

### **III. REDUCED TUITION RATES**

#### **A. Western Undergraduate Exchange Tuition Rate**

Tuition for students admitted under the Western Undergraduate Exchange (WUE) program will be assessed 150 percent of the prevailing resident undergraduate tuition rate.

The WUE program allows first-time enrolling, nonresident undergraduate students from participating states to pay 150 percent of resident tuition when enrolled in selected programs at Oregon University System institutions. Students participating in this program must maintain enrollment in these designated programs to retain qualification. The time spent as a WUE student cannot apply toward residency status. Students previously or currently enrolled in System schools are not eligible for this program. Neither the institutions nor the Oregon University System is obligated to notify prospective, admitted, or enrolled students who are eligible for this program. Institutions that implement this program must report WUE enrollment as directed, and validate WUE students quarter to quarter.

*Administrative Authority: OAR 580-010-0080 Payment of Nonresident Instruction Fee  
OAR 580-010-0081 Waiver of Nonresident Instruction Fee*

#### **B. Academic and Classified Staff Tuition**

Per credit hour

Per term: 25% of the Resident Undergraduate Tuition Rate of the teaching institution, rounded to the nearest dollar.

Per semester: 150% of the Resident Undergraduate Per Term Staff Tuition Rate of the teaching institution, rounded to the nearest dollar.

1. On approval of the president or designee of the teaching institution and with the concurrence of the employee's immediate supervisor, the staff fee is available to employees appointed at half-time or more (not including temporary classified employees, graduate assistants, or other student employees). To qualify for this fee, the staff member must meet the criteria no later than the first day of classes of the term of enrollment. The maximum number of credits to which the staff fee may apply is 12 credits per quarter or per semester. See exception for retired employees and staff members on leave, Section d (OAR 580-022-0030).
2. Fee Calculation: Employees enrolled for more than 12 credits in one term will pay for each additional credit at the per credit Tuition rate applicable to resident undergraduate or graduate students, dependent upon the employee's degree status. There will be no fee plateau for staff members.

Charges for Building Fee, Health Service Fee, and Incidental Fee do not apply; nor are staff members entitled to Health Service or Incidental Fee services through this program.

No Application Fee will be required for staff members who are eligible for the staff fee rate.

Resource Fees do apply.

No breakage or other deposit is required of staff members.

Staff fees are not applicable to courses leading to D.V.M. degree at Oregon State University.

Employees in Centralized Activities must have approval of the Chancellor or designee before registering for credit at the staff fee rate.

For purposes of this rule, the term "employee" may include persons with full-time courtesy appointments who provide a benefit to the institution in the form of teaching, research, or counseling, under the direction of the institution and using the facilities of the institution.

3. Retired employees and staff members on leave are eligible for staff fee privileges. Subject to the approval of the president of the teaching institution, the maximum credit limitation may be waived for retired employees and for staff members on leave. However, the staff fee will be required. See exception under Senior Citizen Tuition.
4. Staff members who use the staff fee for courses away from their home institution are subject to staff fee policies and procedures of the instructing institution.
5. Staff members may be permitted to take noncredit courses at approximately one-third of the fee assessed to other registrants. Teaching units are not required to extend staff fees for noncredit courses, self-sustaining workshops, or self-support credit courses.
6. Staff members on furlough or layoff status may be eligible for staff fees in accordance with provisions of a collective bargaining agreement.

No fee shall be assessed to courses enrolled in by staff members with a grading option of 'audit'. Attendance under such condition must be with the instructor's consent and on a space-available basis. Institutions are required to maintain a record of the courses audited. Courses approved for audit by the instructor confer no credit to the student, are not charged staff fee rates or regular tuition, and may be used in addition to staff fee privileges during a term. However, this provision cannot be subdivided in conjunction with the Employee Family Member and Domestic Partner Transfer provisions.

*Administrative Authority: OAR 580-022-0030 Staff Fee Privileges*

### **C. Employee Family Member and Domestic Partner Tuition and Fees**

Per credit hour

Per term: 25% of the Resident Undergraduate Tuition Rate of the teaching institution, rounded to the nearest dollar.

Per semester: 150% of the Resident Undergraduate Per Term Staff Tuition Rate of the teaching institution, rounded to the nearest dollar.

To improve the recruitment and retention of high quality faculty and staff within the Oregon Department of Higher Education, the staff fee policy is extended to qualified family members and domestic partners on a limited basis (OAR 580-022-0031).

1. The staff fee provisions may be transferred to a qualified family member or domestic partner of employees appointed at half time or more (not including temporary classified employees, graduate assistants, or other student employees). Employee qualification will be verified through Human Resource System records. To qualify for this fee, the family member or domestic partner must meet the criteria no later than the first day of classes of the term of enrollment. For purposes of this policy the term family includes spouse and dependent children in accordance with IRS Code and domestic partner as defined as per Section One of the Public Employees Benefit Board Affidavit of Domestic Partnership. The employee will verify the qualification of the family member or domestic partner. The maximum number of credits to which the staff fee may apply is 12 credits per quarter or per semester.

Only one staff member, family member or domestic partner within a family may use the staff fee benefit per term. The benefit may not be subdivided during a term.

The benefit is portable (i.e., may be utilized at any Oregon University System institution); however, Presidents of Oregon University System institutions may exclude programs from the policy. A list of excluded programs must be filed with the institutions Registrars office prior to the first day of Registration for a term.

2. Fee Calculation: The qualified family member or domestic partner enrolled for more than twelve (12) credits in one term must pay for additional credit at the per credit tuition rate applicable to resident undergraduate or graduate students, depending upon the family member's or domestic partner's degree status. All applicable credits will be charged at the relevant resident tuition rate. Fees for credits in excess of twelve (12) shall be at the standard institutional rate. There will be no tuition plateau.

Charges for all other enrollment fees apply, (except for courses being taken in an audit status). These include, but are not limited to: Building Fee, Resource Fees, Health Service Fee, and Incidental Fee. The participating family member or domestic partner is entitled to all associated services.

Breakage and other required deposits are required of the participating family member or domestic partner.

3. The transfer of staff fee benefits is not available for retired employees.

4. Qualified family members or domestic partners of staff members who use the staff fee for courses away from the employee's employing institution are subject to staff fee policies and procedures of the instructing institution.
5. Qualified family members or domestic partners of staff members may be permitted to take noncredit courses at approximately one-third of the fee assessed to other registrants. Teaching units are not required to extend staff fees for noncredit courses, or self-sustaining workshops.
6. Eligibility of employees on furlough or lay-off status is subject to applicable collective bargaining agreements.
7. No fee shall be assessed to courses enrolled in by the family member or domestic partner with a grading option of 'audit'. Attendance under such condition must be with the instructor's consent and on a space-available basis. Institutions are required to maintain a record of the courses audited. Courses approved for audit by the instructor confer no credit to the student, are not charged staff fee rates or regular tuition, and may be used in addition to staff fee privileges during a term. However, this provision cannot be subdivided in conjunction with the Staff Fee Policy provisions.

*Administrative Authority: OAR 580-022-0031 Transfer of Staff Fee Privileges*

#### **D. Graduate Assistants**

Graduate students appointed by the institution and paid at established institutional salary rates as graduate teaching assistants, graduate research assistants, or graduate fellows are exempt from the payment of the Tuition up to the first 16 credits per term subject to institutional policy. The graduate student exemption from payment of the Tuition does not apply to courses leading to the D.V.M. degree at Oregon State University. Appointment as an assistant may not be for less than .15 FTE for the term of appointment.

The Tuition will be assessed to the employing account or department within the institution, not to exceed the graduate resident, full-time student Tuition per term. When an assistant is authorized to exceed 16 credits per term, the institution shall charge the assistant the resident overload Tuition for the excess credits. The enrollment privilege does not apply to self-support courses.

If an assistant has been on an academic year appointment, serving in that appointment spring term, and the institution intends to reappoint the assistant in the following fall term, the assistant may exercise the study privilege during the interim summer term upon approval of the institution.

Graduate assistants are assessed and are individually responsible for payment of the Building, Health, Incidental, and Resource Fees approved for the institution and program in which they are enrolled at the credit hour level carried, and at rates applicable to graduate students.

Overload Tuition is assessed at the resident graduate student Tuition rate for each overload hour.

*Administrative Authority: OAR 580-022-0030 Staff Fee Privileges*

**E. Resident Oregon Senior Citizen**

Per Credit Hour ..... *No Charge*

Resident Oregon senior citizens age 65 or older who are residents of Oregon may attend classes on a space-available basis. Charges for special materials, if any, will be made.

Incidental Fee services are not provided.

The senior citizen program is designed for persons not seeking credit or working toward a degree. If credit is sought, fees will be assessed as provided under applicable tuition schedules, and records will be maintained.

**F. Auditors**

Students enrolled in a combination of credit and audit courses or audit only will be assessed for the total credits under the credit tuition and fee schedule appropriate to their classification and residency.

**G. University/School Partnership Co-Pay Program**

School districts having contracts with the Oregon University System institutions to supervise educator professionals preparing for Oregon licensure may exercise these provisions.

*Earning the Co-Pay*

For each permissible activity provided under contract with a cooperating district (a and b below), a district earns a co-pay privilege to register any licensed educational professional employed by the district at the Oregon University System co-pay fee rate. The rate should be one-third of the tuition charged for the course. Institutions with current contractual obligations may elect to defer compliance of the rate until expiration of the existing contract. A "co-pay privilege" allows one individual to register for up to 8 quarter credit hours in the term it is used. The total reduced fee credits awarded for practica and student teaching may not exceed 11 in a year, per each university student provided services by the district.

- a. Supervised full-time student teaching: Co-pay privileges of 5 credit hours may be awarded for supervision of the final full-time student teaching per quarter. Student teaching is the culminating, full-time supervised teaching experience provided for students completing a program approved by the Teacher Standards and Practices Commission, leading to Initial Licensure in one or more of four

authorizations: Early Childhood, Elementary, Middle, and High School; and specialty endorsements.

- b. Experiential preparatory practica or part-time student teaching: Co-pay privileges of 3 credit hours may be awarded for supervision of students in experiential preparatory practica or part-time student teaching per academic quarter. These are practica assigned to or required of the student prior to or concurrent with student teaching and the so-called block practica and other miscellaneous practica offered by colleges and divisions of education for students completing a program approved by the Teacher Standards and Practices Commission, leading to Initial Licensure in one or more of four authorizations: Early Childhood, Elementary, Middle, and High School; and specialty endorsements.

#### Redeeming Reduced Fee Credits

- c. Earned co-pay privileges must be used by a licensed educator professional employed by the school district within five successive academic quarters (including summer session) following the quarter in which the supervision is provided, after which time the co-pay privilege is void.
- d. The co-pay fee is applicable only up to 8 credit hours in any academic quarter for any one licensed educator professional, including summer session, even though the district may have earned two or more enrollment privileges, or if the licensed educator professional using the privilege enrolls for fewer than 8 credits. Unused portions of an enrollment privilege may not be carried to another term or used by another teacher.
- e. A co-pay privilege may be used during any academic term (including summer session) at the issuing institution within the Oregon University System, which has a teacher preparation program. Institutions may enter into “partnerships of trade” with any sister institution if they are willing to accept vouchers from other institutions.
- f. Each institution may set limits on courses available for those redeeming vouchers/co-pays (for example, courses in summer session, distance education, continuing licensure, continuing/extended education). Each institution will indicate on the voucher the existence of restrictions.
- g. The co-pay privilege may also be redeemed by an administrator, counselor, or other licensed educator professional in a cooperating district.
- h. Institutions with current contractual obligations may elect to defer compliance of the rate until the expiration of the existing contract.

#### Other Provisions

- i. If a licensed educator professional using a co-pay privilege registers for 8 hours or fewer and desires the in-residence services provided by the Health Service and Incidental Fee, the licensed educator professional may elect those services by paying the appropriate fee for the number of hours enrolled. If the licensed educator professional using the co-pay privilege registers for more than 8 credit

hours, the first 8 hours may be taken at the institution's co-pay rate. Hours in excess of 8 shall be at the appropriate credit hour rate (graduate or undergraduate, resident or nonresident) and the institution shall charge all Enrollment Fees applicable to the total number of hours for which the licensed educator professional is registering.

- j. Each institution may, at its discretion, extend to the eligible district licensed educator professional other privileges such as use of the institution library, access to campus parking, and admission to campus events at faculty and staff rates, provided that such extended privileges do not exceed the benefits made available to the faculty and staff of the institution.

#### **H. *Approved Programmatic Fee Remission Programs***

Fee remissions are funded through institution resources. The policies governing each fee remission program specify the extent to which the enrollment fees are to be reduced under each program. The combined total fee remissions for a student may not exceed the total enrollment fees for that student.

The following are summaries of the authorized fee remission programs:

##### **1. *Diversity Programs***

###### **a. Oregon University System Educational Diversity Initiative**

The Educational Diversity Initiative combines three fee remission programs: the Minority Achievement Scholarship Program for First-Time Freshmen, Under-represented Minorities Achievement Scholarship Program, and the Oregon Laurels Program. Students who were originally admitted in the original programs will continue under those program guidelines. New students admitted effective fall 1998 will come under the policies of the Educational Diversity Initiative. These original four programs were completely phased out and eliminated from the Fee Book by the Board on July 19, 2002.

*Criteria:* This program is open to all students, resident or nonresident, undergraduate or graduate.

Under the guidelines approved by the Board October 17, 1997, each campus may have a program of its own design and may describe the program in the manner it wishes. Similarly, the program may consider different factors in making awards and may offer one or more tuition and fee remission programs as long as it maintains its commitment to diversity. Under these guidelines, campuses may consider different factors in support of their educational mission.

*Awards:* Rather than a prescribed allocation of funds for educational diversity fee remissions, each institution has the discretion to determine the amount to be remitted as well as its allocation schedule. Campuses may make partial or full waivers based on need or to expand the number of students who receive at least some support. Awards are not transferable. Students may not take a tuition remission with them if they move to another OUS institution, but will be evaluated based on the receiving school's educational diversity needs.

b. Portland Teacher Program.

*Criteria:* This is a cooperative effort between the Portland Public Schools, Portland Community College, and Portland State University. This program is for students who complete their Portland Community College education and enroll at Portland State University to complete the final stages of teacher preparation.

*Award:* Awards will consist of a remission of all Enrollment Fees (Tuition, Resource, Building, Incidental, and Health Service Fees). This program is administered according to policies adopted by the Board, November 16, 1989.

2. *International Cultural Service Program*

a. International Fee Remission Program

*Criteria:* This program is for students who are undergraduate or graduate with foreign student status.

*Awards:* Awards may vary in amount but cannot exceed the total nonresident undergraduate or graduate Enrollment Fees (Tuition, Resource, Building, Incidental, and Health Service Fees). Remission of the Resource, Building, Incidental, and Health Service Fees is at the institution's option.

b. Cultural Service Program

*Criteria:* This program is for students who are undergraduate or graduate with foreign student status; who are competitively selected on the basis of academically meritorious achievement; and who fulfill community service requirements of the program while receiving the award.

*Awards:* Awards may vary in amount but cannot exceed the total nonresident undergraduate or graduate Enrollment Fees (Tuition, Resource, Building, Incidental, and Health Service Fees). Remission of the Resource, Building, Incidental, and Health Service Fees is at the institution's option.

3. *International Exchanges*

a. International OUS Exchange Program

*Criteria:* This program is for students who are attending Oregon University System institutions as a part of an approved system wide exchange program.

*Awards:* Awards may consist of remission of all or some of the Enrollment Fees, depending upon the reciprocal agreement under which the student is enrolled.

b. International Institution Exchange Program

*Criteria:* This program is for students who are attending Oregon University System institutions as a part of a Board-approved institution exchange program.

*Awards:* Awards may consist of remission of all or some of the Enrollment Fees, depending upon the reciprocal agreement under which the student is enrolled.

4. *Contract and Grant*

a. Contract and Grant: Academic Year

*Criteria:* This provision is for students who participate in specific courses or programs during the academic year funded by grant or contract with an outside agency or firm.

*Awards:* Awards are generally for remission of the Tuition and any applicable Resource Fees only, depending upon agreement with the granting agency.

b. Contract and Grant: Summer Session

*Criteria:* This provision is for students who participate in specific courses or programs during the summer session funded by grant or contract with an outside agency or firm.

*Awards:* Awards are generally for remission of the Tuition and any applicable Resource Fees only, depending upon agreement with the granting agency.

5. *OUS Supplemental Tuition Grant*

*Criteria:* Previously named the Tuition Surcharge Waiver, beginning in 1991-1993 biennium, this program is continued as the OUS Supplemental Tuition Grant. This is a need-based tuition grant available to qualified Oregon resident students.

*Awards:* These supplemental tuition grants may vary at institutional discretion but may not exceed the total Tuition assessed for the regular academic year.

6. *Other Remission Programs*

Institutions may create individual institution fee remission programs to address enrollment management and financial aid program needs. The institution will report to the Board on the creation of each program following guidelines approved by the Board.

*Awards:* Awards may vary in amount but cannot exceed the total nonresident undergraduate or graduate Enrollment Fees (Tuition, Resource, Building, Incidental, and Health Service Fees).

The 2003 Legislature approved the following Budget Note limiting Fee Remissions:

**Fee Remissions**

*The legislatively adopted budget includes \$112 million of fee remissions. This total includes \$65 million of programmatic fee remissions and \$47 million of graduate fee remissions. The Department will limit fee remission awards to these levels, and campuses will not enter into commitments for fee remissions in excess of these totals, unless total enrollment exceeds the enrollment projections the Department most recently reported to the Subcommittee, and the intent to award fee remissions in excess of these amounts is reported to the Emergency Board or Legislative Assembly before the excess fee remission awards are committed. The adopted budget supports programmatic fee remissions equal to 8% of gross*

*tuition revenue. The Subcommittee expects the Department to limit programmatic fee remissions to no more 8% of gross tuition revenue.*