



PRAIRIE VIEW A&M UNIVERSITY

A Member of the Texas A&M University System

September 8, 2017

OFFICE OF BUSINESS AFFAIRS MEMORANDUM No FY18-10
Distributed via Campus Email

To: Interim President, Vice Presidents and Deans

From: Corey S. Bradford *Corey*
Senior Vice President for Business Affairs

Re: Tuition and Fee Changes for the 2018-2019 Fiscal Year

It is time to submit all tuition and fee changes for the next fiscal year. Our authority to establish tuition and fee rates is contained in the Texas Education Code 55.16. No charges can be assessed upon students without going through this approval process. The law requires us to seek Board of Regents' approval for tuition and mandatory fee changes.

In order to complete our submission to the Texas A&M University System within the time period, you will need to meet the following schedule:

| Due Date | |
|--|--|
| September 14, 2017 | University-Wide Fee Requests –to be determined by Executive Cabinet |
| September 14, 2017 (Due to the Office of Business Affairs by 10am) | Department-Specific Fee Requests * Fee changes that require BOR approval (EMBA, admission fee, etc.) * Field Trips/Study Abroad fees that were established or amended during FY17 |
| September 29, 2017 (Due to the Office of Business Affairs by close of business) | Department-Specific Fee Requests * Departments seeking fee changes must hold a public meeting for affected students to have input to the proposed increases before September 29, 2017. * Increase for auxiliary fees (housing, dining, parking, etc.) |
| October 5, 2017 | University Tuition and Fee Committee will meet. 10:00 – 12:00 p.m., SVPBA Conference Room |
| October 10, 2017 | Tuition & Fee Public Hearing 5:30 – 6:30 p.m., Location to be determine |
| October 19-20, 2017 | Board of Regents makes Tuition & Fee decisions for FY19 |

In addition to the items noted above for departmental fee requests, the following items will need to be included with fee request proposals:

1. Fee change requests for 2018-19: Completion of the attached fee packet with a detailed budget on the fee request form, and a narrative justifying the need for the fee change. Be sure to utilize the appropriate fee request form. There are separate forms for combined course fee/consolidated mandatory fee requests and fee change requests.
2. Field Trip/Study Abroad Program Fees: Show each trip or study abroad program on this spreadsheet (see attached spreadsheet). System Policy [26.01, Tuition and Fees](#), authorizes the presidents of the academic universities to establish and collect student fees for field trips and study abroad programs, and to amend such fees as necessary, provided that fees so established or amended (during the previous fiscal year) are submitted annually for confirmation by the Board. There cannot be charges to students for trips that are not submitted through this process for approval.

Please note that we are working with a very tight schedule and therefore, it is critical that you adhere to the requested deadlines. Questions regarding the tuition & fee process, form completion, etc., are welcome. Please feel free to contact me at csbradford@pvamu.edu or ext. 2150.

Enclosure

CSB/ps