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**BOARD OF REGENTS OF
THE UNIVERSITY SYSTEM OF GEORGIA**

April 17, 2024

Presidents
University System of Georgia
sent via email

Dear Presidents:

The Board of Regents (BOR) of the University System of Georgia (USG) met on April 16, 2024, on the campus of Gordon State College in Barnesville, Georgia. During this meeting, the following BOR policy was revised:

Finance and Business

➤ **Board Policy 7.3.4.2 Waiver of Mandatory Fees**

Attached as an Exhibit is a document that provides background information on the policy revision, the effective date of the policy revision, and also shows the language added / removed from the policy section. Questions regarding this policy revision should be directed to Tracey Cook, Chief Fiscal Officer. Ms. Cook may be reached at tracey.cook@usg.edu.

Please share widely with the appropriate offices at your institution to include Academic Affairs, Student Affairs, Human Resources, Facilities, Fiscal Affairs, Legal Affairs, Audit, and Compliance.

Sincerely,

Sonny Perdue
Chancellor

Enclosure

cc: Tracey Cook, Chief Fiscal Officer
Teresa MacCartney, Chief Operating Officer
Dr. Ashwani Monga, Executive Vice Chancellor & Chief Academic Officer
Ashley Jones May, Chief of Staff and Vice Chancellor for External Affairs
Dr. Angela Bell, Vice Chancellor for Research and Policy Analysis
Dr. Timothy Chester, Chief Information Officer
Jeff Davis, Vice Chancellor for Fiscal Affairs

Karin Elliott, Vice Chancellor for Human Resources
Dr. Scot Lingrell, Vice Chancellor for Enrollment Management and Student Affairs
Chris McGraw, Vice Chancellor for Legal Affairs and Secretary to the Board
Sandra Neuse, Vice Chancellor for Real Estate and Facilities
Dr. Dana Nichols, Vice Chancellor for Academic Affairs and Student Success
Jenna Wiese, Vice Chancellor for Internal Audit, Chief Audit Officer
Wesley Horne, AVC Compliance, Chief Ethics Officer
Institutional Chief Business Officers
Institutional Provosts
Institutional Chief Human Resource Officers
Institutional Legal Officers
Institutional Audit Directors

Exhibit
BOARD OF REGENTS POLICY MANUAL
Revised Policy with Markup
Meeting of April 16, 2024

Revisions to Board of Regents Policy Manual, Section 7.3.4.2 Waiver of Mandatory Fees

Background:

The purpose of this policy change is to bring policy language in line with the new proposed mandatory fee structure to charge fully online students a portion of all mandatory fees, which will be named the Online Learning Fee. Additionally, all references to the special institutional fee are being removed as this fee has been eliminated.

The Online Learning Fee may be pro-rated for part-time, online students, per each institution's policy for part time proration and in accordance with Section 7.3.4.2. As with other mandatory fees, this fee may be included in bundled "One Rate" program costs that include tuition, fees, and other costs of attendance that have been approved by the Board of Regents, and in other programs with differential costs addressed by Board Policy 7.3.1.5 – Tuition Agreements with Corporations, Organizations, and Other Legal Entities. In such cases, the Online Learning Fee may be included in the bundled cost approved for program delivery and does not necessarily need to be billed separately if those programs are delivered online. Special program fee rates previously approved by the Board will remain intact.

Effective Date:

The effective date of this policy revisions is April 16, 2024.

Former Policy Language:

7.3.4.2 Waiver of Mandatory Fees

An institution may waive or reduce mandatory fees, except the special institutional fee, for:

1. Students who are enrolled for fewer than six credit hours;
2. Students enrolled in summer semesters;
3. Students who reside or are jointly enrolled at another institution;
4. Students enrolled in practicum experiences (e.g., student teachers) or internships located at least 50 miles from the institution;
5. Students enrolled in distance learning courses or programs who are not also enrolled in on-campus courses nor residing on campus;
6. Students enrolled at off-campus centers, except that the institution shall be authorized to charge select fees to these students for special services subject to approval by the Board of Regents;
7. Students enrolled in a study abroad program and not enrolled on campus during that same semester; and,
8. Members of the armed services utilizing the military's tuition assistance programs or paying their own way to attend the institution.

Waivers and exemptions of the special institutional fee are specifically addressed in the Resolution approved by the Board of Regents on April 12, 2012.

Each USG institution shall document its student fee waiver strategy or plan. Upon request, USG institutions shall provide the student fee waiver plans to the Chancellor or his or her designee.

Revised Policy Language in Change Tracker

7.3.4.2 Waiver of Mandatory Fees

An institution may waive or reduce mandatory fees, ~~except the special institutional fee~~, for:

1. Students who are enrolled for fewer than six credit hours;
2. Students enrolled in summer semesters;
3. Students who reside or are jointly enrolled at another institution;
4. Students enrolled in practicum experiences (e.g., student teachers) or internships located at least 50 miles from the institution;
5. Students enrolled in distance learning courses or programs who are not also enrolled in on-campus courses nor residing on campus; **Such students shall be charged an Online Learning Fee that must equal or exceed the institution's Technology Fee plus fifty percent (50%) of all other Board approved institutional mandatory fees.**
6. Students enrolled at off-campus centers, except that the institution shall be authorized to charge select fees to these students for special services subject to approval by the Board of Regents;
7. Students enrolled in a study abroad program and not enrolled on campus during that same semester; and,
8. Members of the armed services utilizing the military's tuition assistance programs or paying their own way to attend the institution.

~~Waivers and exemptions of the special institutional fee are specifically addressed in the Resolution approved by the Board of Regents on April 12, 2012.~~

Each USG institution shall document its student fee waiver strategy or plan. Upon request, USG institutions shall provide the student fee waiver plans to the Chancellor or his or her designee.

New Policy Language:

7.3.4.2 Waiver of Mandatory Fees

An institution may waive or reduce mandatory fees for:

1. Students who are enrolled for fewer than six credit hours;
2. Students enrolled in summer semesters;
3. Students who reside or are jointly enrolled at another institution;
4. Students enrolled in practicum experiences (e.g., student teachers) or internships located at least 50 miles from the institution;
5. Students enrolled in distance learning courses or programs who are not also enrolled in on-campus courses nor residing on campus. Such students shall be charged an Online Learning Fee that must equal or exceed the institution's Technology Fee plus fifty percent (50%) of all other Board approved institutional mandatory fees.

6. Students enrolled at off-campus centers, except that the institution shall be authorized to charge select fees to these students for special services subject to approval by the Board of Regents;
7. Students enrolled in a study abroad program and not enrolled on campus during that same semester; and,
8. Members of the armed services utilizing the military's tuition assistance programs or paying their own way to attend the institution.

Each USG institution shall document its student fee waiver strategy or plan. Upon request, USG institutions shall provide the student fee waiver plans to the Chancellor or his or her designee.