

## **STUDENT SUPPORT POLICIES — SECTION 600**

NUMBER: **606**

SUBJECT: TUITION AND FEE POLICY AND PROCEDURE

LAST REVIEWED: 10/28/2015; 6/20/2017; 6/19/2018 (NO CHANGES); 1/14/2022

EXECUTIVE COMMITTEE APPROVAL: 11/2/2015; 6/26/2017; 1/18/2022

BOARD APPROVAL: AUGUST 16, 2017; 1/19/2022



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### **606.1 – POLICY**

1.1 MTECH's tuition and fee policy is governed by the Utah System of Higher Education policies (USHE) and is implemented at each campus through the Student Services Department.

#### 1.2 Course and Program Fees

Course and Program fees shall be established following USHE policy R517.5 and approved by the Board of Trustees.

1.3 This policy establishes an MTECH Course and Program Fee Committee which shall oversee the establishing, revising, maintaining, or repealing of course and program fees.

#### 1.4 Committee Membership

The Course and Program Fee Committee shall consist of members of the Executive Staff as appointed by the College President. The Committee shall also invite student participation from various student groups.

#### 1.5 Duties of the Committee

The course and program fee committee shall ensure that course fees and program fees are justifiable, reasonable, and necessary for the specific course or program for which they are proposed.

**1.5.1.** The course and program fee committees shall review all proposals to establish new course and program fees to ensure the proposals meet the general principles of policy R517 and are supported by a demonstrated need, a clear statement describing the purpose of the fee, and a sound budget plan. If the committee determines the proposed fee meets these criteria, it may forward the proposal to the board of trustees. The board of trustees shall review the proposed fee in accordance with the criteria in policy R517 and the program and course fee policy and, if satisfied, may approve the new fee.

**1.5.2.** The Course and Program Fee committee shall review all proposed course and program fee revisions with their associated revised budget plans and evaluate the rationale for the proposed change.

**1.5.3.** The committee shall review each course and program fee at least once every three years to ensure the fee still meets established objectives. As part of this review, the committees shall review fund balances for particular fees and ensure that the funds generated are used for their approved purpose.

#### **606.2 - Post-Secondary Student Procedure**

- 2.1** Adult students are required to pay tuition in full at the point of registration for program or course.
- 2.2** Adult students who exceed the estimated hours of completion will be required to pay additional tuition at MTECH's current rate for remaining hours in order to complete and receive a certificate.

#### **606.3 - Secondary Student Procedure**

- 3.1** As prescribed in UCA 53B-2a-106, no tuition is assessed to a secondary student who is formally scheduled in an approved course or program, regardless of the day or time of the program, through the date that the student no longer qualifies as a secondary student. Effective on that date, the student shall be considered a postsecondary student and shall be charged the current tuition rate.
  - 3.1.1** Students continuing after their high school graduation (whether or not the student graduated), shall be charged tuition at MTECH's current tuition rate for any remaining hours required to complete and receive a certificate.
  - 3.1.2** By May 1<sup>st</sup> of each school year, Student Services will generate a list of graduating seniors and the estimated number of hours required to complete their program.
  - 3.1.3** By May 15<sup>th</sup> Student Services shall notify graduating seniors of the estimated hours and cost required to continue in their program.
  - 3.1.4** Students shall be required to pay in full by June 30<sup>th</sup>, or they may be dropped from their program on July 1<sup>st</sup>.
  - 3.1.5** High school students shall be awarded any high school credit they earned prior to their graduation.
  - 3.1.6** Any unused tuition shall be refunded to the student upon completion of their program.
- 3.2** High school students are responsible to pay any fees associated with the course or program.
- 3.3** Students may be required to purchase textbooks, uniforms, testing vouchers, kits, or other materials not included in the course fees.

**3.4** If a secondary student is fee waiver eligible, as determined by the local school district or charter school, MTECH shall waive the eligible fees for that student upon receipt of a signed letter from the high school principal or vice principal indicating the student qualifies for a fee waiver. The letter is given to Student Services for processing, and the fee waiver is entered as a sponsorship on the student's account.

**3.4.1** Fee waivers apply to student fees including registration, facility, program fees and other fees required for enrollment.

**3.4.2** Fee waivers do not cover the cost of textbooks, uniforms, testing vouchers, kits, etc.

**3.4.3** A new fee waiver letter is required for each additional registration beyond the initial registration.

**3.4.4** School Districts are billed once annually by May 1 for 50% of the fee waiver costs. An invoice is sent directly to the school district CTE Directors for payment.

**3.4.5** Eligibility for free and reduced school lunch does not automatically qualify a student for a fee waiver.