

POLICY FOR AUTHORIZATION OF TUITION RETURN TO PROGRAMS/SCHOOLS/COLLEGES

Academic Affairs Policy Statement No. 15

1. Reference

Report of University of Georgia Tuition Differential Committee, February 10, 2003.

2. Definition

Tuition return is a method of funding instruction by which the University returns to an instructional unit a portion of revenue generated by student tuition payments for the instruction involved.

3. Policy

The University of Georgia will consider applications to assist sponsoring units with the funding of unique and unconventional instructional situations when the instruction cannot be delivered without the return of all or a portion of the collected tuition, when the instruction requires considerable travel to off-campus locations, or when the instruction is the result of a contractual arrangement, usually at the request of an employer for employee training and enhancement. Distance Education courses do not qualify for tuition return based solely on the fact that instruction is delivered by distance learning technologies. Distance Education courses or programs of study must meet the stated criteria for tuition return.

If applications for tuition return are approved, the amount of tuition return will be 80 percent of the total revenue generated by student tuition payments. Exceptions will be determined by the Provost in consultation with the Vice President for Instruction and the Senior Vice President for Finance and Administration. Programs receiving tuition return must submit budget reports annually, and previously approved programs must be reviewed and approved every five years. A schedule of review of existing programs will be established so that all existing programs will be reviewed in the first five years of this policy.

4. Criteria for Tuition Return

There are three broad categories of instructional situations that may qualify for tuition return.

a. Instruction dependent on tuition return

- (1) Tuition return may be granted to programs or courses that otherwise would not be offered without such funding. In such cases, the costs and/or nature of the instruction is not supported by the regular instructional budget of the school or college. A detailed budget that outlines the nature of the costs and the reasons why other funding sources are not available will be required in support of the application for tuition return.
- (2) Tuition return may be granted for a specified period of time in order to assist with the development of a new course or unique program. A detailed budget is required that outlines the nature of the start-up costs. In such cases, the sponsoring unit should establish a time line by which funding will be achieved through normal means and tuition return is no longer needed. An example is the start-up of unique and specialized course work that is not already conducted in standard instructional programs or that meets the needs of a new segment of students.

b. Travel to off-campus locations

When the instructional program requires that students or faculty participate in travel to locations beyond the main campus, such programs may meet the requirements for tuition return. The instructional time required at locations beyond the campus of origin must exceed 60 percent of the total instructional time. Examples include:

- (1) Approved study abroad programs of the University of Georgia. These programs must be authorized and approved by the Office of International Education. Students will be required to travel to destinations outside of the United States.
- (2) Approved field study programs of the University of Georgia. These programs or courses must be approved by the Office of the Vice President for Instruction. Students will be required to travel to destinations within the United States that are remote to the campus of origin. Travel may include tours of museums, archaeological digs, geological or wildlife field sites, etc. where the site constitutes an important resource for instruction. A course that requires only minimal short distance field trips does not qualify.
- (3) Approved course work or programs of study taught at locations other than the main University of Georgia campus in Athens. Such sites must be approved for instruction but are not required to be a part of a recognized resident center. Overnight travel may not be required, but the school or college will incur additional costs not typically associated with on-campus instruction, e.g., instructor transportation expenses. Budget information is required.

c. Instruction resulting from contractual arrangements

Tuition return may be granted in situations where a third party has contracted with a school or college to provide academic courses leading to a certificate or degree based upon credit-bearing courses. A detailed budget plan is required that outlines the reasons for tuition return and associated costs. Examples include:

- (1) Instruction of K-12 teachers at a local school district.
- (2) Contractual arrangements between UGA and an employer to provide to employees a graduate degree or specialized certificate based upon credit-bearing courses.

5. Process for Submitting Tuition Return Applications

a. Process for new proposal

- (1) Instructional units will submit completed applications for tuition return to Curriculum Systems, Vice President for Instruction. Instructional units should use the forms listed below to apply for Tuition Return.
 - a. New Application for Tuition Return
 - b. New Application for Tuition Return - Business Plan for the First Fiscal Year
 - c. New Application for Tuition Return - Approval/Denial Sheet
 - d. Tuition Return Individual Course Form

Applications must have the signatures of the applicable Department Head or Director, the Dean, and the Dean of the Graduate School if applicable. In addition, an Individual Course Form must be completed for each course prior to instruction in order to facilitate tuition return for the course.

Study abroad programs approved by the Associate Provost for International Affairs and field study programs approved by the Vice President for Instruction and Associate Provost will automatically qualify for tuition return at the 100 percent level.

- (2) Applications must be signed and submitted in their entirety to Curriculum Systems, Vice President for Instruction, by the deadlines printed on the applications.
 - (3) The Vice President for Instruction will determine if the application meets the definition and guidelines for authorized tuition return.
 - (4) The Vice President for Instruction will approve or deny the application. If approved, the Vice President for Instruction will sign the application and forward it to the Provost and Senior Vice President for Finance and Administration for consideration.
 - (5) After consultation with the Vice President for Instruction, the Provost and Senior Vice President for Finance and Administration may approve or deny the application. Signatures of the Provost and Senior Vice President for Finance and Administration are required for final approval.
- b. Process for reporting annual budget
An annual budget is required for all programs/courses which receive approval for tuition return. The process for submitting the annual budget will follow the route of approval outlined above. The report is due each March 1.
- c. Process for renewing tuition return agreements
The process for renewing tuition return agreements will follow the process outlined above for submitting new applications.

6. Tuition Return Forms

- a. New Application for Tuition Return
- b. New Application for Tuition Return - Business Plan for the First Fiscal Year
- c. New Application for Tuition Return - Approval/Denial Sheet
- d. Tuition Return Individual Course Form
- e. Annual Budget/Expense Report