#### THE UNIVERSITY OF NORTH CAROLINA

OFFICE OF THE PRESIDENT

# ADMINISTRATIVE MEMORANDUM

SUBJECT

Resolution Establishing Special Tuition Rates for Certain Non-Resident Students and Resulting Tuition Remissions NUMBER

157

DATE

8/1/81

This Memorandum supersedes Administrative Memorandum #89, dated September 22, 1977.

The 1981 General Assembly amended G.S. 116-143 to give to the Board of Governors the specific authority to establish especially reduced tuition rates and to give tuition and fee waivers. In addition, the part of G.S. 116-143 which identified a specific group of non-resident students ("special talent" section) for reduced rates was deleted. The result of these changes is that special tuition rates can now be established by the Board of Governors.

On July 31, 1981, the Board of Governors adopted the attached resolution which sets forth the groups of students who are eligible for special non-resident tuition rates, as authorized under G.S. 116-143 as amended by the 1981 General Assembly. This Memorandum provides instructions for actions based on the resolution, in identifying and substantiating cases which qualify under this provision, and in reporting actions taken.

## I. Authorized Groups Eligible for Special Tuition Rates

- Group 1. Undergraduate students deemed by the institution to have special talents and qualifications and who are thereby awarded by the institution a scholarship or fellowship at a rate of at least \$250 per academic year. The North Carolina School of the Arts may identify categories within this group in accordance with established institutional practice.
- Group 2. Graduate students deemed by the institution to have special talents and qualifications and who are thereby awarded by the institution a non-service fellowship at at rate of at least \$1,500 per academic year.
  - Graduate students deemed by the institution to have special talents and qualifications and who are thereby awarded by the institution a graduate, teaching or research assistantship that involves the performance of duties of a significant academic nature and who are paid a stipend at a rate of at least \$1,800 per academic year.

Group 4. Undergraduate and graduate students admitted to a space allocated under a specific contractual agreement with another state or a regional agency, such as the Southern Regional Education Board.

## II. Identification and Substantiation of Awards

- 1. Groups 1, 2, and 3 pertain to those non-resident students who are "deemed by the institution to have special talents and qualifications and who are thereby awarded by the institution ... a scholarship, fellowship or assistantship ..."
  - a. "Deemed by the institution to have special talents and qualifications" indicates that the institution has determined that the student has specific talents and qualifications that will be of benefit to the institution. Evidence of this institutional determination can be substantiated by a copy of a letter to the particular student making a monetary award.
  - b. "And who are thereby awarded by the institution ... a scholarship or fellowship" (Groups 1 and 2) shall mean a monetary award. In the case of scholarships or fellowships for undergraduate students, this monetary award must be at least the equivalent of \$250 per academic year. The granting of a special tuition rate does not in itself constitute a scholarship or fellowship. In the instance of graduate non-service fellowships, this monetary award must be at least the equivalent of \$1,500 per academic year.
  - c. "And who are thereby awarded by the institution a graduate, teaching or research assistantship" (Group 3) requires that the duties in each instance must be "of a significant academic nature," which means work of a professional character related to the program of graduate training being followed by the student. Teaching assistants, for example, may qualify only if they are required to participate regularly in the instructional program in classes or laboratories. The stipend must be at least the equivalent of \$1,800 per academic year.
- 2. Group 4 pertains only to a clearly definable group of students admitted to a space allocated under a specific contractual agreement with another state or a regional agency, such as the Southern Regional Education Board. It is anticipated that the use of this classification will be very limited. Contractual agreements related to allocation of admission spaces are subject to prior approval by the Office of the President.

## III. Commitments for 1981-82 Fiscal Year Under Board's Resolution of September 9, 1977

It is recognized that the 1981 Fall Term will begin within the next few weeks and that the institutions will thus have made commitments to students for the 1981-82 academic year. All commitments made under provisions of the Board's resolution of September 9, 1977 should be honored by the institutions. It is further acknowledged that by these prior agreements, non-resident students (and third party payers on their behalf) may be extended a tuition rate for 1981-82 lower than the one set by the attached resolution, and in accordance with those rates defined in the resolution of September 9, 1977.

## IV. Budgetary Limitations

Each institution must establish internal administrative procedures to limit the granting of these special tuition rates within established budgetary limitations. The total institutional tuition remissions (defined as the sum of the difference between the regular non-resident rate and the special rate charged under the provisions of the resolution) must not exceed amounts budgeted for this purpose.

#### V. Policies and Record Keeping Procedures

- 1. Each institution shall develop formal written policies and procedures for granting special rates, consistent with the policies and procedures established by the Board of Governors. Consideration should be given to keeping all necessary documentation in one designated central office.
- 2. A formal record must indicate that the institution has determined that the student has specific talents and qualifications that will be of benefit to the institution. A copy of a letter from a duly authorized administrative official of the institution offering such a student a monetary award will meet this requirement.
- 3. A formal record is required of the award of a scholarship, fellowship, or assistantship which makes the student eligible for a special tuition rate. This notification shall include the amount of the award and, in the case of graduate assistantships, the specific nature of the duties required, the period of the assigned work, and the amount of compensation. This documentation shall be present for each special tuition rate given by the institution.
- 4. Established budgeting and accounting procedures require that all non-resident students shall first be charged the full non-resident tuition rate on institutional records. A separate offset, reflecting the appropriate tuition remission amount, may be processed only after documentation is present.
- 5. Tuition remission for Summer Term shall be administered on the same basis as Regular Term. If the institution wishes to utilize a portion of its authorized tuition remission budget for Summer Term, formal establishment of a Summer Term tuition remission account is required. No additional funds are available for Summer Term tuition remissions.

## VI. Reporting Procedures

Each institution must maintain a record of all special tuition rates granted. These records shall list each individual action, classified by the group of special rates. These records should contain the following:

 List of all individuals, categorized by Groups, who received a special non-resident rate, and including the title of the award, the monetary amount of the award, the nature of the special talents and qualifications, and, in the instance of service appointments, the nature of the assigned duties. 2. For 1981-82, a record of prior commitments made under the previously existing Board policy and honored during the fiscal year.

An annual report by each constituent institution of special tuition rates granted and tuition amounts remitted thereby shall be required.

William Friday

Attachment

RESOLUTION OF THE BOARD OF GOVERNORS OF THE UNIVERSITY OF NORTH CAROLINA ESTABLISHING SPECIAL TUITION RATES FOR CERTAIN NON-RESIDENT STUDENTS

WHEREAS, Chapter Seven, Section 701 of the CODE of The University of North Carolina provides that "The Board of Governors shall set tuition and required fees at the constituent institutions, not inconsistent with actions of the General Assembly, in such amount or amounts as it may deem best, . . . " and

WHEREAS, G.S. 116-143 was amended by the 1981 General Assembly to authorize the Board of Governors to establish especially reduced tuition rates and to give tuition and fee waivers, and

WHEREAS, the 1981 General Assembly also revised G.S. 116-143 by eliminating the special rate considerations established by the 1971 General Assembly for certain groups of non-resident students, and

WHEREAS, the 1981 General Assembly continued the requirement in G.S. 116-143 that all budgeted funds expended for scholarships of any type, including the granting of tuition and fee waivers and especially reduced rates, must be clearly identified in budget reports, and

WHEREAS, the 1981 General Assembly action required general increases in non-resident and resident tuition rates, thus requiring changes in all tuition rates currently in effect,

NOW, THEREFORE, BE IT RESOLVED by the Board of Governors that, effective with the Fall Term of 1981 the following groups of non-resident students are identified as eligible for special tuition rates:

Group 1. Undergraduate students deemed by the institution to have special talents and qualifications and who are thereby awarded by the institution a scholarship or fellowship at a rate of at least \$250 per academic year. The North Carolina School of the Arts may identify categories within this group in accordance with established institutional practice.

- Group 2. Graduate students deemed by the institution to have special talents and qualifications and who are thereby awarded by the institution a non-service fellowship at a rate of at least \$1,500 per academic year.
- Group 3. Graduate students deemed by the institution to have special talents and qualifications and who are thereby awarded by the institution a graduate, teaching, or research assistantship that involves the performance of duties of a significant academic nature and who are paid a stipend at a rate of at least \$1,800 per academic year.
- Group 4. Undergraduate and graduate students admitted to a space allocated under a specific contractual agreement with another state or a regional agency, such as the Southern Regional Education Board.

AND BE IT FURTHER RESOLVED by the Board of Governors that:

1. Effective with the Fall Term of 1981, the special tuition rates for the specific groups of non-resident student identified previously in this resolution are established, except as provided in Sections 2 and 3 below, as follows:

The University of North Carolina Special Tuition Rates for Non-Resident Students

	Undergraduate	Graduate		Contract
		Non-Service	Service	Spaces
Institution	Group 1	Group 2	Group 3	Group 4
ECSU	1,066	-	-	318
FSU	1,066	-	-	318
PSU	1,066	-	-	318
UNC-A	1,066	-	-	318
UNC-W	1,066	-	-	318
WSSU	1,066	-	-	318
ASU	1,210	1,210	372	372
ECU	1,210	1,210	372	372
Medicine	-	1,814	972	972
NCA&TSU	1,210	1,210	372	372
NCCU	1,210	1,210	372	372
UNC-C	1,210	1,210	372	372
WCU	1,210	1,210	372	372
NCSU-R	1,310	1,310	436	436
Vet School	•	1,814	972	972
UNC-CH, Academic	1,310	1,310	436	436
UNC-CH, Health				
Nursing	1,310	1,310	436	436
Public Health	1,760	1,760	724	724
Pharmacy				
Undergraduate	1,310	•	-	500
Graduate	, <del>-</del>	1,310	436	436
Pharm D	•	1,814	972	972
Dentistry				
DDS		1,814	<b>9</b> 72	972
Dental Hygiene	1,310	-	-	436
Dental Auxiliary	1,310	•	-	436
Dental Graduate	•	1,814	972	<b>9</b> 72
Medicine				
MD		1,814	972	972
Med Tech	1,310	-	-	436
Physical Therapy	1,310	•	-	436
Med Grad	•	1,310	436	436
UNC-G NCSA	1,310	1,310	436	436
Category A	1,290	_	_	666
Category B	1,290	-	-	666
Category C	1,840	_	_	<b>6</b> 66
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- 2. In any instance in which an institution has entered into a commitment to a non-resident student for the 1981-82 academic year prior to August 1, 1981, giving rise to an obligation of the part of the institution to extend to a non-resident student a tuition rate lower than one set in the previous section and authorized under the Board of Governors' resolution of September 9, 1977, the commitment will be honored.
- 3. It is understood that, notwithstanding the foregoing provisions of this resolution, each institution shall limit the granting of these special tuition rates as set by the Board of Governors to conform with established budgetary limitations. The total institutional tuition remission (defined as the sum of the difference between the regular non-resident rate and the special rate charged under the provisions of this resolution) shall not exceed the amount budgeted for this purpose at each constituent institution.
- 4. The President shall provide appropriate administrative procedures and regulations for the constituent institutions in accordance with the terms of this resolution.