minnesota State Community & Technical College	10.00			68.25
Fergus Falls	10.00	-	-	112.50
Detroit Lakes	10.00	-	-	45.00
Moorhead	10.00	-	-	55.50
Wadena	10.00	-	-	60.00
Minnesota West Community & Technical College	10.00	-	-	82.50
Normandale Community College	9.76	-	-	66.00
North Hennepin Community College	9.23	-	15.00	88.50
Hibbing Community College	10.00	-	-	105.00
Itasca Community College	10.00	-	-	112.50
Mesabi Range College	10.00	-	-	112.50
Rainy River Community College	10.00	-	-	112.50
Vermilion Community College	10.00	-	-	112.50
Northland Community & Technical College	10.00			99.00
Northwest Technical College (Bemidji)	8.25	-	-	20.25
Pine Technical and Community College	10.00	-	-	51.00
Ridgewater College	8.30	-	12.75	112.50
Riverland Community College	9.95	-	-	112.50
Rochester Community and Technical College	10.00	-	15.00	112.50
St. Cloud Technical & Community College	9.45	-	5.25	107.55
Saint Paul College	10.00	-	-	60.00
South Central College	10.00	-	37.50	97.50

Minnesota State
FY2019 Fee Rates for Campus Discretionary Fees Charged to All Students

Institution	Technology	Athletics	Health Services	Student Activity/Life
	Per Credit	Per Term	Per Term	Per Term
STATE UNIVERSITIES				
Bemidji State University	10.00	55.00	61.92	100.02
Metropolitan State University	9.00	-	15.00	60.00
Minnesota State University, Mankato	10.00	46.32	65.00	100.32
Minnesota State University Moorhead	6.00	54.96	64.92	102.24
St. Cloud State University	10.00	54.90	65.00	112.50
Southwest Minnesota State University	10.00	48.00	47.04	105.60
Winona State University*	7.40	54.48	73.92	83.40

*WSU: The per credit parking fee is excluded from the annual fee calculation as it is assessed to only Rochester Center.