



WASHINGTON STATE UNIVERSITY
Finance and Administration

MEMORANDUM

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

FROM: Leslie Brunelli
Executive Vice President, Finance & Administration/CFO

A handwritten signature in blue ink that reads "Leslie Brunelli".

DATE: August 1, 2023

RE: Tuition Rate Setting Timeline and Process

As [communicated last month](#), WSU will modify its timeline for Board of Regents' consideration and approval of tuition rates. Recommendations for AY 24-25 will be presented to the Board at the September 2023 meeting, for final adoption at the January 2024 meeting.

If you wish to propose a tuition rate increase, you must complete the template on the following page and return it to the Budget Office (wsubudget.office@wsu.edu) by August 21, 2023. The Budget Office will coordinate the collection of materials and prepare the Regent's agenda items.

Remember that you must gather and consider student feedback for any proposed increases. **You should plan to finalize the collection of student feedback by December 8th to meet the deadline for January meeting materials.** Student feedback will be shared with the Board prior to final adoption of rates in January and the Dean or designee **must be available for the January Regents meeting** to answer any questions that arise prior to final adoption.

Please direct questions regarding this process to [Kelley Westhoff](#), Executive Director for Budget, Planning & Analysis

Thank you

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.

Justification for the increase / consequences of not increasing / alternatives considered:

Describe the timeline and process you will use to communicate the proposed increase to students and gather student feedback.

Key Dates:

- August 21, 2023
Templates for all proposed increases due to WSU Budget Office
wsubudget.office@wsu.edu
- Sept 19-20, 2023
September Board of Regents Meeting
 Tuition/Fee Rate Changes presented as "Information Item"
- Nov 14-15, 2023
November Board of Regents Meeting
 Tuition/Fee Rate Changes presented as "Future Action Item"
- Dec 15, 2023
Summary of student feedback received due to WSU Budget Office
- Jan 25, 2024
January Board of Regents Meeting
 Tuition/Fee Rate Changes presented as "Action Item" (Final Adoption)