



## WCCA Board of Governors' Policy

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| <b>Title:</b>            | Student Tuition, Fees, and Other Revenue Sources |
| <b>Division:</b>         | Administrative Services                          |
| <b>Category:</b>         | Insurance and Investments                        |
| <b>Reference:</b>        | Nebraska State Statutes §85-1511 and §85-1517    |
| <b>Number:</b>           | BP-320   |
| <b>Date of Approval:</b> | December 18, 2019                                |
| <b>Approval:</b>         | Lynne Klemke, President, WCCA Board of Governors |

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### Purpose

This policy outlines statutory, Board of Governors, and administrative policy provisions with respect to establishing tuition, fees, and other revenue sources.

### Scope

This policy shall apply to all tuition rates, fees, and other revenue sources. This policy also includes gifts, grants and bequests, which may be provided to Western Nebraska Community College (WNCC).

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### Definitions

**Fees** –Any amount assessed to students as a condition of enrollment in the College and/or as a condition of enrollment in a particular course or program. Specific types of fees are further defined below.

- *Course/Program specific fees:* Mandatory fees associated with courses that help defray the cost of offering specific courses/programs. These include, but are not limited to: field trips; required materials fees for laboratory, music, art, vocational, occupational, technical, and physical education; uniforms and specialized equipment; testing fees required for completion of a course/program; malpractice insurance; digital textbooks; and high/medium cost fees.
- *Student fees/student activity fees:* Mandatory fees associated with enrollment in the College and/or campus assessed for a specific purpose. These fees include, but are not limited to: student centers, athletics, student government, contract health services, and/or similar services and facilities; non-bonded parking fees; and any general fee.

- *Use fees:* Administrative fees unrelated to a specific academic course or program. These are mandatory campus-wide fees charged to provide administrative services including, but not limited to: renewal and replacement equipment costs, technology, computer labs and printers, registration, satellite center, wireless access, digital databases, and Area Health Education Center (AHEC)-related charges
- *Bond fees:* Fees assessed and pledged to build, renovate, and/or operate and maintain auxiliary facilities or, as allowable in statute, academic facilities.
- *Auxiliary sales and services:* Charges to provide elective services such as housing and food service plans.
- *Miscellaneous charges/charge for services:* Charges to cover the cost of delivering specific services which are incidental to the instructional activities, which include, but are not limited to, health insurance, matriculation, graduation and commencement, late registration, basic skills placement testing, optional materials, deferred payment, promissory notes, return check fees, and late tuition payment.
- *Sales and services of educational activities:* Charges to provide elective services such as fitness center, testing and other services.

## **Policy**

All tuition rates, fees, and charges for services must be approved annually by the Board. Tuition and fee rates should provide maximum student access consistent with generating adequate revenue to operate quality instructional programs and maintain College services.

### *Tuition and Fee Schedule*

The Board shall annually, or at such other times as may be deemed necessary, establish and set a schedule of tuition and fees. Such schedule shall include separate tuition rates for Nebraska residents and out-of-state residents. The President, whenever deemed appropriate, shall recommend changes in the schedule of tuition and fees for the College. The Board reserves the right to change tuition, fees, and other charges without notice.

### *Fees for Services*

The Board authorizes the President to institute fees for such programs that provide services other than instruction to external parties. Fees for service programs shall be administered as follows:

- 1) A schedule of all fees, rates, and procedures shall be filed with the President. Any variation or departure from the established schedule shall be reported immediately to the President.
- 2) All fee monies received shall be reported and deposited with the Chief Administrative Services Officer.
- 3) College employees shall be strictly forbidden from receiving personal compensation from external parties for performing services as a part of the established program.

- 4) Liabilities to the College that arise through the non-performance of services or personal damages to external parties, as a result of such non-instructional programs, shall immediately be reported to the President.

#### *Tax Rate*

For each fiscal year, the Board shall set the tax levy for the College. As part of the budget adoption process, the President shall recommend annually to the Board a tax levy sufficient to fund the proposed budget of the College. The recommended tax levy, however, shall not exceed the limits set by Nebraska statutes.

#### *Gifts, Grants, and Bequests*

The College may have a foundation or endowment association established for the purpose of receiving gifts, bequests, and donations to be used exclusively for educational purposes at designated College locations. Such foundation or endowment association shall be incorporated as a distinct body for the above purposes. Certain tax advantages are available to the donor who wishes to contribute to a foundation or endowment association.

The WNCC Board shall approve gifts or grants that obligate the College to make future expenditures of funds, facilities, or human resources beyond conditions outlined by the gift or grant, greater than or equal to \$100,000, except that acceptance of such gifts or grants shall not be conditioned on matching state or local funds

#### *Investments*

The Treasurer is authorized to invest temporary idle funds of the College in federally insured financial institutions within the College Area, and other Board approved state investment funds.

Investments shall be made in accordance with current Nebraska statutes and other applicable state laws. When selecting the specific investment, the following shall be taken into consideration:

- 1) Safety of investment,
- 2) Length of investment, and
- 3) Return on investment.

#### **Procedures**

The College President shall promulgate such procedures as may be necessary for the implementation of this policy.

## Revising this Policy

This Board Policy supersedes any prior WNCC policy, procedure, guideline, or handbook on this subject matter.

If statutory provisions, regulatory guidance, or court interpretations change or conflict with this Board Policy, the Board retains the right to revise accordingly and for the changes to take effect immediately.

**Adoption Date and Board of Governors' Minutes Item Number:** 1979

**Revision Date and Board of Governors' Minutes Item Number:**

**Prior Policy Number:** 315.0100.79 Tax Rate  
315.0200.79 Tuition and Fee Schedule  
315.0300.79 Gifts, Grants, and Bequests  
315.0400.86 Fees for Services  
345.0100.79 Framework for Investments  
500.1300.09 Delinquent Accounts  
500.2100.01 Refund Policy

**Schedule for Review:**

**Divisions/Department Responsible for Review and Update:** Administrative Services

**Sponsoring Division/Department:** Administrative Services

**Repeal Date and Board of Governors' Minutes Item Number:**

|   |            |       |
|---|------------|-------|
| 315.0100.79 Tax Rate                    | 12/18/2019 | N.2.a |
| 315.0200.79 Tuition and Fee Schedule    | 12/18/2019 | N.2.b |
| 315.0300.79 Gifts, Grants, and Bequests | 12/18/2019 | N.2.c |
| 315.0400.86 Fees for Services           | 12/18/2019 | N.2.d |
| 345.0100.79 Framework for Investments   | 12/18/2019 | N.2.e |
| 500.1300.09 Delinquent Accounts         | 12/18/2019 | N.2.f |
| 500.2100.01 Refund Policy               | 12/18/2019 | N.2.g |

**Cross Reference:**

**Procedure(s) for Policy:**

AP-320.01 Tuition and Fees: Delinquent Accounts  
AP-320.02 Tuition and Fees: Refunds – Credit  
AP-320.03 Tuition and Fees: Refunds – Non-Credit

**Related Policies/References:**