Policy

1. Tuition rates are set by the University of Wisconsin, Board of Regents in late summer.
   - UW-River Falls Student Billing office will place the approved tuition rate on their website two to three weeks after the Board of Regents approves them.

2. Service based pricing and cost recovery program tuition rate increases will be approved as part of the university budget process.

3. For Study Abroad and International Study Tours (Overseas Classes and Tours) tuition rates plus other course costs, the study tour coordinator (instructor) must complete a Request for Approval of Fees for All Study Tours form and submit it to the Director of International Education.
   - The Director of International Education reviews the Request for Approval of Fees for All Study Tours form. If approved, the form is sent to the Assistant Chancellor for Business and Finance.
   - The Assistant Chancellor for Business and Finance will send the approved Request for Approval of Fees for All Study Tours form to the Student Billing Office for set-up on eSIS.
   - Study tours with fees will not be advertised before the Request for Approval of Fees for All Study Tours form is approved.

4. Unless otherwise indicated, Outreach course tuition rates will be the tuition rate approved by the Board of Regents.
   - If Outreach has a different rate for any class, including those offered online, a Request for Approval of Special Outreach Tuition form must be completed. Special tuition rates for specific classes override segregated fee calculations; therefore, segregated fees will not be automatically assessed. If the student will be using services supported by segregated fees, Outreach should indicate on the Tuition form that segregated fees should be assessed.
   - Outreach is allowed to develop Memorandums of Understanding (MOU) and contracts for instruction. MOUs and contracts must cover the cost of the program being offered and will not be delivered at a cost lower than the regent-approved cost per credit of traditional programs.
   - Teachers enrolled in courses provided under Continuing Education Credit Instruction for Teachers per Fiscal Policy 44 will be assessed the resident tuition rate minus the value of the facilities and other related services provided by the school district or CESA. The net tuition retained by UW-RF must be at least 50% of the gross tuition charge.
• Except for dual enrollment agreements, the approved tuition rate cannot be less than resident undergraduate tuition for undergraduate courses. In the case of dual enrollment agreements, tuition rates may be discounted based on instruction or support provided by another entity.

• The Request for Approval of Special Outreach Tuition form is completed and submitted to the Director of Outreach. The Director of Outreach reviews the request. If approved, the form is sent to the Provost.

• The Provost and the Assistant Chancellor for Business and Finance review the request. If approved, the form is sent to the Student Billing Office.

• Registration will not be available until the Request for Approval of Special Outreach Tuition form has been approved by the Provost and the Assistant Chancellor for Business and Finance.

5. Students in the service based pricing and cost recovery programs will be charged those tuition rates for all classes they take, including those offered online, even if the class is not part of these programs.

6. Graduates vs. Undergraduate. Students admitted to a degree program will pay tuition based on their degree classification.

• Degree seeking graduate students will pay graduate tuition rate for all classes, even if they take all undergraduate classes in any one term.

• Degree seeking undergraduate students will pay graduate tuition rate for all graduate level classes. Non-degree seeking individuals simultaneously enrolling in both undergraduate and graduate courses in one term will be charged graduate tuition for all courses.

7. Tuition for online courses will be charged at the same residency rates as other courses taken by the student. Both resident and non-resident students will be charged the same online technology fee rate for courses with instruction mode of “online” except in the cases identified in items 4. and 5. above. Tuition charges for online classes are within the tuition plateau while online technology fees are paid per credit regardless of the plateau.

8. Full semester, J-Term, and summer study abroad (SA) programs will be charged an instructional fee that includes tuition. The instructional fee is fixed regardless of the number of SA credits taken by the student and is not included in the tuition plateau.

Students within UW-System may take advantage of the tuition plateau for UW-RF Spring Break Study Abroad programs.

• The program will receive a pro-rated share of tuition for each UW-RF participant.

• If the student is full-time at another campus within the UW System, UW-RF will request a pro-rata share of tuition under the UW System Multi-Campus enrollment policy (FPPP44). UW-RF will absorb the tuition cost if the pro-rata share request is refused. Faculty working with Spring Break Study Abroad will be made aware in advance of setting the program cost that there is a
possibility that the program will not receive full tuition for participants from other UW campuses.

- A UW System student not in the plateau at another campus will pay UW-RF tuition for the program.
- A non-UW System student will be required to enroll at UW-RF and pay tuition for the program.

**Authority**
The UW-River Falls Chancellor issues this policy in accordance with the Administrative Policy process.

The ACBF is responsible for the administration of this policy. To request an exception to this policy, mailto: administrative-policy@uwrf.edu.

**Sanctions and Appeals Process**
Failure to adhere to the provisions of this policy may result in appropriate disciplinary action as provided under existing procedures applicable to students, faculty, and staff, and/or civil or criminal prosecution.

**University Responsibilities**
The Assistant Chancellor for Business and Finance maintain this policy on the Administrative Policy website. The Bursar’s Office will share this policy with employees inquiring about tuition rates.

**Department/Unit Responsibilities**
Bursar
Academic Units

**Related Documents**
- FPPP #44 UW System Financial Policy Paper (https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/tuition-and-fee-policies-for-credit-instruction/)
- FPPP #45 UW System Financial Policy Paper (https://www.wisconsin.edu/uw-policies/uw-system-administrative-policies/study-abroad-programs/)
- UW-River Falls Segregated Fee Policy https://www.uwrf.edu/Administration/Policy/upload/Segregated-Fees-AP-01-110.pdf

**Contact**
To direct questions about this policy, mailto: administrative-policy@uwrf.edu.