




WASHINGTON STATE UNIVERSITY
Finance and Administration

MEMORANDUM

TO: WSU President, Vice Presidents, Chancellors, and Deans

FROM: Stacy Pearson, Vice President Finance and Administration/CFO 

DATE: January 11, 2023

RE: Tuition and Fee Rate Change Overview

Tuition and fee rate changes are approved by the WSU Board of Regents. Recommendations for AY 23-24 will be presented to the Board at the March 2023 meeting, for final adoption at the May meeting.

If you wish to propose a tuition or fee rate increase, you must complete the template on the following pages to document the requested amount and justification. The completed template will become an attachment to the Regent's agenda item. Bearing in mind that the Regents may have several proposals to consider, please be concise and avoid lengthy attachments. Also, be advised that you must gather student feedback for any proposed increases and include those plans and results in your request. For initial template submissions (Due February 10, 2023) you may describe how student feedback will be sought and then update the template before the May meeting with actual results and feedback received. You should plan to finalize the collection of student feedback by late March to meet the deadline for May meeting materials.

The Budget Office will coordinate the collection of materials and prepare the Regent's agenda items; however, if you do propose an increase the Dean or designee **must be available for the May Regents meeting** to answer any questions that arise.

Please direct questions regarding the templates or tuition and fee changes to [Kelley Westhoff](#), Executive Director for Budget, Planning & Analysis

Thank you

Key Dates:

February 10, 2023	Templates for all requested increases due to WSU Budget Office (does not need to include final student feedback, but should include a description of plans to gather such feedback)
March 9-10, 2023	March Board of Regents Meeting Tuition/Fee Rate Changes presented as "Future Action Item"
April 7, 2023	Final Templates to include student feedback due to WSU Budget Office
May 4-5, 2023	May Board of Regents Meeting Tuition/Fee Rate Changes presented as "Action Item" (Final Adoption)

Tuition and Fee Rate Increase Request

Fee name:

	Resident	Non-Resident
Current Rate (Annual)		Click or tap here to enter text.
Proposed Rate (Annual)	Click or tap here to enter text.	Click or tap here to enter text.
\$ Increase	Click or tap here to enter text.	Click or tap here to enter text.
% Increase	Click or tap here to enter text.	Click or tap here to enter text.

Description of who pays the fee: (*undergraduates, graduates, full-time, part-time, / what campus/what terms – fall, spring and summer?*):

Justification for the increase / consequence for not increasing:

Click or tap here to enter text.

What will the increased tuition/fee revenue support? (What will you do with the money)

Click or tap here to enter text.

Decision Support information: (when was the last increase, 5-year rate history, peer comparisons, etc.)

Click or tap here to enter text.

Tuition and Fee Rate Increase Request

Alternatives Considered:
Click or tap here to enter text.

How have (or will) you communicate impacts of the rate increase to students? What was the feedback received?
Click or tap here to enter text.

Please Attach Any Supporting Documents