

**Title 4 - Codification of Board Policy Statements**

**Chapter 17**

**FEES AND EXPENSES**

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## **Section 1. Assessment of Registration Fees and Tuition**

1. The Board of Regents shall establish tuition rates for students who are not residents of Nevada, and registration and other fees to be assessed all students. The process for establishing the tuition rates and registration fees is set forth in this Section and the following principles shall guide the process for establishing tuition and fee rates across the System:
  - a. **Shared Responsibility.** Tuition and fee levels shall reflect the shared responsibility, benefits, and needs of the students, the state, and the institution.
  - b. **Access and Affordability.** Maintaining affordability by ensuring that all students can enroll at a NSHE institution by virtue of the cost of attendance and an appropriate financial aid package.
  - c. **Predictable Pricing.** Increases in tuition and fees shall be predictable and managed so that the quality of education is not compromised to the extent this is feasible. Once established pursuant to Subsection 2 or approved by the Board for specific years pursuant to Subsections 5 through 7, the registration fees and non-resident tuition rate shall not be changed for or during the specific years except in emergency situations or extreme circumstances.
  
2. **NSHE Predictable Pricing Program** – Except as otherwise provided in Subsections 5 through 7 for certain NSHE professional schools, to provide predictable pricing of tuition and registration fees for students, the tuition and registration fees for resident and nonresident students shall be established pursuant to this Section as of May 1<sup>st</sup> of each year for a minimum of four future academic years. The tuition and registration fees for the four academic years shall be published no later than June 1<sup>st</sup> annually in a table in the *NSHE Procedures and Guidelines Manual*.
  - a. **Registration Fees** – On an annual basis on or before May 1<sup>st</sup>, the Chancellor shall update the table published in the *NSHE Procedures and Guidelines Manual* to add a subsequent academic year in which the registration fees are set so that the increase is equivalent to the most recent Higher Education Price Index (HEPI) available, but this increase shall not exceed six percent. The first update shall occur on May 1, 2019, for academic years 2021-2022 and 2022-23, such that four years of registration fees are established as required by this Section as of May 1, 2019.
  - b. **Tuition and Other Charges**
    - i. **Tuition** – In addition to registration fees, nonresident students also pay a tuition charge. On an annual basis on or before May 1<sup>st</sup>, the Chancellor shall update the table published in the *NSHE Procedures and Guidelines Manual* to add a subsequent academic year in which the nonresident tuition increases for full-time undergraduate and graduate students (enrolled in 7 or more credits) will equal the most recent HEPI available, but this increase shall not exceed six percent. The Chancellor shall also update the table to add a subsequent academic year in which the nonresident tuition for part-time students (enrolled in 6 or fewer credits) will equal an amount calculated by multiplying the registration fees for the subsequent academic year established pursuant to this Section by 110 percent. The first update for nonresident tuition shall occur on May 1, 2019, for academic years 2021-2022 and 2022-23, such that four years of tuition are established as required by this Section as of May 1, 2019.

- ii. Distance Education Tuition Charge – Nonresident students enrolled exclusively in distance education courses will, in addition to registration fees, pay a tuition charge equaling the registration fees times 50 percent. The tuition charge will be assessed only to nonresident students who are residing outside of Nevada during the semester in which enrollment in the distance education course(s) occurs. On an annual basis on or before May 1<sup>st</sup>, the Chancellor shall update the table published in the *NSHE Procedures and Guidelines Manual* to add a subsequent academic year for the distance education tuition charge in an amount required pursuant to this paragraph based on the registration fee for the subsequent academic year, as established by the Chancellor pursuant to this Section. The first update shall occur on May 1, 2019, for academic years 2021-2022 and 2022-23, such that four years of distance education tuition charges are established as required by this Section as of May 1, 2019.
  - c. Notification – On an annual basis on or before May 5<sup>th</sup>, the Chancellor shall notify the Board of Regents of the most recent HEPI adjustment and the registration fees and tuition established for the subsequent academic year that will be published in the table in *NSHE Procedures and Guidelines Manual* pursuant to this Section. At the same time the Chancellor notifies the Board of Regents, the Chancellor shall also notify the institutional Presidents and the student government presidents of the information provided to the Board of Regents pursuant to this paragraph. If the Board of Regents determines that due to emergency situations or extreme circumstances a higher or lower adjustment in the registration fees or tuition for the subsequent academic year may be required, the Chair of the Board shall direct the Chancellor to create a Committee composed of institutional and student representatives to submit recommendations by a specific date regarding the registration fees or tuition for the subsequent academic year for the consideration of the Board.
  - d. Publication on NSHE Websites – Each institution shall maintain a webpage on their respective websites for the NSHE Predictable Pricing Program. The webpage must set forth the tuition and registration fees for the next four years, as published annually in the table in the *NSHE Procedures and Guidelines Manual*. The webpages must also provide information that assists students in calculating their tuition and registration fees for at least four years.
3. Student Financial Assistance – In order to improve the access of all students and to encourage participation in higher education, an amount equal to at least 10 percent of the total registration fee at the community colleges (lower division only) and at least 15 percent of the total registration fee for all other institutions including upper-division at the community colleges, net the amounts distributed to other fee categories, will be dedicated to student financial assistance. These percentages are target amounts that must be achieved by academic year 2022-23.
4. Institutional Incentives – If desired, NSHE institutions may implement tuition or fee incentives in order to further the goals of the NSHE Master Plan and institutional strategic plans. Among the purposes of such incentives, if implemented, would be to increase student access, improve efficiencies in enrollment management and space utilization, and enhance time-to-degree objectives. The decision for adopting a tuition incentive rests with the Board of Regents upon recommendation of the institution President and the Chancellor. The institution must absorb the costs internally in the event there is no state support for such incentives. Such incentives may include a graduation incentive program under which students are guaranteed one registration fee rate over four years at a university or the state college in pursuing a bachelor's degree or over two years at a community college in pursuing an associate's degree.

## 5. Tuition and Fees: Schools of Medicine

- a. The Board of Regents shall establish tuition rates for resident and nonresident students in the University of Nevada, Reno School of Medicine and the UNLV School of Medicine and other fees to be assessed all students in the University of Nevada, Reno School of Medicine and the UNLV School of Medicine. In establishing such rates and fees, the Board recognizes that both the students and the citizens of the State of Nevada share in the benefits of a medical education and, therefore, both students and the state should contribute appropriately to support high quality instructional programs. Further, the Board reaffirms its commitment to equal access to its programs regardless of a student's financial circumstances, and therefore shall establish tuition rates and fees at such level as to encourage participation in a medical education.
- b. On a biennial basis, in the spring of every even numbered year, the Presidents of the University of Nevada, Reno and the University of Nevada, Las Vegas or the Presidents' designees will each chair a university committee composed of the following individuals for their respective university: the dean of the School of Medicine; School of Medicine student government representatives; university administrative officers; and a representative from the Chancellor's Office. Each committee will gather and review data and make recommendations to the Chancellor and the Board on an appropriate level of tuition and fees to be assessed all students in the University of Nevada, Reno School of Medicine and the UNLV School of Medicine, respectively. The recommendations of these committees will be presented to the Board of Regents for its consideration and action.
- c. In establishing such rates and fees for the University of Nevada, Reno School of Medicine and the UNLV School of Medicine, the respective university committees will use the following information in their deliberations: 1) charges at peer institutions as defined in the annual Western Interstate Commission for Higher Education (WICHE) calculation of the median tuition and fees of member states; 2) information pertaining to consumer prices in the WICHE region; 3) the increase in state funding over the biennium; 4) a needs assessment of the University of Nevada, Reno School of Medicine and the UNLV School of Medicine, respectively; and 5) other indices and information needed to determine if tuition rates and fees are appropriate. Resident tuition and fee increases will be determined based on the above factors with no predetermined limit on the amount of the increase. Nonresident tuition may exceed the increase for residents and will be determined by the Board.

## 6. Tuition and Fees: School of Law at UNLV

- a. The Board of Regents shall establish tuition rates for resident and nonresident students in the William S. Boyd School of Law at UNLV, and other fees to be assessed all students in the William S. Boyd School of Law. In establishing such rates and fees, the Board recognizes that both the students and the citizens of the State of Nevada share in the benefits of a law education and, therefore, both students and the State should contribute appropriately to support high quality instructional programs. Further, the Board reaffirms its commitment to equal access to its programs regardless of a student's financial circumstances, and therefore shall establish tuition rates and fees at such a level as to encourage participation in law education.

- b. Every even numbered year, the President of the University of Nevada, Las Vegas or the President's designee will chair a university committee composed of the Dean of the William S. Boyd School of Law, student government representatives from the law school, administrative officers, and a representative from the Chancellor's Office. The committee will gather and review data and make recommendations to the Chancellor and the Board on an appropriate level of tuition and fees to be assessed all students in the William S. Boyd School of Law at UNLV. The recommendation of this committee will be presented to the Board of Regents for its consideration and action.

7. Tuition and Fees: School of Dental Medicine at UNLV

- a. The Board of Regents shall establish tuition rates for resident and nonresident students in the School of Dental Medicine at UNLV, and other fees to be assessed all students in the School of Dental Medicine at UNLV. In establishing such rates and fees, the Board recognized that both the students and the citizens of the State of Nevada share in the benefits of a dental education and, therefore, both students and the State should contribute to support high quality instructional programs.
- b. Every even numbered year, the President of the University of Nevada, Las Vegas or the President's designee will chair a university committee composed of the Dean of the UNLV School of Dental Medicine, student government representatives from the dental school, administrative officers, and a representative from the Chancellor's Office. The committee will gather and review data and make recommendations to the Chancellor and the Board on an appropriate level of tuition and fees to be assessed all students in the School of Dental Medicine at UNLV. The recommendations of this committee will be presented to the Board of Regents for its consideration and action.

(B/R 3/19)

**Section 2. Delinquent Accounts**

1. A student or former student having a delinquent accounts receivable of \$100.00 or more, or an overdue loan of any amount with any member institution of the NSHE shall not be permitted to register at any institution. For the purposes of this Section, "delinquent accounts receivable" is defined to include tuition and registration fees, student fees, special courses fees and residence life charges billed to a student's account in the student information system. An NSHE institution may include other fee categories as they deem appropriate in determination of a delinquent account.
2. A student or former student having a delinquent account receivable or an overdue loan of any amount with any member institution of the NSHE shall not be permitted to receive a transcript of academic record, a diploma, a certificate or report of semester grades. The student or former student may; however, inspect the records under the provisions of the federal Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232(g), 34 CFR Part 99.
3. In addition, institutions may refer delinquent accounts receivable of \$100.00 or more and overdue loans of any amount to a collection agency following written notification to the student or former student.

4. Institutions must publish on their institutional website-the NSHE delinquent accounts policy, including a list of the fee categories that are applicable to the designation of a delinquent student account. This student notification must indicate that a student with a delinquent account shall not be permitted to register at any NSHE institution.

(B/R 6/12)

### **Section 3. Registration Fee**

There shall be a per-credit registration fee assessed to all students enrolling in a course. The registration fee is the instruction fee and, when appropriate, may include any associated student union, student activity, student association, capital improvement or other fees approved by the Board of Regents or, in the case of noncredit courses, by the President. This fee shall be assessed on a per-credit basis for all state-supported, continuing education, and community service credit courses. Continuing education and community service noncredit courses shall be assessed on a per-course basis. The distribution of the proceeds of the registration fee shall be determined by the Board of Regents.

(B/R 3/04)

### **Section 4. Excess Credit Fee**

1. A 50 percent Excess Credit Fee on the per-credit registration fee shall be charged to a degree-seeking undergraduate student (resident and non-resident) who has accrued attempted credits equal to 150 percent of the credits required for the student's program of study. The Excess Credit Fee shall be imposed on registration fees charged in subsequent semesters, including summer terms, where a student's cumulative credit hour total exceeds 150 percent of the credits required for the student's program of study.
2. Except as otherwise provided in this Subsection, credits from previously earned degrees or certificates shall be excluded from the 150 percent credit calculation. For a student seeking:
  - a. A first bachelor's degree who has previously earned a certificate or associate's degree, attempted credits from those previously earned awards will be included in the Excess Credit Fee threshold calculation.
  - b. A bachelor's degree who has previously earned a bachelor's degree or a higher award, attempted credits from those previously earned awards will not be included in the Excess Credit Fee threshold calculation.
  - c. An associate's degree who has previously earned an associate's degree, or a higher award, attempted credits from those previously earned awards will not be included in the Excess Credit Fee threshold calculation.
  - d. A certificate of at least 30 hours who has previously earned a certificate of at least 30 hours or a higher award, attempted credits from those previously earned awards will not be included in the Excess Credit Fee threshold calculation.
  - e. A certificate of less than 30 credit hours who has previously earned a certificate of less than 30 hours or a higher award, attempted credits from those previously earned awards will not be included in the Excess Credit Fee threshold calculation.

3. Institutions shall exclude from the 150 percent calculation the following:
  - a. Credits earned for prior learning as authorized in Title 4, Chapter 14;
  - b. Credits attempted while enrolled as a high school student if those credits do not meet the degree requirements for the student's program of study;
  - c. Credits attempted at an institution outside NSHE if those credits do not meet the degree requirements for the student's program of study;
  - d. Credits attempted for remedial courses;
  - e. Credits from previously earned degrees or certificates, as provided in Subsection 2 of this Section;
  - f. Credits not accepted for transfer at the receiving institution;
  - g. Credits associated with courses taken for audit or for which an audit grade is received;
  - h. Credits associated with community service and non-credit bearing continuing education courses; and
  - i. Credits for post-baccalaureate and post-masters certification courses.
4. Institutions shall establish a process through which a student subject to the Excess Credit Fee may file an appeal requesting a review of the credits included in the 150 percent credit calculation. Through the appeals process, the institution may exclude other credits determined by the institution as inappropriate for the 150 percent credit calculation, in addition to the credits that must be excluded pursuant to Subsections 2 and 3 of this Section.
5. The revenue generated from the Excess Credit Fee shall supplement student advising and counseling services, including salary and wages, operating, and equipment expenses.
6. Institutions shall publicize the Excess Credit Fee policy set forth in this Section in such a manner to ensure that students have adequate notification of the fee. Institutions shall establish a procedure for notifying students who are approaching the 150 percent credit threshold.

(B/R 3/18)

### **Section 5. Nonresident Tuition**

Students classified as Nevada residents for tuition purposes shall pay a per-credit registration fee only for all state-supported, continuing education, and community service credit courses. Students classified as nonresidents for tuition purposes shall pay a nonresident tuition charge plus per-credit registration fees. Except for University of Nevada, Reno School of Medicine students; University of Nevada, Las Vegas School of Medicine students; University of Nevada, Las Vegas School of Dental Medicine students; and William S. Boyd School of Law students, registration fees and nonresident tuition rates shall be assessed in accordance with that approved by the Board of Regents.

(B/R 9/18)

**Section 6. Registration Fees and Nonresident Tuition Rates**

Registration fees and nonresident tuition rates shall be approved by the Board biennially in even-numbered years in accordance with the provisions established in Section 1 of this Chapter.

(B/R 2/5)

**Section 7. Tuition and Fees, University of Nevada School of Medicine**

Resident and nonresident tuition and fees for students of the University of Nevada, Reno School of Medicine and the University of Nevada, Las Vegas School of Medicine shall be approved by the Board biennially in accordance with the provisions established in Section 1 of this Chapter.

(B/R 9/18)

**Section 8. Tuition and Fees, William S. Boyd School of Law Students**

Resident and nonresident tuition and fees for the William S. Boyd School of Law shall be approved by the Board biennially in accordance with the provisions established in Section 1 of this Chapter.

(B/R 2/05)

**Section 9. Tuition and Fees, School of Dental Medicine**

Resident and nonresident tuition and fees for students of the University of Nevada, Las Vegas School of Dental Medicine shall be approved by the Board in accordance with the provisions of Section 1 of this Chapter.

(B/R 9/18)

**Section 10. Tuition Charges, University Studies Abroad Consortium**

Out-of-state students participating in the University Studies Abroad Consortium are exempt from nonresident tuition charges when enrolling in USAC courses at the University of Nevada, Las Vegas or the University of Nevada, Reno.

(B/R 3/04)

**Section 11. Tuition Charges, Fort Valley State College Courses**

Out-of-state minority students enrolled at Fort Valley State College in the State of Georgia who participate in a 3+2 math and engineering program at the University of Nevada, Las Vegas are exempt from nonresident tuition charges.

(B/R 3/04)



## **Section 12. Special Reduced Tuition and Fees**

**[Note: Subsections 1 and 2 of this Section were indefinitely suspended effective June 17, 2011.]**

1. In-state residents 62 years of age or older shall be permitted to register for credit or as auditors in any course without registration or application or admission fees except as otherwise provided in this Section. A person must reach 62 years of age on the first day of the first scheduled class meeting to be eligible. If the individual registers for more than one class within a semester or term, the earliest scheduled class meeting will determine eligibility. The consent of the course instructor may be required for all such registration.
  - a. This policy is effective during the fall and spring terms only and is applicable to those courses where space is available.
  - b. Such registration shall not entitle a person to any privileges usually associated with registration; e.g., student association membership, health service, intercollegiate athletic tickets.
  - c. Registration fees associated with the William S. Boyd School of Law; the University of Nevada, Reno School of Medicine; University of Nevada, Las Vegas School of Medicine and the University of Nevada, Las Vegas School of Dental Medicine are not eligible under this policy.
  - d. Academic credit courses that lead to a degree or certificate, including state-supported distance education course, independent learning, and continuing education courses, are eligible for the fee waiver. Non-state-supported courses are not eligible for waiver under this policy.

[The provisions of this Subsection are indefinitely suspended effective June 17, 2011.]

2. Non-matriculated native speakers of any foreign language may be permitted to register without fee for credit or as auditors in literature courses in that language. The consent of the course instructor may be required for all such registration.

[The provisions of this Subsection are indefinitely suspended effective June 17, 2011.]

3. Any member of the active Nevada National Guard, including a Nevada National Guard recruit, or the child or spouse of a person who was killed while performing duties as a member of the Nevada National Guard, may be permitted to register for credit without a registration fee or, except as otherwise provided, laboratory fee(s).
  - a. This policy is applicable during Fall and Spring terms only.
  - b. State-supported academic credit-bearing courses that lead to a degree or certificate, including distance education courses, independent learning, and continuing education courses are eligible for the fee waiver. Self-supporting courses, including independent study and correspondence courses, are not eligible for waiver under this policy.

- c. Laboratory fees associated with all courses numbered below the 300 level are eligible for waiver under this policy. Exceptions to the waiver of laboratory fees include: 1) per semester fees, such as the Health Service fee; 2) Special course fees for purposes other than class supplies – including individual instruction, third-party charges, and special transportation requirements; 3) fees for actual class cost in excess of \$100; and 4) technology fees.
- d. A person to whom the fee waiver is awarded shall be deemed a bona fide resident of Nevada for tuition purposes.
- e. To be eligible for the fee waiver, the member must be in good standing or a recruit of the active Nevada National Guard at the beginning of and throughout the entire semester for which the waiver is granted. The member who fails to remain in good standing shall reimburse the Board of Regents for the semester's waived registration fees and laboratory fees and will not be allowed to register for additional courses until the debt is paid in full.
- f. To remain eligible for the fee waiver, the student must achieve at least a minimum 2.00 semester grade point average in order to maintain subsequent eligibility for the fee waiver. The student who fails to maintain a 2.00 semester grade point average shall reimburse the Board of Regents for the semester's waived registration fees and laboratory fees and will not be allowed to register for additional courses until the debt is paid in full.
- g. The institution may request the Adjutant General to verify the membership in the active Nevada National Guard of a person who is seeking or has been granted the fee waiver. The institution may request the Adjutant General to verify that a person is the child or spouse of a member who was killed while performing duties as a member of the Nevada National Guard.
- h. If a fee waiver is granted to a Nevada National Guard recruit and the recruit does not enter full-time National Guard duty within one (1) year after enlisting, the student shall reimburse the Board of Regents for all previously waived registration fees and laboratory fees if the failure to enter full-time National Guard duty is attributable to the recruit's own conduct.
- i. A child of a person who was killed while performing duties as a member of the Nevada National Guard may use the waiver for 10 years after he attains 18 years of age or, if he enrolls in an NSHE institution before age 18, for ten years after the date of enrollment. The spouse of a person who was killed while performing the duties as a member of the Nevada National Guard may use the waiver for ten years after the date of death of the member.
- j. Registration fees associated with the William S. Boyd School of Law; the University of Nevada, Reno School of Medicine; the University of Nevada, Las Vegas School of Medicine; and the University of Nevada, Las Vegas School of Dental Medicine are not eligible for waiver under this policy.

4. Federally funded teacher training programs will carry an exception to in-state and out-of-state fee and tuition rates for contiguous and WICHE states, and may be offered at a reduced per-credit fee. Additionally, all NSHE institutions may offer professional development teacher training programs at a reduced per-credit fee when funded by Nevada school districts and/or the State of Nevada through non-NSHE funds, if collaborative agreements are in place. All course offerings will be approved and delivery overseen through the usual academic processes.
5. The child or spouse of a person who as a member of the Armed Forces of the United States permanently stationed in Nevada is identified as a prisoner of war or declared missing in action while performing duties as a member of the Armed Forces may be permitted to register for credit without a registration fee or, except as otherwise provided, laboratory fee(s).
  - a. This policy is applicable during Fall and Spring terms only.
  - b. Academic credit courses that will lead to the degree or certificate, including state-supported distance education courses, independent learning, and continuing education courses are eligible for the fee waiver. Non-state-supported independent study and correspondence courses are not eligible for waiver under this policy.
  - c. Laboratory fees associated with all courses numbered below the 300 level are eligible for waiver under this policy. Exceptions to the waiver of laboratory fees include: 1) per semester fees, such as the Health Service fee; 2) Special course fees for purposes other than class supplies – including individual instruction, third-party charges, and special transportation requirements; 3) fees for actual class cost in excess of \$100; and 4) technology fees.
  - d. A person to whom the fee waiver is awarded shall be deemed a bona fide resident of Nevada for tuition purposes.
  - e. To remain eligible for the fee waiver, the student must achieve at least a minimum 2.00 semester grade point average in order to maintain subsequent eligibility for the fee waiver. The student who fails to maintain a 2.00 semester grade point average shall reimburse the Board of Regents for the semester's waived registration fees and laboratory fees and will not be allowed to register for additional courses until the debt is paid in full.
  - f. The institution may request such documentation as it deems necessary to verify that a person is the child or spouse of a person who as a member of the Armed Forces of the United States permanently stationed in Nevada is identified as a prisoner of war or missing in action while performing duties as a member of the Armed Forces.
  - g. A child of a person who as a member of the Armed Forces of the United States permanently stationed in Nevada is identified as a prisoner of war or missing in action while performing duties as a member of the Armed Forces may use the waiver for 10 years after he attains 18 years of age or, if he enrolls in an NSHE institution before age 18, for ten years after the date of enrollment. The spouse of a person who as a member of the Armed Forces of the United States permanently stationed in Nevada is identified as a prisoner of war or missing in action while performing duties as a member of the Armed Forces may use the waiver for ten years after the date on which the member of the Armed Forces was identified as a prisoner of war or missing in action.

- h. Registration fees associated with the William S. Boyd School of Law, the University of Nevada, Reno School of Medicine, the University of Nevada, Las Vegas School of Medicine and the University of Nevada, Las Vegas School of Dental Medicine are not eligible for waiver under this policy.

(B/R 9/18)

### **Section 13. Fee Waiver for Nevada Foster Youth**

1. A student who was in the custody of an agency which provides child welfare services in Nevada after the student reached the age of 14 years may be permitted to register for credit without a registration fee or, except as otherwise provided, laboratory fee(s) if the student:
  - a. Has graduated from high school or obtained a general equivalency diploma or equivalent document;
  - b. Completes the Free Application for Federal Student Aid (FAFSA); and
  - c. Is under the age of 26 years.

A student placed out of state by a Nevada child welfare agency for the purpose of treatment or who was placed out of state through an Interstate Compact for the Placement of Children (ICPC) and did not achieve permanency with a family prior to the attainment of age 18 is eligible for the waiver.

2. This policy is applicable during Fall and Spring terms only.
3. State-supported academic credit-bearing courses that lead to a degree or certificate, including distance education courses, independent learning, and continuing education courses are eligible for the fee waiver. Self-supporting courses, including independent study and correspondence courses, are not eligible for waiver under this policy.
4. Laboratory fees associated with all courses numbered below the 300 level are eligible for waiver under this policy. Exceptions to the waiver of laboratory fees include:
  - a. Per semester fees, such as the Health Service fee;
  - b. Special course fees for purposes other than class supplies – including individual instruction, third-party charges, and special transportation requirements;
  - c. Fees for actual class cost in excess of \$100; and
  - d. Technology fees.
5. A person to whom the fee waiver is awarded shall be deemed a bona fide resident of Nevada for tuition purposes.
6. To remain eligible for the fee waiver, the student must meet institutional Title IV financial aid satisfactory academic progress requirements.
7. Registration fees associated with graduate level courses and with the William S. Boyd School of Law; the University of Nevada, Reno School of Medicine; the University of Nevada, Las Vegas School of Medicine; and the University of Nevada, Las Vegas School of Dental Medicine are not eligible for waiver under this policy.

8. Each institution shall designate a primary point of contact for questions concerning and administration of the fee waiver.
9. For purposes of this Section, "an agency which provides child welfare services" means such an agency as defined under NRS 432B.030.

(B/R 6/19)

#### **Section 14. Tuition or Registration Fee Discounts**

NSHE institutions may bring forward for Board approval tuition and/or registration fee discounts. Proposals for such discounts must be accompanied by documentation justifying the discount based on the goals of the institution and any related market considerations, including the ability to compete with other non-NSHE institutions. Institutions may be required to report periodically on approved tuition or registration fee discounts upon request of the Chancellor or the Board.

(B/R 3/14)

#### **Section 15. Fee Waivers for Active Duty Military**

1. If approved by the President, institutions may waive special course fees, student fees, and other mandatory fees except the per credit registration fee for members of the Armed Forces of the United States who are stationed in Nevada or at the Marine Corps Mountain Training Center at Pickle Meadows, California.
2. For purposes of this Section, "Armed Forces of the United States" means the Army, the Navy, the Air Force, the Marine Corps and the Coast Guard, on active duty and does not include the National Guard or other reserve force, with the exception of active members of the Nevada National Guard.

(B/R 12/14)

#### **Section 16. Fees for Community Service, Continuing Education Programs and other Self-Supporting Programs**

1. All community service, continuing education and other self-supporting programs shall be budgeted separately from the regular state appropriated budget in each institution.
2. Credit given for community service courses shall be applicable only to an Associate in General Studies degree.
3. Fees for each community service, continuing education or other self-supporting course shall be variable and flexible to cover the costs of the instructor's salary, supplies and equipment needed, and appropriate overhead costs. Except as otherwise provided, authority to set fees for community service, continuing education or other self-supporting courses is delegated to the President. Institutions may establish deferred payment plans pursuant to Section 16 of this Chapter.
4. No capital improvement fees or student activity fees shall be assessed for community service or continuing education courses.

5. The courses shall be wholly supported from registration and other fees and not from state appropriated funds.
6. **Self-Supporting Pricing Model for Credit Courses.** For credit courses offered to select professional audiences as part of a customized graduate, certificate or specially designed undergraduate program, and where an outside organization (such as a private firm, company or governmental agency) is fully funding the costs of the program, the President or his/her designee may approve an exception to in-state and out-of state fees and tuition. For these programs, NSHE institutions may implement a market-competitive, self-supporting pricing model designed to account for all fixed- and variable-costs associated with the development, implementation and evaluation of the customized program. All courses offered through these special programs must be reviewed and approved by the same academic processes used for traditional courses and would not be submitted for State General Fund support. Self-Supporting Pricing Programs must be designed primarily for working adults, and must meet one or more of the following criteria:
  - a. Offers flexible scheduling options;
  - b. Offers flexible course delivery options;
  - c. Offers ancillary services such as evening or weekend services such as academic advising, registration, financial aid; program-specific career advising; book delivery services, etc.;
  - d. Assists in the implementation of degree-completion programs for non-traditional students
  - e. Promotes greater geographic dispersion of institution programs;
  - f. Results from an outgrowth of planning with area employers to develop programs to meet their workforce training needs; or
  - g. Provides customized Certificate, Master's degree or undergraduate adult education programs.

(B/R 3/17)

## **Section 17. Deferred Payment Policy**

Contracts for deferred payment of registration, tuition and other fees may be approved as follows:

1. Deferred payment contracts are applicable for registration fees, tuition and discounted fees. Each institution shall determine the student requirements and the minimum balance threshold for deferred payment and whether other fees may be deferred. Institutions may charge fees to students for participation in a payment plan and may set a rate of interest for past due amounts on these plans.
2. Each institution shall determine the payment schedule and number of deferred fee payments allowed but all payments are due no later than the end of the semester or course.
3. Any unpaid balance on a deferred fee payment schedule becomes a student accounts receivable on the due date and is treated as an official fee hold for future registration, transcript privileges and final grade reports. Disenrollment/eviction procedures may be instituted, if necessary.

4. A penalty fee of 10 percent with a minimum of \$10 shall be charged on the deferred payment not paid by the due date.
5. Contracts for a veteran's deferment of fees are available for those students receiving educational benefits from the Department of Veterans Affairs. Eligibility is determined by the veteran's coordinator or designee on campus.
6. The Controller or designee may allow a payment plan on an individual basis.
7. Upon the recommendation of the Financial Aid Office, the Controller or designee may allow student fees to be deferred pending the receipt of financial aid. The Controller or designee may waive the imposition of any penalty due to the unavailability of financial aid.

(B/R 3/17)

### **Section 18. Refund Policy**

1. Each institution shall establish procedures governing the refund of registration fees, nonresident tuition, and other student fees, including special course fees that shall be approved by the Board and published in the institution's course catalog or on its website. These provisions must include a schedule of dates for refunds and the corresponding percentages that may be refunded.
2. Upon presentation of documentation and approval of the institution, a refund of registration fees and nonresident tuition may be given upon official withdrawal from a course(s) at any time during the semester in the following circumstances:
  - a. Deployment of a student in the United States Armed Forces;
  - b. Death or incapacitation resulting from an illness or injury of the student or spouse, child, parent, or legal guardian of the student that prevents the student from returning to school for the remainder of the semester;
  - c. Verifiable error on the part of the institution;
  - d. Involuntary job transfer as documented by employer; or
  - e. Other exceptional circumstances beyond the control of the institution or the student.
3. Each institution may establish procedures for students making even exchanges of credits and dollars in their registrations that do not affect the net credit load.
4. Each institution shall comply with the refund policies required under Title IV of the Higher education Act of 1965 as amended in 1998 federal financial aid requirements and guidelines.
5. For the purpose of providing educational benefits for veterans, NSHE institutions shall comply with the refund and other applicable policies as required under Title 38 of the Code of Federal Regulations, Part 21.

(B/R 9/16)

**Section 19. Student Association and Health Service Participation**

1. All community college students are members of their respective student government associations except those in programs for which no student activity fee is assessed (e.g., community service courses and school district cooperative agreements).
2. All students registering for seven (7) credits or more at the state college and universities are members of their respective student government associations or graduate student associations, if organized.
3. Students registering for seven (7) credits or more, undergraduate or graduate, at UNLV, are eligible for treatment at their respective health services during the academic year. A reduced health service shall be available to all UNLV students in summer programs.  
(B/R 12/02)

**Section 20. Late Registration Fee**

A late registration fee of up to \$50 per course may be assessed to students who don't meet the course registration deadline. Late registration fee exceptions may be granted by the institution when registration was delayed due to circumstances beyond the student's control.  
(B/R 12/13)

**Section 21. Late Payment Fee**

A late payment fee of up to \$25 may be assessed for payments received after the payment deadline. An additional fee of up to \$25 may be assessed daily after the payment deadline up to \$250 for past due balance greater than \$100.  
(B/R 12/13)

**Section 22. Student Fees (Effective Date: February 1, 2017)**

1. It is the policy of the Board of Regents that Student Fees exist only in cases of additional administrative or other service costs incurred by the institution for a necessary student activity or requirement that are not specific to one course or type of course. Student Fees may be assessed to provide services to the students for:
  - a. special events or activities such as graduation,
  - b. special services provided by the institution such as personal/group counseling including psychological and testing, substance abuse counseling, health services, international student services,
  - c. third party pass-through charges such as test administration, certifications or contracted health services. An additional administrative charge of up to \$25 may be added to the pass-through cost.
  - d. special general instructional requirements such as a thesis fee.
2. Funds generated from Student Fees pursuant to this Section may be spent on the intended purpose only. Mandatory fees required of all students or all students in a particular group, regardless of dollar amount, shall be reviewed and approved by the Board of Regents.  
(B/R 9/16)



**Section 23. Transcript Requests, Exchange and Fees (Effective Date: February 1, 2017)**

1. Institutions shall not charge students a fee for electronic transfers of transcript data between NSHE institutions. Such internal transcript data exchanges are subject to the restrictions governing delinquent accounts pursuant to Section 2 of this Chapter.
2. NSHE institutions may establish protocols for the exchange of electronic transcript data for the purpose of facilitating transfer admission, reverse transfer, supplemental enrollment evaluation, graduation, and similar activities provided student consent is obtained in compliance with the federal Family Educational Rights and Privacy Act (FERPA) and NRS 396.535.
3. Institutions may impose a transcript fee without Board approval for requests by students to send printed transcripts from one NSHE institution to another and to send transcripts to non-NSHE institutions or to any other outside entity, including current or prospective employers. Such a fee shall be in an amount that does not exceed the cost of producing the transcript plus postage, including costs for expedited delivery. The cost of production may include salary and other employee costs associated with production.

(B/R 9/16)

**Section 24. Special Course Fees**

It is the policy of the Board of Regents that the registration fee be the only fee assessed for taking a course except as otherwise outlined in this Section. The reasons for these exceptions are extraordinary instruction costs due to:

- a. individual instruction such as private music lessons,
- b. class supplies, course-specific software, and specialized equipment such as welding equipment and materials
- c. third party charges for use of a facility such as golf,
- d. special transportation requirements,
- e. extraordinary instructional costs such as intensive supervision, support or additional technical expertise required for the delivery of the course, or
- f. some combination of these reasons.

Responsibility for implementing this policy is delegated to the Presidents up to a maximum of \$50.00 per course. Courses requiring fees higher than \$50.00 require Board of Regents approval.

(B/R 2/09)

**Section 25. Student Health Insurance Program**

Institutions may adopt a mandatory health insurance program in which specific student groups (as defined by the institution and approved by the Board) must provide evidence of health insurance coverage or purchase health insurance through a System program.

(B/R 6/13)

**Section 26. Residence Hall and Food Service Rates**

The Board of Regents shall approve residence hall and food service rates for all NSHE institutions, excluding rates for conferences or other activities that are not exclusively for enrolled students.

(B/R 12/08)

**Section 27. Differential Program Fees**

1. NSHE institutions may bring forward annually for Board approval differential program fees to be retained by the institution that would be assessed in addition to registration fees. Each institution must establish procedures to ensure that student input is appropriately sought that must include a review of existing special course fees in the process of developing a differential program fee.
2. Upon the establishment of a differential program fee, all existing special course fees associated with the same program shall be eliminated, except those that are designated to cover the cost of consumables associated with a specific course.
3. Differential program fees shall be limited to high cost and/or high demand programs only, and such requests must be accompanied by documentation justifying the higher cost for students.
4. Except for clinical and applied health programs, differential program fees shall be limited to upper-division (300-400 level) and graduate level (500 level and above) courses.
5. Differential program fees shall be brought forward to the Board for consideration upon consultation with all institutions offering the program.
6. The Chancellor shall establish procedures for the administration of differential program fees, including but not limited to guidelines for the expenditure of revenue generated from such fees consistent with the use of differential program fees set forth in Title 4, Chapter 10.

(B/R 3/15)

**Section 28. Refund of Residence Hall and Food Services Charges, UNLV**

1. Refunds of residence hall and food service charges are permitted only for those students withdrawing totally from the University or who have been released from contract obligations.
2. Refunds will be determined by the per diem cost of room and board for unused services.
3. Changes to be effective Summer 2003.
4. For special refunds required by the Higher Education Act of 1992 for first-time students receiving financial aid under Title IV, see Section 14 of this Chapter.

(B/R 12/08)

**Section 29. Refund of Residence Hall and Food Service Charges, UNR**

1. Room and board charges are refunded upon withdrawal from school according to the following schedule:

1 - 2 weeks	75%
3 - 6 weeks	50%
7 - 8 weeks	25%
9 - 16 weeks	No refunds

2. For special refunds required by the Higher Education Act of 1992 for first time students receiving financial aid under Title IV, see Section 16 of this Chapter.  
(B/R 12/08)

**Section 30. Apartment Rentals, UNR**

The Board of Regents shall approve rates charged for the University Village apartment rentals at the University of Nevada, Reno.  
(B/R 12/08)