

BOARD OF REGENTS
BRIEFING PAPER

1. AGENDA ITEM TITLE: Handbook Revision – Self-Supporting Courses or Programs - Deferred Payment Plans

MEETING DATE: March 2, 2017 – BFF Meeting

2. BACKGROUND & POLICY CONTEXT OF ISSUE:

Existing Board policy authorizes deferred payment plans under certain circumstances (*Title 4, Chapter 17, Section 16 of the Handbook*). Board policy also sets forth the fees for community service, continuing education programs and other self-supporting programs (*Title 4, Chapter 17, Section 15 of the Handbook*). Express authority is not provided under Board policy to allow deferred payment plans for self-supporting programs, and institutions have expressed the desire to have the option to offer such payment plans for self-supporting programs in a manner similar to deferred payment plans for registration fees, tuition and discounted fees.

3. SPECIFIC ACTIONS BEING RECOMMENDED OR REQUESTED:

Amend *Title 4, Chapter 17, Section 15* to authorize institutions to establish deferred payment plans for the fees for community service, continuing education, and other self-supporting courses.

In addition, amend *Title 4, Chapter 17, Section 16* to remove the phrase “whichever is shorter” with regard to the deadline for deferred fee payments no later than the end of the semester or course, and make technical changes on the numbering of the section.

4. IMPETUS (WHY NOW?):

Institutions have expressed the desire to have the option to offer such payment plans.

5. BULLET POINTS TO SUPPORT REQUEST/RECOMMENDATION:

- Authorizing institutions to offer deferred payment plans to students for self-supporting programs provides greater flexibility for students financially to pay and plan for the cost of their education.
- The deferred payment plans are authorized, not required, and will be offered in the same manner as deferred payment plans currently for other registration fees, tuition and discounted fees.
- The amendment to Section 16 provides for easier administration of and less confusion under the plans, as course end dates vary widely.
- Campuses reviewed and approved the verbiage within the policy revision.

6. POTENTIAL ARGUMENTS AGAINST THE REQUEST/RECOMMENDATION:

None have been presented.

7. ALTERNATIVE(S) TO WHAT IS BEING REQUESTED/RECOMMENDED:

None have been presented.

8. COMPLIANCE WITH BOARD POLICY:

- Consistent With Current Board Policy: Title #____ Chapter #____ Section #____
- Amends Current Board Policy: Title #_4_ Chapter #_17_ Section #_15_and 16_
- Amends Current Procedures & Guidelines Manual: Chapter #____ Section #____
- Other: _____
- Fiscal Impact: Yes____ No____
Explain: _____

HANDBOOK PROPOSAL
TITLE 4, CHAPTER 17, SECTION 15
Self-Supporting Courses or Programs – Deferred Payment Plans
Additions appear in *boldface italics*; deletions are [~~stricken~~ and bracketed]

Section 15. 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. [~~Fees shall be payable in full at time of registration.~~]
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.

HANDBOOK PROPOSAL
TITLE 4, CHAPTER 17, SECTION 16
Deferred Payment Policy – Due Date

Additions appear in *boldface italics*; deletions are [~~stricken~~ and bracketed]

Section 16. Deferred Payment Policy

- [±] Contracts for deferred payment of registration, tuition and other fees may be approved as follows:
- [a]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.
 - [b]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 [~~, whichever is shorter~~].
 - [e]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.
 - [d]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.
 - [e]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.
 - [f]6. The Controller or designee may allow a payment plan on an individual basis.
 - [g]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.