



Western Oregon  
UNIVERSITY

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## Supplemental Tuition and Fee Book

# Tuition Structure and Assessment

Tuition rates for students admitted to academic programs are established via student classification (undergraduate, graduate, and doctoral), residency, and credit hours taken. Tuition revenue supports all facets of the University operations including the instructional and administrative costs of WOU and varies based on factors including class sizes, faculty salaries, specialized programs and equipment, as well as facilities required to teach courses. Undergraduate nonresident students pay a larger share of instructional costs than resident students when the market allows and, on average, cover the full cost of instruction. Nonresident rates should be competitive with those charged at peer institutions and be sensitive to the institutional nonresident enrollment trends and objectives.

There are three basic tuition and fee structures at WOU: the regular academic year, summer session, and continuing education programs.

## *Academic Year:*

Charges assessed to students during the academic year are comprised of Tuition, Mandatory Enrollment Fees, One-time Fees, and Other Student Fees. The revenue generated by each component is dedicated to a specific purpose, independent of the other components. Enrollments during the academic year are usually referred to as “in-load” enrollments.

## *Summer Session:*

As with the academic year, tuition supports the direct instruction and administrative costs of summer session programs.

## Student Residency

A resident student is one who fulfills Oregon residency requirements. Oregon residency is generally based on the following criteria: a person with a bona fide fixed and permanent physical presence established and maintained in Oregon of not less than 12 consecutive months immediately prior to the term for which residence status is requested. State funded graduate students who become Graduate Teaching or Research Assistants are automatically converted to resident status for fee purposes.

A nonresident student is one who does not meet Oregon residency requirements.

## Fees

Fees fall into three distinct categories: Mandatory Enrollment Fees, One-time Fees, and Other Student Fees. Fees are established via the campus of the course the student is enrolled (Monmouth, Salem, online, etc.)

### 1. Mandatory Enrollment Fees

Mandatory enrollment fees include the Building, Health Service, Incidental, Recreation Center and Student Health Building Fees. Mandatory Enrollment Fees are published in the Tuition & Fee Book and approved by the Board of Trustees. Tuition & Fee Advisory Committee reviews any requests for revising an existing fee as part of their process. Students enrolled part-time are subject to these fees at a rate appropriate to the specific number of credit hours taken each term. Mandatory enrollment fees are assessed during the summer session at rates comparable to those assessed in the academic year.

#### *Building Fee:*

This fee is assessed up to \$45 per student per term and is allocated to pay debt service associated with past construction and renovation projects on the WOU campus. Any additional funds collected are put into a reserve or used for small construction projects. The building fee is a mandatory fee assessed to all students taking 1 or more credit hours on the Monmouth campus and varies depending on the number of credits a student is enrolled in.

#### *Incidental Fee:*

Incidental fee recommendations are made by the student incidental fee committee on campus. Funds generated by incidental fees are used to fund services such as Abby's House, Food Pantry, Access, ASWOU, Athletics, Campus Recreation, Childcare, Creative Arts, Student Engagement, Student Activities Board, Student Media, and WOLF Ride.

The president reviews the student committee recommendation for establishing incidental fees for the subsequent year. Once approved, WOU President submits recommendation to the WOU Board of Trustees. Generally, there are fewer incidental fee supported activities during the summer term, resulting in lower rates than those assessed during the academic year.

#### *Health Services Fee:*

This fee is used to support the Student Health & Counseling Center.

### *Recreation Center and Student Health Building Fees:*

The Recreation Center and Student Health Building Fee is used to fund the construction and debt service of these student centers as the mandatory Building Fee assessed per term is not adequate to fund or operate projects of this scale.

## **2. One-time Fees**

The Matriculation fee is an example of one-time fee charges to new or transfer students. These fees are one-time assessments and were developed to reduce the large number of enrollment-related fees for student orientation. The fees are also used to support academic programming for freshman interest groups and learning.

## **3. Other Student Fees**

### *Fees for Instruction Related Services:*

Laboratory and Course Fees must be published in the institution's catalogue and/or time schedule of classes. Laboratory and Course Fees are limited to materials and supplies to be consumed, retained, or used by the student. Items including, but not limited to, chemicals, solutions, gloves, artists' media, art supplies, glassware, expendable lab equipment, course specific software license fee, software retained by the student and other one-time use items; breakage of lab supplies; special class activities (transportation, lodging, admission costs, meals, private music lessons, equipment rental, contracted services); instructional equipment (maintenance and services); travel for supervision of practica and internships and for mentor teacher stipends in the College of Education; other materials, supplies or services necessary to provide a special supplemental educational experience of direct benefit to the student.

Academic units begin the process for requesting a new fee or revising an existing fee by preparing the course fee request form and submitting it to the Provost for review and approval. The fee requests must include information regarding the academic unit initiating the fee, subject courses, justification of need and intended use, and amount of fee.

Online courses are subject to an additional fee per credit.

### *Fees and Fines for Non-Instruction Related Services and Materials:*

The Board requires that the level of charges be sufficient to ensure recovery of the cost of providing the services and materials as well as to recover the indirect costs associated with these activities. These include charges for auxiliary services, e.g., housing, food services, student centers, parking, and bookstores; charges for facilities use; etc. Institutions also set the level of fines for violation of campus regulations, such as late fines for library books, parking fines, etc.

### *Application Fee*

The President or designee determines application fees. The University may assess greater application fees for admission to selected programs. The relevant application fee must be received before the application will be evaluated. Application Fees are not refundable.

### *Application Fee Deferral Program*

Institutional executives may, upon request, defer the Application Fee for first-time freshmen or transfer students who, at the time of application, are either eligible for or participate in any of the following:

- 1) Free or reduced school lunch program;
- 2) TRIO-type college preparatory programs (e.g., Upward Bound, Talent Search, EOC, HEP);
- 3) State of Oregon or U.S. public assistance; and/or
- 4) College Board fee waiver
- 5) Foster Youth Tuition and Fee Waiver

Application fees deferred under this provision become payable upon the student's enrollment and receipt of financial aid funds. If a student does not complete the application process or does not enroll, the Application Fee is canceled.

## **Post baccalaureate, Non-graduate Student Classification**

A holder of an accredited baccalaureate degree who has not been admitted to a graduate degree program and who submits an official application for admission to pursue a second baccalaureate degree or enroll in course work not to be used for graduate credit is called a post baccalaureate, non-graduate student and is assessed tuition at undergraduate rates.

Baccalaureate degree holders who are admitted to postbaccalaureate, non-graduate status at undergraduate tuition rates are precluded from claiming graduate credits for graduate courses taken while in this status. However, individual institutions may allow the reservation of not more than six of their graduate credits per term to apply in their institution's graduate programs. Graduate credits reserved in combination as an undergraduate and post baccalaureate, non-graduate cannot exceed 15 credits. Baccalaureate degree holders who are not admitted to postbaccalaureate, non-graduate status will be assessed graduate tuition rates.

Students who are admitted to an advanced degree program may convert to post baccalaureate, non-graduate student status only if the graduate degree has been awarded, if a student has been dropped from the degree program by the institution, or

upon a request approved by the dean of the Graduate School for voluntary relinquishment of graduate status.

Students in the education programs who are admitted to the 45-hour standard norm certificate program are not eligible for the post baccalaureate, non-graduate student status. Graduate tuition rates are applicable whether students in the program seek graduate credit.

## **Reduced Tuition Policies**

WOU's commitment to 40-40-20 is achieved through an array of innovative reduced tuition programs and policies. These programs and policies promote the goals of providing accessibility to higher education by assuring college is affordable and relevant to the realities of today's student population.

### **Approved Programmatic Student Financial Aid Programs**

Student financial aid programs are funded through institutional resources. The policies governing each program specify the extent to which the enrollment fees are to be reduced. The combined total aid for a student may not exceed the total enrollment fees for that student.

Western Oregon University's student financial aid offerings are comprised of programs like others offered across the country (often referred to as "fee waivers", "tuition discounts" or "tuition remissions") enhanced by innovative initiatives specific to the state of Oregon. The objective of programmatic student aid programs is to provide financial incentives for certain student groups to enroll. As an enrollment management tool, programmatic student aid allows an institution to target specific campus enrollment goals including recruitment of needy or meritorious students, international students, athletes, and other student populations. The following are summaries of WOU student financial assistance programs:

### ***Diversity Programs***

#### **WOU Educational Diversity Initiative**

**Criteria:** This program is open to all students, resident or nonresident, undergraduate or graduate. Under the guidelines approved, each campus may have a program of its own design and may describe the program in the manner it wishes. Similarly, the program may consider different factors in making awards and may offer one or more tuition and fee remission programs if it maintains its commitment to diversity. Under these guidelines, campuses may consider different factors in support of their educational mission.

**Awards:** Rather than a prescribed allocation of funds for educational diversity fee remissions, each institution has the discretion to determine the remittance amount and allocation schedule. Campuses may make partial or full waivers based on need or to expand the number of students who receive at least some funding support. Awards are not transferable. Students may not take a tuition

remission with them if they move to another public university but will be evaluated based on the receiving school's educational diversity needs.

### ***Contract and Grant***

#### ***Contract and Grant: Academic Year***

*Criteria:* This provision is for students who participate in specific courses or programs during the academic year funded by grant or contract with an outside agency or firm.

*Awards:* Awards are generally for remission of Tuition only, depending upon agreement with the granting agency.

#### ***Contract and Grant: Summer Session***

*Criteria:* This provision is for students who participate in specific courses or programs during the summer session funded by grant or contract with an outside agency or firm.

*Awards:* Awards are generally for remission of Tuition only, depending upon agreement with the granting agency.

### ***WOU Supplemental Tuition Grant Program***

*Criteria:* The WOU Supplemental Tuition Grant is a need-based tuition grant program available to qualified Oregon resident students.

*Awards:* These supplemental tuition grants may vary at institutional discretion but may not exceed the total Tuition assessed for the regular academic year.

### ***VOYAGER Fee Remission***

The Voyager Tuition Assistance Program (Voyager) was implemented in the Fall of 2005 in response to a direct gubernatorial request and is intended for National Guard and Reservists who have been in an area of hostility since September 2001 (9/11).

*Criteria:* Voyager is a tuition benefit that is available to Oregon veterans who served as members of the National Guard or Reserves in an active-duty capacity in a combat zone on or after September 11, 2001.

Under this program, eligible student veterans will be awarded a fee remission for no more than the difference between campus tuition and mandatory fees and expected military tuition benefits. This program is meant to work in conjunction with other educational aid programs; thus, you are still responsible for obtaining federal military tuition benefits. If you are not eligible for federal tuition benefits, you must demonstrate proof of ineligibility.

*Awards:* Voyager is a "last dollar award," meaning it works to ensure that you do not pay tuition costs if your other federal military education benefits fall short. The typical maximum length of the award is four years for undergraduate programs (a

fifth year may be approved under certain programs). This benefit is only available to those seeking their initial bachelor's degree, and it carries a maximum credit limit of 15 course credits beyond the minimum needed for degree completion.

The Voyager Tuition Assistance Program does not cover E-Campus or Distance courses. This benefit is not transferable to a veteran's spouse or dependents.

### ***Veteran's Dependent Tuition Waiver***

*Criteria:* The Veteran's Dependent tuition waiver is for qualified students accepted into a baccalaureate or master's degree program at a public university. A qualified student is a child (includes adopted child or stepchild), spouse, or an un-remarried surviving spouse of a service member or a child of a Purple Heart recipient.

The service member is one who:

- 1) Died on active duty;
- 2) Has a 100% total and permanent service-connected disability rating as certified by the United States Department of Veterans Affairs; or
- 3) Died as a result of a military service-connected disability.

The Purple Heart recipient is a person, alive or deceased, who:

Was relieved or discharged from service in the Armed Forces of the United States with either an honorable discharge or a general discharge under honorable conditions; and

Was awarded the Purple Heart in 2001 or thereafter for wounds received in combat.

An eligible child must be 23 years of age or younger at the time the child applies for the waiver. A child who is older than 23 years of age is eligible for a waiver for a master's degree program if the child:

- 1) Applied for and received a waiver for a baccalaureate degree when the child was 23 years of age or younger; and
- 2) Applied for a master's program waiver within 12 months of receiving a baccalaureate degree.

The qualifying new, transfer, or community college co-enrolled student must meet Oregon residency requirements, which generally describes an Oregon resident as a person with a bona fide fixed and permanent physical presence established and maintained in Oregon of not less than 12 consecutive months immediately prior to the term of entry.

*Awards:* The award may be granted for credit hours for courses that are offered at an eligible post-secondary institution. The award does not cover other mandatory

enrollment and course specific fees. The maximum waiver granted under this remission program shall be:

- 1) The total number of attempted credit hours equal to four years of full-time attendance for a baccalaureate degree; and
- 2) The total number of attempted credit hours equal to two years of full-time attendance for a master's degree.

Notwithstanding sections 1 and 2 of this paragraph, a waiver may not exceed the total number of credit hours the qualified student needs to graduate with a baccalaureate or a master's degree. Transferred credit hours accepted for a degree program may or may not count toward the total credit hours needed for degree completion. The amount of tuition waived may be reduced by the amount of any federal aid scholarships or grants, awards from the Oregon Opportunity Grant program established under ORS 348.205, or any other aid from the eligible post-secondary institution, received by the qualified student. The amount of tuition waived may not be reduced by the amount of any Survivors' and Dependents' Educational Assistance under 38 U.S.C. Chapter 35 paid to a qualified student.

Awards to children of Purple Heart recipients apply only to students admitted as new but not continuing for Fall 2013 or thereafter.

*Statutory Authority: ORS 351.656 Waiver of tuition for family members of deceased veterans; limits on waiver; conditions*

### ***Nonresident Veteran Fee Remission***

As required by Law, every public university shall participate to the fullest extent allowed in the federal educational assistance programs under the Supplemental Appropriations Act of 2008 (e.g., Post 9/11 G.I. Bill and its component Yellow Ribbon Program), to reduce the overall tuition rate for students eligible under this policy.

*Criteria:* The Nonresident Veteran Fee Remission is a tuition and fee reduction for qualified students who are attending classes as an admitted undergraduate or graduate at a public university, and who meet one of the following sets of criteria:

- 1) Is not an Oregon resident and:
  - a. Served in the Armed Forces of the United States;
  - b. Was relieved or discharged from that service with either an honorable discharge or a general discharge under honorable conditions as shown on an original or certified copy of the student's DD-214; and
  - c. Provides proof that the student has established a physical presence in Oregon within 12 months of being enrolled at one of the public universities.

OR

- 2) Was a resident of Oregon who left the state within the previous five years to serve, and who subsequently served, in the Armed Forces of the United States or in an international position with the state, federal government or a humanitarian aid organization.

OR

- 3) Was a resident of Oregon who left the state more than five years ago to serve, and who subsequently served, in the Armed Forces of the United States or in an international position with the state, federal government or a humanitarian aid organization and never established residence in another state.

*Award:* Qualified **undergraduate** students who meet criteria 1 and are admitted for enrollment for an academic term prior to Fall 2013 are charged tuition and fees no greater than the resident rate, plus 50 percent of the difference between the resident tuition and fee total and the nonresident tuition and fee total with the following listed qualifications; students admitted as new but not continuing undergraduate students for the Fall 2013 term or later are charged tuition and fees no greater than the resident rate with the following listed qualifications:

Qualified **graduate** students who meet criteria 1 and are admitted for enrollment for an academic term prior to Fall 2014 are charged tuition and fees no greater than non-resident tuition and fee total with the listed qualifications; students admitted as new but not continuing graduate students for the Fall 2014 term or later are charged tuition and fees no greater than the resident rate with the following listed qualifications:

Qualified **undergraduate or graduate** students who meet criteria 2 or 3 and are admitted as new but not continuing students for the Fall 2015 term or later are charged tuition and fees no greater than the resident rate with the following listed qualifications:

A student who served in the Armed Forces of the United States or in an international position with the state, federal government, or a humanitarian aid organization *and* who receives federal tuition benefits in excess of the tuition and fees charged under this policy shall pay tuition and fees equal to the federal tuition benefits received.

Distance education and self-support courses as identified by each public university are excluded from this discount.

If a nonresident student is otherwise eligible for tuition benefits under this discount and receiving federal vocational rehabilitation education benefits, that student shall pay full nonresident tuition and fees charged by the enrolling public university.

*Statutory Authority: ORS 352.375*

### ***Foster Youth Tuition Waiver***

The Foster Youth Tuition and Fee Waiver originated with the passage of House Bill 3471 in the 2011 Regular Session of the Oregon Legislative Assembly and is intended

to “increase access to higher education for current and former foster children by providing a Tuition and Fee Waiver” to minimize the amount of tuition absorbed by the student. It was further amended by HB 2095 in the 2013 Regular Session to align the definition of “former foster youth” with the federal standard.

*Criteria:* The Foster Youth Tuition and Fee Waiver is open to qualified current and former foster children enrolled as undergraduate students in an institution of higher education in Oregon for the purposes of pursuing an initial undergraduate degree (as evidenced by admission into an undergraduate degree program). This program waives tuition and fees for current and former foster youth who enroll prior to reaching 25 years of age until the student receives “the equivalent of four years of undergraduate education.”

To qualify for the program, the student must:

- 1) Have spent at least 180 days in substitute care after age 14, was not dismissed from care prior to reaching 16 years of age and either left foster care (had ward ship terminated) or completed high school/GED within the previous 3 years; and
- 2) Be admitted to an undergraduate degree program and enroll prior to reaching 25 years of age; and
- 3) Submit a completed FAFSA (Free Application for Federal Student Aid) for each academic year they are eligible for the program; and
- 4) Four years after the first academic year at an institution of higher education, have completed a minimum of 30 volunteer service hours in the previous academic year performing community service activities such as mentoring foster youth or assisting in the provision of peer support service activities, according to policies developed by the institution of higher education at which the current or former foster child is enrolled.

*Awards:*

A qualified student for The Foster Youth Tuition and Fee Waiver is entitled to waiver of tuition and fees as noted below:

Tuition for academic credit courses (at base or differential rates depending upon program to which student is admitted) but not for noncredit courses.

Mandatory enrollment fees: building, incidental, health service, recreation center, or other mandatory fees that may be added from time to time.

One-time fees: matriculation.

Fees required for instruction related services such as lab or course fees that are assessed upon registration for a particular course.

The waiver excludes all fees and fines for non-instruction related services and materials such as residence hall room and board, dining services, parking fees and fines, library fines, etc. In addition, textbooks and other course materials not assessed as part of a course fee are also excluded. Fees considered as “pass

through” fees, paid to an outside provider, are exempt from the Tuition and Fee Waiver.

Eligible students may receive the Foster Youth Tuition and Fee Waiver for up to 12 terms of full-time study or the equivalent. Attendance at less than full-time will be prorated accordingly.

If a student meets all other criteria for eligibility but does not require the Foster Youth Tuition and Fee Waiver, the student shall remain eligible until the student receives the equivalent of 4 years of undergraduate education.

As noted previously, to be considered eligible for this program, the student must complete and submit a FAFSA for each academic year they are eligible for the program. Awards made under The Foster Youth Tuition and Fee Waiver shall be applied after the following:

Any federal Pell or Supplemental Educational Opportunity Grants (SEOG)

Oregon Opportunity Grant established under ORS 384.205

Any other gift, grant or scholarship received from the institution of higher education which may be applied to the tuition and fees covered under this program.

For purposes of this program, non-tuition scholarships from sources outside of the University, which pass through either OSAC or the institution, are not included in the calculation of the tuition and fee waiver award amount.

*Definition of Terms:* For purposes of this waiver, the following terms are defined as follows:

A “former foster child” is defined as an individual who, for a total of six or more months while between 14 and 21 years of age, was: (a) A ward of the court pursuant to ORS 419B.100(1)(b) to (e) and in the legal custody of the Oregon Department of Human Services (or one of the nine federally recognized Tribes in Oregon) for out-of-home placement and not dismissed from care before reaching 16 years of age; or (b) An Indian child subject to the Indian Child Welfare Act (25 U.S.C. 1901 et seq.), under the jurisdiction of a tribal court for out-of-home placement and not dismissed from care before reaching 16 years of age.

The “equivalent of four years of undergraduate education” and “equivalent of four academic years” is defined as up to 12 terms of full-time study or the equivalent. Attendance at less than full-time will be prorated, accordingly.

*Statutory Authority: ORS 351.293 Tuition waiver for foster child*

# Other Reduced Tuition Policies

## ***Western Undergraduate Exchange***

Tuition for students admitted under the Western Undergraduate Exchange (WUE) program is assessed at 150% of the prevailing resident undergraduate tuition rate. The WUE program allows first-time enrolling, nonresident undergraduate students from participating states to pay 150% of resident tuition when enrolled in selected programs at Oregon Public Universities. Students participating in this program must maintain enrollment in these designated programs to retain qualification. The time spent as a WUE student cannot apply toward residency status. Students previously or currently enrolled in Oregon Public Universities are not eligible for this program. The institutions are not obligated to notify prospective, admitted, or enrolled students who are eligible for this program. Institutions that implement this program must report WUE enrollment as directed and validate WUE students quarter to quarter. Consistent with the policy of nonresident students covering the full cost of instruction, institutions participating in the WUE should carefully consider whether high demand programs should be eligible for the reduced rates.

## ***Tuition Equity***

In keeping with Oregon's commitment to creating innovative programs that make college more affordable and more relevant to the realities of today's workforce and economy, the 2013 Oregon Legislature passed the Tuition Equity Act.

The Tuition Equity Act, as outlined in House Bill 2787 (2013), became law on April 2, 2013, and exempts the following students from paying nonresident tuition and fees for enrollment in Oregon's public universities:

- 1) Students who are not citizens or lawful permanent residents of the United States provided the student:
  - a. During each of the three years immediately prior to receiving a high school diploma or leaving school before receiving a high school diploma, attended an elementary or a secondary school in Oregon;
  - b. During each of the five years immediately prior to receiving a high school diploma or leaving school before receiving a high school diploma, attended an elementary or a secondary school in any state or territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico;
  - c. No more than three years before initially enrolling in a public university listed in ORS 352.002 (EOU, Oregon Tech, OSU, PSU, SOU, UO, and WOU), received a high school diploma from a high school in this state or received the equivalent of a high school diploma (such as a GED); and

d. Shows intention to become a citizen or a lawful permanent resident of the United States by submitting to the public university the student attends or plans to attend:

i. An official copy of the student's application to register with a federal immigration program or federal deportation deferral program or a statement of intent that the student will seek to obtain citizenship as permitted under federal law; and

ii. An affidavit stating that the student has applied for a federal individual taxpayer identification number or other official federal identification document.

2) Students who are financially dependent upon a person who is not a citizen or a lawful permanent resident of the United States if the student:

a. During each of the three years immediately prior to receiving a high school diploma or leaving school before receiving a high school diploma, attended an elementary or a secondary school in this state and resided in this state with the person upon whom the student is dependent;

b. During each of the five years immediately prior to receiving a high school diploma or leaving school before receiving a high school diploma, attended an elementary or a secondary school in any state or territory of the United States, the District of Columbia, or the Commonwealth of Puerto Rico and resided with the person upon whom the student is dependent;

c. No more than three years before initially enrolling in a public university listed in ORS 352.002 (EOU, Oregon Tech, OSU, PSU, SOU, UO, and WOU), received a high school diploma from a secondary school in this state or received the equivalent of a high school diploma; **and**

d. For a student who is not already a citizen or lawful permanent resident of the United States, shows intention to become a citizen or a lawful permanent resident of the United States by submitting to the public university the student attends or plans to attend:

i. An official copy of the student's application to register with a federal immigration program or federal deportation deferral program or a statement of intent that the student will seek to obtain citizenship as permitted under federal law; and

ii. An affidavit stating that the student has applied for a federal individual taxpayer identification number or other official federal identification document.

A student will continue to qualify for exemption from nonresident tuition and fees (e.g., be able to pay in-state tuition rates) under subsection (1) or (2) above for five years after initial enrollment.

A student who is a citizen or a lawful permanent resident of the United States and who has resided outside of Oregon for more than three years while serving in the Armed Forces of the United States, but who otherwise meets the requirements of subsection (1) or (2) above, shall qualify for exemption from nonresident tuition and fees for enrollment in a public university listed in ORS 352.002 without having to reestablish residency in Oregon.

### ***SEIU Employee Benefit***

The SEIU reduced tuition benefit provides a 20% discount on undergraduate or graduate tuition for up to 12 credits per term. The benefit is open to eligible SEIU Local 503 members.

### ***Native American Tuition (NAT-WOU)***

Undergraduate students who are enrolled members of any one of the U.S. Federally Recognized Tribes will pay the equivalent of WOU resident tuition regardless of their state or country of residence.

NAT-WOU does not qualify nonresident students for financial aid programs administered by the state of Oregon that are available only to residents of Oregon.

To qualify for NAT-WOU students must provide documentation confirming they are enrolled members of one of the Federally Recognized Tribes included in the Federal Register. In recognition of tribal sovereignty, WOU only accepts the following document types when determining NAT-WOU eligibility:

- 1) Tribal identification card OR
- 2) A letter issued by a Tribe's Enrollment Office as proof of enrollment and membership

Documentation of descendance alone cannot be used to confirm Tribal enrollment. Students are responsible for obtaining and submitting the approved document types to demonstrate their tribal enrollment during the admission application process via the student's Wolf Den application portal. WOU will not apply the discount retroactively for tuition already paid or balances due.

Student who are participants in the Degree Partnership Program (DPP) who qualify for NAT\_WOU will only have the discount applied to WOU courses and credits.

## ***Employee Tuition Benefit***

### Eligibility

WOU employees appointed at half-time or more on the first day of the term may register for classes at staff rates. The employee's .50 FTE appointment must be for at least 90 days. Excludes part-time employees at less than .50 FTE, temporary service employees, graduate assistants, and other student employees. An eligible employee may register for a maximum of twelve (12) credit hours per term at the staff rate.

Academic year employees (classified and unclassified) – FTE immediately prior to the scheduled summer break will be used to determine eligibility. Employees not returning in the fall will not be eligible for staff rates during the summer session. Employees working only during the summer are not eligible for staff rates.

Retired employees are eligible for staff rates for tuition if the last FTE on record prior to retirement was at least .50 FTE. Retirees are not eligible to transfer the benefit to family members.

The staff rate for tuition generally applies to all seven Oregon Public Universities, which includes: Western Oregon University, Eastern Oregon University, Oregon Institution of Technology, Oregon State University, Portland State University, Southern Oregon University, and University of Oregon. Eligible employees may use the staff rate for tuition at the institution of their choice. Employees that use the staff rates for tuition for courses away from their home institution are subject to the policies and procedures of the instructing institution.

### Transferring the benefit

Eligible employees may transfer their staff fee privileges to one family member per term. The benefit cannot be subdivided among family members during the term. Family members may register for up to 12 hours of credit each term. Family members must pay all mandatory fees at the University of attendance. If your family member is receiving financial aid, contact the financial aid office to determine the effect of staff fee privileges on the student's financial aid. Eligible family members include spouse, domestic partner, dependent children, and dependent children of domestic partners in accordance with IRS Code 152 and Section One of the Public Employees Benefit Board. If requested to do so, the employee is expected to verify family member or domestic partner eligibility by providing documented proof such as a tax return from the prior year.

The employee is required to complete the Staff Fee Form each term. Please submit your completed Staff Fee forms to Human Resources by the deadline indicated for that term. If you transfer this benefit to your domestic partner, you must also complete an Affidavit of Domestic Partnership form to be kept on file in Human Resources. Human Resources will forward the Staff Fee form to the institution where your family member is

taking classes after it has been approved. Your family member must register for classes separately.

### Excluded Programs

Each campus individually determines which courses qualify for the staff rate.

Programs excluded from the staff fee privilege benefit at Western Oregon University include:

- Credit overlay
- Contracted cohorts
- Occupational Therapy Doctorate (OT) program

### Tuition Rates

Staff rate is 30 percent of the resident per credit hour undergraduate tuition at the teaching institution, rounded to the nearest dollar. For campuses where an undergraduate differential tuition structure is in effect, the staff fee rate will be *charged at the “regular” (not differential) resident undergraduate tuition rate for both undergraduate and graduate student employees*. Up to 12 credits per term may be taken at this rate. Employees enrolled for more than 12 credits in one term will pay for each additional credit at the campus designated per credit tuition rate applicable to resident undergraduate or graduate students, depending upon the employee’s degree status. Employees are not required to pay the mandatory fees (including building, health, and incidental fees), but must pay any applicable course and resource fee(s) at 100 percent. Access is limited to instructional and library privileges only. Family members must pay all mandatory enrollment fees (including building, health, and incidental fees) and any applicable course or resource fees. The universities reserve the right to deny staff fee rates for late submission of approval forms. Denials may be appealed to the university where classes are taken.

No tuition shall be assessed to courses enrolled in by employees with a grading option of ‘audit.’ Attendance under such condition must be with the instructor’s consent and on a space-available basis. Institutions are required to maintain a record of the courses audited. Courses approved for audit by the instructor confer no credit to the student, are not charged staff fee rates or regular tuition, and may be used in addition to staff fee privileges during a term. However, any applicable course, lab or material fees associated with auditing for-credit classes will be assessed by the institution and is the responsibility of the employee. This provision cannot be subdivided in conjunction with the Employee Family Member and Domestic Partner Transfer provisions.

### **Graduate Assistants**

Graduate students appointed by the institution and paid at established institutional salary rates as graduate teaching assistants, graduate research assistants, or graduate

fellows are exempt from the payment of tuition up to the first 12 credits per term subject to institutional policy. Appointment as an assistant may not be for less than .49 FTE for the term of appointment.

The Tuition will be assessed to the employing account or department within the institution, not to exceed the graduate resident, full-time student tuition per term. When an assistant is authorized to exceed 12 credits per term, the institution shall charge the assistant the resident overload tuition for the excess credits. The enrollment privilege does not apply to self-support courses.

If an assistant has been on an academic year appointment, serving in that appointment Spring term, and the institution intends to reappoint the assistant in the following Winter & Spring terms, the assistant may exercise the study privilege during the interim summer term upon approval of the institution.

Graduate assistants are assessed and are individually responsible for payment of the Building, Health, Incidental, Recreation Center, Student Union, and other mandatory fees as approved for the institution and program in which they are enrolled at the credit hour level carried, and at rates applicable to graduate students. Overload Tuition is assessed at the resident graduate student Tuition rate for each overload hour.

### ***Resident Oregon Senior Citizen Program***

The Senior Citizen Program is designed for persons not seeking credit or working toward a degree. If credit is sought, charges for special materials or fees, if any, will be assessed according to applicable tuition schedules and records will be maintained. Self-support classes are excluded from this benefit and Incidental Fee services are not available. Oregon resident senior citizens, age 65 or older, may attend classes on a space-available basis.

*Statutory Authority: ORS 351.658 Waiver of tuition for Oregon residents at least 65; conditions for waiver; rules*

### ***Auditors***

Students enrolled in a combination of credit and audit courses or audit only will be assessed for the total credits under the credit tuition and fee schedule appropriate to their classification and residency.

### ***University/School Partnership Voucher Program***

School districts having contracts with a public university to supervise educator professionals preparing for Oregon licensure may exercise these provisions.

### ***Earning the Voucher***

For each permissible activity provided under contract with a cooperating district (see 'a' and 'b' below), a district earns a voucher to be used by any licensed educational professional employed by the district at the public university voucher fee rate. The rate is currently one-third of the tuition charged for the course.

A 'voucher' allows one individual to register for up to 8 quarter credit hours in the term it is used. The total reduced fee credits awarded for practica and student teaching may not exceed 11 in a year, per each university student provided services by the district.

a. Supervised full-time student teaching: Voucher privileges of 5 credit hours may be awarded for supervision of the final full-time student teaching per quarter. Student teaching is the culminating, full-time supervised teaching experience provided for students completing a program approved by the Teacher Standards and Practices Commission, leading to Initial Licensure in one or more of four authorizations: Early Childhood, Elementary, Middle, and High School; and specialty endorsements.

b. Experiential preparatory practica or part-time student teaching: Voucher privileges of 3 credit hours may be awarded for supervision of students in experiential preparatory practica or part-time student teaching per academic quarter. These are practica assigned to or required of the student prior to or concurrent with student teaching and block practica and/or other miscellaneous practica offered by colleges and divisions of education for students completing a program approved by the Teacher Standards and Practices Commission, leading to Initial Licensure in one or more of four authorizations: Early Childhood, Elementary, Middle, and High School; and specialty endorsements.

*Redeeming Reduced Fee Credits*

c. Earned voucher privileges must be used by a licensed educator professional employed by the school district within five successive academic quarters (including summer session) following the quarter in which the supervision is provided, after which time the voucher is void.

d. The voucher is applicable only up to 8 credit hours in any academic quarter for any one licensed educator professional, including summer session, even though the district may have earned two or more enrollment privileges, or if the licensed educator professional using the privilege enrolls for fewer than 8 credits.

Unused portions of a voucher may not be carried to another term or used by another teacher.

e. A voucher may be used during any academic term (including summer session) at the issuing institution, which has a teacher preparation program. Institutions may enter "partnerships of trade" with any sister institution if they are willing to accept vouchers from other institutions.

f. Each institution may set limits on courses available for those redeeming vouchers (for example, courses in summer session, distance education,

continuing licensure, continuing/extended education). Each institution will indicate on the voucher the existence of restrictions.

g. The voucher may also be redeemed by an administrator, counselor, or other licensed educator professional in a cooperating district.

h. Institutions with current contractual obligations may elect to defer compliance of the rate until the expiration of the existing contract.

### *Other Provisions*

- 4) If the licensed educator professional using a voucher registers for more than 8 credit hours, the first 8 hours may be taken at the institution's voucher rate. Credit hours more than 8 shall be at the appropriate credit hour rate (graduate or undergraduate, resident or nonresident) and the institution shall charge all enrollment fees applicable to the total number of hours for which the licensed educator professional is registering.

### ***Other Remission Programs***

Institutions may create individual institution fee remission programs to address enrollment management and financial aid program needs. The institution will report to the Board on the creation of each program following guidelines approved by the WOU Board of Trustees.

*Awards:* Awards may vary in amount but cannot exceed the total nonresident undergraduate or graduate Enrollment Fees (Tuition, Building, Incidental, Recreation Center Building Fee, Student Health Building Fee and Health Service Fees).

## **Refunds, Waivers, and Accounts Receivable Policies**

### **A. Refund Policies**

Refund policies for course load reduction or withdrawal are separately developed by each campus and adopted under institution fees and charges procedures. Refunds may be granted to students in accordance with the refund schedule on file with the Registrars or Accounting & Business Services. This schedule shall be prepared annually.

#### *Military Duty Refund Policy*

Any student with orders to report for active military duty may withdraw at any time during the term and receive a full refund. If sufficient course work has been accomplished and the instructor feels justified in granting credit for the course work completed, credit may be granted, and no refund will be given.

## **B. Waiver of Certain Student Fees**

Certain student fee charges may be waived when regulations of federal agencies or contract agreements preclude the assessment of those fees. Please contact Western Oregon University's Accounting & Business Services office to determine which fee charges are eligible, if any, for this waiver.

## **C. Institution Authority to Adjust Charges**

Authorized institution officials may make tuition refunds and waive fines or charges that result from circumstances beyond the student's control or are for the best interest of the institution.

## **D. Revolving Charge Accounts Policy**

Extended payment terms utilizing a revolving charge account method adopt rules creating the Revolving Charge Account Plan and describe the terms and conditions applicable to the Plan.

Transactions covered by the Plan may include (by way of description and not limitation) tuition, fees, housing charges and other obligations primarily involving students; facilities rentals, lease agreements, program user charges and other transactions with non-students; and fines and penalties, incurred by anyone.

These rules shall:

- 1) Describe the interest to be charged, as well as service charges, collection and other fees and costs, if any, and penalties that would apply should an account become delinquent.
- 2) Provide for an agreement to be signed by the obligor for charges, except for debts arising from fines, penalties and the like; and
- 3) Provide that tuition and fees incurred in any given term are paid in full prior to enrollment in any subsequent term.

## **E. Interest on Overdue Accounts**

*Section 1:* Western Oregon University may, pursuant to an institutionally adopted rule, charge nine percent interest on all liquidated debts that are past due. A liquidated debt is one in which the amount owed is certain, e.g., a standard fee or a debt based on a promissory note.

*Section 2:* Where the institution so provides by administrative rule and a contract or note signed by the obligor so specifies, the institute may charge not more than 12 percent interest on the obligation evidenced by the signed note or contract.

The University may not charge interest under both Sections 1 and 2, above, simultaneously on a single obligation; in no event shall the institution charge more than 12 percent interest.

Institution rules may provide for interest charges to begin immediately following the date on which a debt becomes overdue or after a specified waiting period.

## **Doctorate of Occupational Therapy**

Tuition for students enrolled in the Occupational Therapy Doctorate (OTD) program will be assessed at a flat-rate per term as approved by the Board of Trustees. Although the prescribed cohort credit load may differ from term-to-term, the tuition cost will remain consistent each term for the academic year. Students in the program will not be permitted to enroll in classes outside of the program. Tuition for students who are approved an accommodation resulting in decreased credit hours will be handled on an individual basis utilizing an equivalent per credit methodology.

## **Student Involvement in Development of Proposed Tuition Rates**

The Tuition and Fee Advisory Committee advises the University President on the President's recommendations to the Board of Trustees regarding resident tuition and mandatory enrollment fees for the upcoming academic year. As required by HB4141, the Committee consists of two members from the student government (ASWOU), two students from historically underserved populations, two faculty members, and two administrators; in addition, several at-large students serve on the Committee. All meetings are public.