

Fee Policy

7. Tuition and Mandatory Fees, Non-Mandatory Fees, and Incidental Fees Setting, Changing, or Collection.

7.1 Setting of Tuition and Mandatory Fees

The Assessment, Collection, Delegation, and Waiver of Tuition, Fees, and Charges is governed by Regents Rule 40401. [Rule 40401: Assessment, Collection, Delegation, and Waiver of Tuition, Fees, and Charges | The University of Texas System](#)

Tuition, fees, and other charges will be fixed as prescribed or authorized by statute and the relative debt covenants of the Board and will be published in the institutional catalog with a description of the criteria for any authorized exemptions and waivers.

The authority of the Board of Regents to grant exemptions and waivers from tuition, fees, and other charges in accordance with statute, is delegated to the presidents of the institutions.

The process to be followed by institutions in requesting changes to tuition, mandatory or non-mandatory fees is established by the UT System Executive Vice Chancellor for Academic Affairs. This process is generally communicated to the institution in late fall for the next academic year.

7.11 Requesting Non-Mandatory or Incidental Fees

The purpose of this section is to provide guidance on the institutional procedures for requesting and approving fees as is required by Rule 40401.

7.12 Persons Affected

This policy applies to all full-time faculty and delegated staff members who wish to present a request for an increase in a non-mandatory or incidental fee such as a lab fee, course fee, other fee for service.

7.13 Procedure

The UTPB Provost reviews requests for course fees, lab fees or other non-mandatory academic fees annually through the respective deans. Forms provided by the UT System Office of the Executive Vice Chancellor for this purpose are shared with the deans and others for communication with their department heads, faculty, and staff.

These fees are intended to cover the cost of supplies unique to the course or lab and in the case of fees for service, the cost of the service. The revenue from the fees may not be used for other purposes.

The Office of the Vice President for Business Affairs will receive recommended requests from the provost or other vice presidents after reviewing and discussing the requests with the submitting department/dean.

The Vice President for Business Affairs serves as the chair of the Tuition and Fee Advisory Committee. Membership on the committee is set by the UTPB President. The committee chair will establish a timeline for submitting fee proposals in a timeline to ensure compliance with system guidance.

Once a timeline is established, a memo is sent to Senior Administration with instructions to share with deans, department chairs, and managers. Attachments include the System memo, the timeline set forth by the Tuition and Advisory Committee, the UT System Academic Institution Delegated Fee and Charge Request form along with an example of the form.

Academic departments are instructed to submit requests through the office of Academic Affairs. Other departments will submit their requests through their respective vice president ultimately to the Office of Business Affairs.

Once the forms are received a meeting is called for the Tuition and Advisory Committee to review the requests and make its recommendation to the President who will either approve or deny. The President makes the final decision and forwards the recommendation to the Executive Vice Chancellor for Academic Affairs for final review and approval. If approved, the fee will go into effect, usually in the succeeding fall semester. Once approved, the Office of Student accounts will ensure that published fee amounts are verified for accuracy and the proper amounts are included in the billing fee tables.

The Office of Business Affairs will be the central repository of documentation of all approvals of fees. This office will review to ensure that the current fees are being used for their intended use. In addition to keeping the appropriate approval documentation, the office of Business Affairs will ensure that regular monitoring of fee revenue, including unused or underused funds and oversight of expenditure activities are conducted so that students pay only those fees and amounts necessary and appropriate, and that fees are used only for the approved purposes.

7.14 Definitions

Materials and Supplies— Materials and supplies include items such as chemicals, gloves, biological specimens, art supplies, food for nutrition labs, and other consumables that are used directly by students within the context of a course. Other instructional materials such as glassware, specialized software (not including “off the shelf” software that is widely available to students), and film and tapes are also included.

Equipment—Equipment includes items used for instructional purposes with direct use by students within the context of a course, including, but not limited to microscopes, musical instruments, video and audio equipment. Equipment does not include general purpose computer equipment, furniture, copiers or networking infrastructure.

Activities—Activities include experiences outside of the normal classroom environment that are required within the context of a course such as field work/placements and field trips, including transportation and entrance fees and other associated costs.

7.2 Installment Tuition - Payment, Nonpayment, Collection of Tuition and Mandatory Fees

Section 54.007 of the Texas Education Code authorizes the Board of Regents of The University of Texas System to provide for the payment of tuition and mandatory fees during the fall and spring semesters through the following alternatives:

7.21 Full Payment of Tuition and Fees

Full payment of tuition and fees in advance of the beginning of the semester; or

7.22 One-Half Payment of Tuition and Fees

One-half payment of tuition and fees in advance of the beginning of the semester, one quarter payment prior to the start of the sixth-class week, and the final one-quarter payment before the beginning of the eleventh-class week.

7.23 Incidental Fee Assessed

If an installment payment option is used and a payment is late, an incidental late fee will be assessed.

7.24 Failure to Provide Full Payment of Tuition and Fees

A student who fails to provide full payment of tuition and fees, including late fees assessed, to The University when the payments are due, is subject to one or more of the following actions at The University's option:

- I.** Prohibition from registering for classes until full payment is made
- II.** Withholding of grades, degree and official transcript, and loss of credit for work completed that semester
- III.** All penalties and actions authorized by law.

7.25 The University may adopt other payment programs that benefit students and that meet statutory requirements such as FACTS (Fast Automatic Cash Transfer System). For more information contact the UTPB Office of Accounting.

7.3 Related Statutes or Regulations, Rules, Policies, or Standards

<https://www.utsystem.edu/board-of-regents/rules/40401-assessment-collection-delegation-and-waiver-of-tuition-fees-and-charges>

7.4 Dates Reviewed or Amended

Created: September 1995

Amended: June 2009 and May 2025

Approved: July 10, 2025