

HOWARD UNIVERSITY POLICY

Policy Number: 300-002
Policy Title: TUITION, RATES AND FEES
Responsible Officers: Chief Financial Officer
Provost and Chief Academic Officer
Responsible Offices: Office of the Provost and Chief Academic Officer
(Enrollment Management)
Office of the Chief Financial Officer
Effective Date: May 24, 2011
May 29, 2012 – Conforming Revisions

I. POLICY STATEMENT

It is the policy of the Board of Trustees of Howard University (“the Board”), informed by the recommendations of the Howard University President (“the President”), to assign undergraduate and graduate tuition, rates and fees and to make such information publicly available by March 1 in advance of the Academic Year.

II. RATIONALE

The payment of tuition is a requirement for registration and access to scholarly resources and student services. The Board, recognizing that education may be one of the single largest and most important investments a family or individual makes, seeks to provide notice of tuition, rates and fees to prospective, new, and continuing students, parents and others with financial responsibility, in a timely manner.

III. ENTITIES AFFECTED BY THIS POLICY

Students, parents and others with financial responsibility for students, and all other entities within the University.

IV. DEFINITIONS

Board of Trustees - the governance of Howard University is vested in a Board of Trustees, which has responsibility for controlling and directing the affairs, property, and interests of the University by exercising all powers and authorities conferred upon the University by its *Act of Incorporation* and as otherwise permitted by law. The Board reserves authority, acting upon the recommendation of its Finance Committee, to approve tuition, housing, meal plan rates and other ancillary fees.

President – the chief executive officer elected by the Board of Trustees with oversight responsibility for the academic and business affairs of Howard University.

Tuition and Rates Advisory Committee (TRAC) - comprised of representatives from: undergraduate and graduate student organizations; deans of professional schools; the College of Arts and Sciences; other selected deans and the Provost/Chief Academic Officer’s office. The TRAC is staffed by the Chief Financial Officer and Enrollment Management, and convened annually to examine relevant tuition, housing and meal plan rates, and other ancillary fees to offer advice to the President.

Reasonable Notice – communiqué that is: 1) sufficient to inform prospective, new, and continuing students, parents and other financially responsible persons, and other members of the University Community; 2) publicly and generally accessible; and 3) timely. Reasonable Notice must include posting on the University’s main website, and may also include email, U.S. mail, and various social media.

Tuition, Rates and Fees Notice - a document presenting the tuition, rates and fees and any changes in the fee structure, approved by the Board of Trustees.

This template includes the following sections:

1. A summary of *Tuition* increases (percentage) by program (undergraduate and graduate) and by professional school.
2. *Tuition* (dollar amount) by program (undergraduate and graduate) and by professional school.
3. *Fees* (dollar amount), such as “Late Registration” and “Student Parking,” and the dollar increase.
4. *Meal Plan Rates* (dollar amount) and percentage increase.
5. *Residence Hall Room Rates* percentage increase and dollar amount.
6. *Fee Changes* for specific programs, such as professional and lab fees, noting changes in dollar amounts.

Cost of Attendance – required by the U.S. Department of Education to be constructed by the Office of Financial Aid, and provides students, parents and other financially responsible persons, with reasonable projected educational costs associated with full-time attendance at Howard University.

V. POLICY PROCEDURES

- A. The CFO initiates a process of data collection and analysis of internal and external factors. The process may include consideration of internal reports and recommendations from the Provost/CAO and Deputy Provost for Health Sciences and the various academic deans; the Vice President for Student Affairs; the Associate Vice President for

Enrollment Management; and the Assistant Vice President for Auxiliary Enterprises and the strategic plan and priorities to develop general recommendations on tuition, rates and fees.

- B. The Chair convenes the TRAC and develops general recommendations to provide to the President.
- C. The President presents recommendations for tuition, rates, and fees to the Board's Academic Excellence and the Medical Affairs Committees as informational, and to the Finance Committee for approval.
- D. The Board acts on the recommendation of the Finance Committee.
- E. Immediately following the Board's approval of tuition, rates and fees, the CFO provides the approved rates in a standard *Tuition, Rates and Fees Notice* template.
- F. The *Tuition, Rates and Fees Notice* is signed by the CFO and transmitted to the Secretary for certification as an act of the Board of Trustees.
- G. Concurrent with the development of the *Tuition, Rates and Fees Notice*, the Office of Financial Aid ensures that *Cost of Attendance* information for the upcoming Academic Year is developed from the approved tuition, rates and fees and posted on Howard University's main website. The *Cost of Attendance* should be posted not later than March 1 of each year.
- H. The Office of Enrollment Management develops a plan to ensure that reasonable notification is provided to all prospective, new, and continuing students, parents and other financially responsible persons, and other stakeholders. The plan may incorporate notification via email and social media. Notification is required by March 1 of each year.

VI. SANCTIONS

Sanctions associated with failing to make *Cost of Attendance* information available to students, parents and other financially responsible persons, with reasonable projected educational costs associated with full-time attendance are set by the U.S. Department of Education.

VII. HYPERLINK

www.howard.edu/policy