A. Background

Section 6206 of Article 125, Title 7, of the New York State Education Law provides that: "The board of trustees...shall have the power to determine in its discretion whether tuition shall be charged and to regulate tuition charges, and other instructional and non-instructional fees and other fees and charges at the educational units of the city university. The board of trustees may accept as partial reimbursement for the education of veterans of the armed forces of the United States who are otherwise qualified such sums as may be authorized by federal legislation to be paid for such education. The board of trustees may conduct on a fee basis, extension courses and courses for adult education appropriate to the field of higher education. In all courses and courses of study it may, in its discretion, require students to pay library, laboratory, locker, breakage and other instructional and non-instructional fees and meet the cost of books and consumable supplies. In addition to the foregoing fees and charges, the board of trustees may impose and collect fees and charges for student government and other student activities and receive and expend them as agent or trustee."

The need for a City University Tuition and Fee Manual presented itself with the advent of tuition in 1976. There have been several revisions of this Manual which have included compilations of Board of Trustees' (formerly Board of Higher Education) policy statements and Central Office directives. From time to time until a revised Manual is issued updates will be provided when necessary.

One of the intents of this Manual is to give added focus to tuition and fee policy issues, which has not necessarily been true of prior manuals. Previous manuals were primarily intended as a set of procedural guidelines for the Bursars' use. This Manual will serve as both a guide for business office personnel in the handling of tuition and fees as well as the University's policy statement regarding tuition and fee issues. As such, all college offices and central office departments affecting the maximization of tuition and fee revenue collections must abide by this Manual's contents. Unlike prior manuals, this Manual will be updated by the Office of the Vice Chancellor for Budget and Finance with the assistance of the Office of Internal Audit and Management Services on a continuous basis rather than over long periods of time.
B. Definition of Tuition and Other-Than-Tuition Charges

All tuition and fees listed in a college's catalog/bulletin and in any registration material issued by a college are subject to change by action of the Board of Trustees at any time. In the event of any increase in the tuition or fees, payments already made will be treated as a partial payment. Notification will be given of the additional amount due and the required date of payment.

Tuition is that sum of monies per term or semester which is required to be paid or satisfied prior to the first day of classes in order for a student to be considered enrolled. Section III. provides a detailed summary of all tuition charges (for all categories of students) within The City University of New York system. Tuition is separate and distinct from other-than-tuition charges.

There are currently three categories of other-than-tuition charges at the University: a) non-instructional and other fees, b) other charges and c) student activities, student union and student athletics fees. These three categories are discussed in detail in Section IV. of this Manual. Brief descriptions of each are also included below.

As previously noted, Section 6206 paragraph 7 of the State Education Law empowers the Board of Trustees to collect fees for such items as library fines, laboratory breakage fees, locker fees and monies to meet the costs of consumable supplies. In addition, the Board has determined that a number of other types of charges should also be designated as non-instructional or other fees. Other fees are those fees not directly related to the registration process or a particular course but rather levied due to administrative or unique circumstances. Examples of these types of fees are "make-up" exam fees and qualifying examination fees. A detailed listing of these fees with accompanying explanations is included in Section IV.

Another category of other-than-tuition charges is entitled other charges. Other charges describe those situations where the resulting charge will be utilized to reimburse the college for an unbudgeted expenditure. Examples of other charges are material fees, thesis binding and transportation charges. A detailed listing of these fees with accompanying explanations is also included in Section IV.

The last category of other-than-tuition charges concerns the Board's ability (as stated in Section 6206 paragraph 7 of the State Education Law) to collect fees for student activities, student union and student athletics. Inasmuch as these fees vary from college to college and quite frequently change from year to year, it was considered inappropriate to include a detailed listing within the text of this manual. A complete listing of the fees in effect for the most recent period is included as part of the Addenda. However, a more detailed explanation regarding these fees may be found within Section IV. of this Manual.
Any fee or charge existing within the University in general, or specifically at a particular college, and not listed above or in Section IV. of this Manual is not considered within the purview of this manual and inappropriate for inclusion. This would include items such as (but not exclusive of) revenues from: performing arts centers, day care programs, hearing and speech centers, tutoring services, income fund reimbursable (IFR) programs with the exception of Application Fees, cafeterias, bookstores, vending machines, parking for staff and students, telephone reimbursements, interest income on college investments, jury duty fees, rental income, reimbursement of salaries, cap and gown rentals and revenues generated through the School of Professional Studies. The disposition of revenue items such as these will be guided by the University Budget Office, the University Accounting Office and the State Comptroller's Office in coordination with the State Division of the Budget and, where appropriate, with the City's Office of Management and Budget.

The School of Professional Studies was established through Board of Trustees’ action dated June 23, 2003. This School under the governance plan of the University Center of the Graduate School will have a Committee formed which will advise the Dean of The Professional Studies School on the administration of the program. The financing of the School will be determined through the establishment of their own policy and procedures regarding revenues and fees.
C. Deposit of Tuition and Other-Than-Tuition Charges

Section 6215, of Article 125, Title 7, of the State Education Law states in part that "All instructional and non-instructional fees...received from matriculated students...shall be accounted for and paid to the city university construction fund..." and "All instructional and non-instructional fees...received from non-matriculated students...shall be accounted for and paid, as determined by the board of trustees (emphasis added), to the city university construction fund." The Law goes on to state that "The fund shall receive, accept, invest, administer, expend and disburse the instructional and non-instructional fees in accordance with the city university construction fund act." The City University Construction Fund (CUCF) Act is contained in Article 125-B, Title 7, of the New York State Education Law.

Based upon the State Education Law, as indicated above, it is clear that all tuition (exclusive of continuing education tuition [or fees]) and some other-than-tuition charges (refer to Section IV. of this Manual) must be deposited with the CUCF.

Tuition and other-than-tuition collections should be deposited into the college's "tuition (depository) bank account", which is maintained by the Bursar, at least once a day during the registration process. At other times of the year, deposits should be made at least weekly, or once $500 has been accumulated. Funds from the college's "tuition (depository) bank account" should be immediately transferred to CUCF. Only those amounts required for refunds shall be maintained in the depository account.

Student activity fees, as well as other student related fees, should be deposited in the college's Depository Account earmarked for student activities. (Refer to Section IV.C for a more detailed discussion of these fees.)

There are several colleges where the imposition of other charges (as described in Section IV.B.) is handled entirely as an activity of the college (student) association or college auxiliary enterprise board and does not entail the expenditure of tax-levy funds. Under these circumstances, charges collected for such services may be deposited with the respective custodian of these funds to cover the cost of the related services.

On June 26, 1995, the Board of Trustees adopted the recommendations of the Committee on Long Range Planning to create a new unit to be responsible for tuition and fee collections system-wide. The head of this unit will be the Treasurer, reporting to the Vice Chancellor for Budget and Finance and this operation will be supported partially through the Consolidated Service Fee.

Rev 9/03