



SECTION: Fiscal Affairs
AREA: General
SUBJECT: Tuition, Fees and Charges

NUMBER: MAP 03.A.01

I. PURPOSE AND SCOPE

This document outlines and defines the fees and other charges for which statutory authority is provided to the University. The provisions of this document apply to all tuition, fees and charges imposed by University of Houston Clear Lake on students, employees and the public in accordance with Chapters [54](#) and [55](#) of the Texas Education Code and [SAM 03.A.29](#). This document further provides the requirements and process for approval of fees and charges under this authority, roles and responsibilities of persons involved in the process, the budget allocation process, and restrictions on expenditure of the fees.

II. POLICY STATEMENT

- A. The Texas Education Code places restrictions on tuition, mandates that certain fees be charged, and allows certain other fees to be charged with the Board's approval. The statutes further state that no institution of higher education may collect from students attending the institution any tuition, fee or charge of any kind except as permitted by law.
- B. In accordance with state law, tuition and fees may not be increased after the student has registered for the semester or summer term for which the tuition or fee is in effect. To the extent practical, the biannual tuition and fee approval process should be completed prior to the first opportunity for pre-registration for the first semester for which the tuition and fee changes are to take effect.
- C. All fees and charges or amendments of fees and charges under this authorization require the approval of the Board of Regents of UH System through the process outlined in this document **prior** to being assessed. Revenues from the approved fees shall be budgeted and expended in accordance with the guidelines provided in this document.

III. DEFINITIONS

- 1. Consumables: Those tangible items that are consumed or lose usefulness within one year, or that are made of glass and therefore cannot be guaranteed to remain useful for one year.
- 2. Compulsory fees ([54.5061](#)): Those fees charged to all students enrolled in the university (e.g., Student Service Fee).
- 3. Discretionary fees: Those fees provided by the Texas Education Code that the Board "may" levy; i.e., the law allows the fees, with the Board's approval.
- 4. Fees and charges: For the purpose of this document, every fee and charge imposed by the

University of Houston Clear Lake or any university unit on students, employees or the public. Charges between departments within the university are not included in this definition.

5. Laboratory: Work other than class work, such as experimentation and practical application in a laboratory or studio space that is scheduled at a separate meeting time apart from the time spent in the lecture.
6. Mandatory fees: Those fees and charges provided by the Texas Education Code that the Board "shall" assess; i.e., those fees and charges that are mandated by law.
7. Materials and supplies: Consumables.
8. Voluntary fees ([54.5061](#)): Those fees charged only to those students who use the service for which the fee is established.
9. Incidental Fees ([54.504](#)): A fee that may be charged to students or prospective students to cover the cost of providing materials or services which are not the subject of a charge under any other statutory authorization. Incidental fees may be course related, or non-course related.

IV. FEES AND CATEGORIES OF FEES AUTHORIZED UNDER TEXAS LAW

- A. Articles [54.051](#) and [54.008](#) of the Texas Education Code establishes tuition rates and sets limits related to tuition that may be charged by Texas institutions of higher education.
 1. Statutory Tuition: The rate is set by the legislature for resident and nonresident students.
 2. Designated Tuition: [Article 54.0513](#) of the Texas Education Code allows for the assessment of Designated Tuition in an amount that the Board considers necessary for the effective operation of the University. Funds collected under this statute are considered institutional funds as defined by [Section 51.009](#) of the Texas Education Code and are accounted for as designated funds.
 3. Differential Tuition: Article [54.0 08](#) of the Texas Education Code allows for the assessment of Differential Tuition in an amount that the Board considers necessary to support and enhance certain academic programs, and providing resources. Funds collected under this statute are considered institutional funds as defined by [Section 51.009](#) of the Texas Education Code and are accounted for as designated funds.
- B. Fees: The articles of the Texas Education Code cited in parenthesis in this section provide for the following fees and categories of fees.
 1. Supplemental instruction fee ([54.051\[1\]](#)): The tuition statute states that students registered for a course or courses in art, architecture, drama, speech or music, where individual coaching or instruction is the usual method of instruction, shall pay a fee for the individual coaching or instruction, in addition to regular tuition.
 2. University / Student Center Fee ([54.540](#)): The statute allows a fee not to exceed \$150 per student for each regular semester (or \$75.00 per summer session) to be set for financing, constructing, operating, maintaining, and improving the University Center. The Board has approved this mandatory fee. This fee is subject to the review of the Student Fee Advisory Committee. An increase in this fee from one academic year to the next must be approved by a majority vote of the student government or by a majority vote of the students voting in an election called for that purpose.
 3. Recreational Facility Fee ([54.5401](#)): A fee, customarily referred to as the Recreation and Wellness Center Fee at the University, in an initial amount which was not to exceed \$75 per semester (may be pro-rated for summer) may be charged to each student to finance, construct, operate, maintain, or improve the student wellness and recreation facilities. The Board may increase the fee but may not increase the amount by more than 10 percent from one academic year to the next unless the increase is approved by a majority vote of those students voting in a general student election

called for that purpose. The University has increased this fee following approval of the Student Government Association, President, and the Board of Regents.

4. Laboratory fees ([54.501](#)): The University shall set and collect a laboratory fee in an amount sufficient to cover the general cost of laboratory materials and supplies used by a student. The institution may charge a laboratory fee in an amount that is not less than \$2 nor more than \$30 for any one semester or summer term for any student in any one laboratory course. This fee is limited to laboratories, as defined by the Texas Education Code to be associated with laboratory courses, and the amount of the fee shall not exceed the cost of actual materials and supplies used by the student in the laboratory.
5. Incidental fees ([54.504](#)): A fee may be charged to students or prospective students to cover the cost of providing materials or services which are not the subject of a charge under any other statutory authorization. Incidental fees may be course related, or non-course related. Most academic voluntary fees are covered by the incidental fee statute. The rate of the fee should reasonably reflect the actual cost to the university for the materials or services for which it is collected; balances of incidental fees may only accrue to the extent considered reasonable in the business cycle of the college or department, or to provide sufficient funds for replacement of equipment and furnishings on a regular, but not annual basis. Balances held at the colleges that accrue as a result of enrollment variances or fluctuations in the cost of materials or services will be expended for the purpose for which the funds were collected, and that use will be stated in an annual report on the use of incidental fees. Funds for the replacement of equipment and furnishings will be accounted for in a manner in which the balance can be readily identified.
6. Student Services Fee ([54.503](#) and [54.5061](#)): These statutes allow the university to charge fees to cover the cost of student services that the Board considers necessary or desirable in carrying out the educational functions of the university. Student services, under this statute, cover textbook rentals; recreational activities; health, hospital, and other medical services; group hospitalization; intramural and intercollegiate athletics; artists and lecture series and other cultural entertainment; debating and oratorical activities; student publications; student government; student fees advisory committees; student transportation services; and any other student activities and services specifically authorized and approved by the Board, except those authorized by any other section of the Education Code.
7. Rentals, rates and charges ([55.16](#)): The Board is authorized by this statute to impose rentals, rates and charges upon students and others for the occupancy, services, use, and/or availability of all or any of its property, buildings, structures, activities, operations, or other facilities, in such amounts and in such manner as may be determined by the Board. The Board is not required to charge students enrolled in different degree programs at the institution the same rentals, rates and charges.
8. Online Education Fee: The Board has authorized this fee to cover the costs associated with the delivery of online courses.
9. Fees and charges for services to the general public ([54.506](#)): The Board must approve schedules of minimum fees and charges for services performed by any department or unit of the university for students and the public. The schedule shall conform to the fees and charges customarily made for services like in the community.
10. Fees for continuing education courses ([54.545](#)): In accordance with [Section 54.545 of the Texas Education Code](#), the Board delegates authority to the Chancellor, or his/her designee, to set fees for each continuing education course at each institution in an amount sufficient to permit the institution to recover the costs of providing the course. Fees will be charged only for a course for which the institution does not collect tuition or receive formula funding, including an extension

course or other self-supporting course. Information regarding fees charged for continuing education courses shall be on file in the Office of the Senior Vice President for Academic Affairs and Provost.

11. Vehicle registration and other fees related to parking and traffic (54.505): The Board is authorized by this statute to charge reasonable fees to students, faculty, and staff for registration of vehicles. The Board is also authorized to charge reasonable fees for parking facilities, enforcement and administration of parking and traffic regulations. These fees are voluntary.

V. GUIDELINES FOR THE REQUEST, REVIEW AND APPROVAL OF NEW FEES AND CHARGES OR AMENDMENT OF EXISTING FEES AND CHARGES

- A. Any new tuition, fee or charge or amendment of tuition, fees or charges requires the approval of the Department Head, the Dean or Director, the College/Division Administrator, the responsible Vice President, President, Chancellor and the Board. Board approval may be delegated to the Chancellor for certain fees, as specified in Board policy. Designated tuition or a fee may be charged at a rate lower than the approved rate if approved by the Chancellor or designee.
- B. Tuition, fees, and charges, except for the Student Services Fee are reviewed and recommended to the President by the Vice President for Administration and Finance, the Senior Vice President for Academic Affairs and Provost, and the Vice President for Student Affairs, and the Vice President for Strategic Enrollment Management. Tuition, fee, and charge recommendations are based on guidance from personnel within Academic Affairs, Administration and Finance, and Student Affairs, including that from established advisory committees.
- C. Recommendations for new or changes to academic voluntary fees that are under the incidental fee statute are reviewed and recommended to the President by the Senior Vice President for Academic Affairs and Provost and the Vice President for Administration and Finance. Upon approval from the President, final approval is requested by the Board. Academic voluntary fees may be charged at a rate lower than the approved rate if approved by the Chancellor or designee.
- D. Role of Student Fee Advisory Committee (SFAC): SFAC received its authority via the Texas Administrative Code (Education Code; [Chapter 54](#) ; [Section 54.5062](#)). SFAC is made up of students, faculty and one non-voting advisor. SFAC reviews and reports on the budget for the Recreational Facility Fee, University Center Fee, and Student Services Fee. SFAC also recommends the level and funding allocations for Student Services Fee to the Vice President for Student Affairs for review and approval prior to submission to the President. The President shall duly consider the recommendations of SFAC during the budget process.
- E. All requests for new tuition rates, fees and charges will be presented to the Chancellor, as required either annually or biannually by the UHCL President. Upon approval by the Chancellor, all requests for new tuition, fees and charges will be presented to the Board for approval, as required either annually or biannually, by the Senior Vice Chancellor for Administration and Finance.

VI. BUDGETING AND EXPENDITURE RESTRICTIONS

- A. Tuition and "Designated/Differential Tuition":
 1. Statutory Tuition is allocated during the annual budget preparation process and is accounted for as education and general funds. Tuition is subject to the expenditure restrictions of state funds.
 2. Designated and Differential Tuition is accounted for as designated funds and is allocated as a part of the annual budget preparation process. These funds are expended as designated (local) funds.
- B. Fees and charges:

1. Supplemental instruction fees are accounted for as education and general funds and are subject to the expenditure restrictions of state funds.
2. University/ Student Center Fee revenues are budgeted into auxiliary cost centers. University Center fee revenues may be expended, subject to the recommendation of the Student Fee Advisory Committee and the final approval of the President and the Board, for necessary expenditures related to the operation, maintenance and capital improvement of the University Center.
3. Laboratory fees shall be budgeted and accounted for as educational and general funds. Funds collected as laboratory fees shall be expended only for consumable supplies and materials actually used in the laboratories, such as paper, copying, chemicals, art materials, etc. used in the laboratories.
4. Incidental Fees shall be budgeted and accounted for as other designated funds. The revenues from incidental fees must only be used to provide materials, equipment, furnishings and services specifically for the purpose assessed.
5. Student Services Fee revenues are budgeted into auxiliary cost centers. Student service fee revenues may be expended, subject to the recommendation of the Student Fee Advisory Committee and the final approval of the President and the Board, for necessary expenditures in support of the student service for which they are allocated.
6. Recreational Facility Fees: Are deposited into auxiliary cost centers and expended for purposes related to the student wellness and recreational facilities.
7. Rentals, rates and charges: Revenues from rentals, rates, and charges shall be deposited into designated cost centers or auxiliary cost centers, and expenditures shall be restricted to the purpose for which the rental or charge is assessed. Where the charge is for rental of university space for which Education and General funds are received, the state must be reimbursed for utilities and maintenance costs.
8. Fees and charges to the general public: Revenues from fees and charges to the general public are deposited into designated or auxiliary cost centers and expended to provide the good or service for which the charge is assessed.
9. Fees for continuing education courses shall be deposited into designated cost centers created for that purpose and shall be expended to cover the costs of the courses.
10. Vehicle registration fees and other fees related to parking and traffic shall be deposited into auxiliary cost centers. The revenues from these fees shall be expended for the purpose for which assessed including registration of vehicles, building and maintenance of parking lots and facilities enforcement of parking restrictions, traffic signs and markings, towing, and other expenses related to parking and transportation.

VII. NOTIFICATION AND IMPLEMENTATION OF BOARD-APPROVED ACTION

- A. The Office of the Senior Vice President for Academic Affairs and Provost shall be responsible for timely notifying the appropriate staff within Academic Affairs of Board action or presidential action concerning tuition and academic fees. The Office of the Vice President for Administration and Finance shall be responsible for timely notifying the appropriate staff within Finance of Board action or presidential action concerning tuition and fees, mandatory student fees, meal plans and transportation and parking. The Office of the Vice President for Student Affairs shall be responsible for timely notifying the appropriate staff within Student Affairs of Board action or presidential action concerning residential housing.
- B. Student Business Services will implement Board-approved consolidated tuition and fees and

mandatory student fees upon receipt of an approved Board agenda item and supporting documentation from the Vice President of Finance and Administration. The Office of the Senior Vice President for Academic Affairs and Provost will implement Board-approved voluntary academic fees and lab fees. The Vice President for Student Affairs will implement Board-approved changes to housing rates and charges. The Associate Vice President of Facilities will implement Board-approved changes to parking rates.

- C. Each area responsible for implementing Board approved tuition, fees, or charges shall develop, implement and document, generally through written procedures, business processes to ensure compliance with Board-authorized tuition, fee, and charge actions.

VIII. BILLING AND PAYMENT

All instruction-related fees and charges shall be billed through the student billing system, which is under the responsibility of Student Business Services, to the extent practicable. Similarly, wherever possible, other significant regular fees and charges (such as transcript fees) shall be billed through the student billing system and payments made through Student Business Services. Those charges and fees handled by the college or division are subject to cash handling procedures at University of Houston Clear Lake.

IX. BUDGETING

The budgeting of tuition and fee revenues and associated expenditures shall be incorporated into the annual budgeting process of the university.

X. MONITORING

- A. The Office of the Senior Vice President for Academic Affairs and Provost shall monitor expenditures of revenues from instruction-related academic fees through the annual fee reporting process.
- B. The Office of the Vice President for Administration and Finance shall monitor fee income and expenditure as a part of the quarterly university budget to actual reports.
- C. The Office of the Senior Vice President for Academic Affairs and Provost shall monitor instruction-related academic fees at the college level for appropriate expenditure rates based on revenues.

XI. RECORD RETENTION

- A. Any changes to tuition and fee rates must be supported by an approved Board agenda item and supporting documentation. The Board Office will be the official office of record for the maintenance of approved tuition and fee changes via the approved agenda item.
- B. All divisions responsible for the implementation of Board-approved tuition, fees, and charges will maintain documentation in sufficient detail to support the rates and fees charged in any semester.

XII. REVIEW AND RESPONSIBILITY

Responsible Party: Associate Vice President of Business Operations

Review: Every five years

XIII. APPROVAL

Approved:

/Mr. Terry Hanson/

Vice President for Administration and Finance

/Dr. Edward Waller/

Interim Sr. Vice President for Academic Affairs and Provost

/Dr. Richard Walker, Ed.D./

President

Date: December 18, 2025

REFERENCES

[Texas Education Code Chapter 54](#)

[Texas Education Code Chapter 55](#)