Variable Tuition Request – Graduate Program

Program Title and Degree or Certificate Level

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Program Academic Home (for cross-college programs list Graduate College as home and include all participating colleges/schools)

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Program Description (credits, type of program – distance/residential, etc)

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**Request Details**

* Beginning in FY25, programs may select only from these four variable tuition rates: $975, $1,050, $1,200, or $1,375 per out of state credit
* These rates will remain in place for FY25, FY26, and FY27
* The variable tuition rate will apply to all students in the program. Units that wish to extend existing rates to returning students can do that by providing scholarship funding through a Payments to Students Request via Student Financial Services.

Proposed out of state variable tuition rate (VTR)

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Total out of state cost for the program (include comparison to full tuition cost)

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Justification for the request (include at least one of the domains indicated in the Guidelines: to build financial stability; to respond to societal need; to build diversity in the student body – geographic, cultural, experiential, and socioeconomic)

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Indicate whether the summer discount will apply to the out-of-state VTR

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Indicate whether the summer discount will apply to the in-state standard tuition rate

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Indicate whether students in the program will be allowed to take courses outside the program and acknowledge the effect that would have in your budget projections

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**Market Analysis**

Discuss overall market forces for the program

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List schools analyzed with details on tuition and fees and comparison to UVM. Add additional rows as necessary

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| **School** | **OS Tuition** | **Cost to Completion** | **URL** | **Notes** |
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| UVM (current) |  |  |  |  |
| UVM- (proposed) |  |  |  |  |

Explain why these schools were chosen for comparison

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Reason for final choice of variable tuition rate

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**Budget Summary**

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|  | Total Revenue | Total Direct Expenses | Total Indirect Expenses - IBB Algo. 7 | Net Revenue or (Deficit) |
| Current Year (no VTR) |  |  |  |  |
| Yr 1 (1st Yr VTR) |  |  |  |  |
| Yr 2 (w/VTR) |  |  |  |  |
| Yr 3 (w/VTR) |  |  |  |  |
| Yr 4 (w/VTR) |  |  |  |  |
| **5-YEAR**  **TOTAL** |  |  |  |  |

Summary of financial viability of program with requested variable tuition

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Detailed budget projections – attach separate file with detailed budget and assumptions

**Program Review Plan**

Note the academic and financial review metrics and note that program will go through Faculty Senate Academic Program Review on the 7-year cycle. Note accreditation body and timeline, if applicable.

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**Student Progression through the Program**

Note typical progression. If any distance program courses will require travel and short residential components away from the student’s home, indicate specific times within the program that would happen. If residential programs include mandated travel courses, include that information.

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**Other Considerations** **Specific to Student Financial Services and the Registrar**

Include information for any courses requiring fees and note timing of any required location change for students (e.g. an online program with a minimal residency component or a program with required travel component)

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Documentation of conversation with any programs whose enrollments may be affected – indicate how potentially affected programs were identified and the conversations that ensued.

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Other Information

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There are unique administrative requirements associated with programs approved for variable tuition. Applicants accept the following responsibilities:

* Tracking the period of time for which the variable tuition is approved and maintaining awareness of the next regularly scheduled variable rate category review (every 3 years; the first 3-year period is FY25, FY26, and FY27).
* Review of current department websites to remove irrelevant cost information once the variable tuition is approved.
* Discontinuing participation in NEBHE Regional Tuition Break Program
* Monitoring enrolled student lists and ensuring appropriate SFS and Registrar’s Office coding.
* Monitoring student progress and course registrations each semester to ensure the students are enrolling in courses inside the program (not utilizing the discount to enroll in courses outside the program).
* Developing a Memorandum of Understanding with the Registrar’s Office (RO) and Student Financial Services (SFS) detailing the responsibilities of the RO, SFS and the academic unit in administering this variable tuition.

Additionally, to ensure that the University is meeting legal requirements and responsibilities, the applicant agrees that:

* Program costs will not be discussed with prospective students until they have been officially approved.
* Program costs and aid eligibility web pages must link directly to the SFS website and not be maintained on a department or program site.
* Any publications for the program that includes cost or aid information must be first vetted and approved by SFS to prevent violation of the Federal Aid Misrepresentation regulatory requirements.

**Required Attachments**

Detailed budget file (please use template)

Memo from the requesting Academic Dean addressed to Dean of the Graduate College, requesting the variable tuition for a graduate program also indicating metrics for assessment and guidelines for when the program would be considered non-viable. Indicate that all students in the program will be provided appropriate opportunity to complete the program if the program is deemed non-viable.

Memo from Chief Officer of Professional and Continuing Education (PACE) addressed to Dean of the Graduate College, supporting the request, stressing market analysis and financial viability metrics. Required for all distance programs and those residential programs for which PACE performed the market analysis.

If applicable, memo from Dean of any unit whose enrollments may be affected by this variable tuition, addressed to Dean of the Graduate College.

**Variable Tuition Request – Approvals**

Program:

Variable Tuition Rate requested:

Academic Home:

Signatures indicating support of this request:

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Dean Date

Academic Unit

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Chief Professional and Continuing Education Officer Date (if online, or PACE performed the market analysis)

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Holger Hoock, Dean Date

Graduate College