

## R511, Tuition Disclosures and Consultation<sup>1</sup>

**R511-1 Purpose:** To establish procedures (1) for institutions to consult with students prior to recommending tuition increases to the Board, (2) for the Board to consult with students prior to adopting projected tuition increases as part of the budget process, (3) for the Board to consult with students prior to approving increases of the tuition to be charged to the students at the institutions, and (4) for institutions to disclose to students the full cost of instruction and the amount of that cost that is covered by tuition.

### R511-2 References

- 2.1 [Utah Code § 53B-7-101](#), Tuition Recommendations
- 2.2 [Utah Code § 53B-7-101.5](#), Proposed Tuition Increases, Notice, Hearings
- 2.3 [Utah Code § 53B-7-105](#), Higher Education Cost Disclosure
- 2.4 [Board Policy R510](#), Tuition and Fees

### R511-3 Definitions

**3.1 “Full Cost of Instruction”** is as derived from a calculation that allocates functional overhead expenditure categories to instruction, excluding the amount spent directly on research and public service or the overhead allocated to research and public service. Overhead categories defined by the National Association of College and University Business Officers include student services, institutional support, physical plant operation and maintenance, and academic support. Full cost of instruction is reported in the USHE Data Book for the most recently completed year.

**3.2 “Tuition”** means Board-approved amounts charged to a full-time undergraduate student under Board Policy R510.

**3.3 “General Student Fees”** means Board approved amounts which are assessed to students directly, required to be paid with tuition, and are generally dedicated to specific purposes, such as building revenue bonds, extracurricular student activities, additional student services such as health clinics or computer labs, or athletics. (See Board Policy R510. Fees for specific courses are not included. Technical colleges are not authorized to charge general student fees.

**3.4 “Technical College”** means an institution of higher education described in Utah Code section 53B-1-102(1)(b).

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<sup>1</sup> *Approved February 16, 2001, amended June 4, 2004, and September 16, 2022.*

## **R511-4 Disclosures for Tuition Increases – “Truth in Tuition”**

**4.1 Institutional Consultation with Students:** Prior to recommending a tuition increase to the Board of Higher Education, the President or their designee shall hold a public meeting to provide an explanation that is consistent with the format prescribed by Utah Code section 53B-7-101.5.(4) of the reasons for the proposed increase, how the revenue generated by the increase will be used, and an opportunity for public comment from students. Public notice of the time, place, and purpose of the public meeting shall be provided through an advertisement in the student newspaper or by other forms of written notification at least two times within the 10-day period prior to the meeting date, consistent with the standards prescribed in Utah Code section 53B-7-101.5. (2) and (3). For degree-granting institutions, the public notice shall follow consultation with student leaders.

**4.1.1 Tuition Percentage:** Institutions shall disclose the aggregate percentage increase and the dollar increase per semester or enrollment period.

**4.2 Board of Higher Education Consultation with Students:** The Board of Higher Education, prior to adopting projected tuition increases as part of the budget process or prior to approving any increase in tuition, shall hold a public hearing as part of a regularly scheduled meeting of the Board. In the hearing the Board shall provide an explanation of the reasons for the proposed increase, an explanation of how the revenue generated by the increase will be used, and an opportunity for public comment from students. The Board shall provide written notice of the hearing to the members of the Utah Council of Student-body Presidents at least one week prior to the date of the hearing.

## **R511-5 Disclosure of Tuition and Higher Education Costs**

**5.1 Disclosure of Tuition Relative to Full Cost of Instruction:** Consistent with Utah Code section 53B-7-105, each institution shall disclose to its undergraduate resident students at the time of registration, in dollar figures for a full-time equivalent student (a) the full cost of instruction, (b) the amount collected from student tuition and fees, and (c) the difference between the amounts for the full cost of instruction and the student tuition and fees, noting that the difference between the cost and tuition was paid by state tax funds and other monies.

**5.2 Amounts Based on One Semester/Enrollment Period for the Current Year:** The amounts for full-time equivalent student tuition and general student fees and estimated full costs of instruction should be based on 15 credit hours for one semester for the current academic year at a degree-granting institution or full-time for an enrollment period at a technical college. Tuition and fee amounts which support the full cost of instruction, prior to any reductions for statutory tuition waivers (Board Policy R513) or employee tuition remissions (Board Policy R824), shall be used.

**5.3 Content of Cost Disclosure:** Amounts for the full cost of instruction shall be estimated by the Office of the Commissioner of Higher Education in consultation with the institutions, relying on existing USHE cost study reporting practices. The content of the disclosure shall be in a statement with essentially the same content as the following:

Full-time undergraduate resident students at [Institution Name] paying a [semester/enrollment period] tuition and fee amount of [tuition dollar amount] (before any financial aid, scholarships, or waivers) contribute an estimated [percentage] percent to the full cost of instruction per full-time student of [full cost dollar amount]. The remaining support for the full cost of instruction is provided by [tax funds dollar amount] of state tax funds and [other funds dollar amount] of other institutional revenue sources.

**5.4 Method of Cost Disclosure:** Institutions may choose to disclose this information through a variety of methods, so long as the information is disclosed plainly and is readily available for students and other constituencies. These methods may include disclosure through (1) the course catalog, (2) the course schedule, (3) tuition invoices, (4) tuition receipts, (5) the cashier's office window, or (6) other Internet and printed materials that list tuition schedules, tuition payment procedures and timelines, or other registration and tuition -related information.