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3.409 Tuition Rate Planning

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ANTIOCH UNIVERSITY

Type of Policy <input checked="" type="checkbox"/> University <input type="checkbox"/> <i>Campus</i> <input type="checkbox"/> <i>Department/Unit</i> <input type="checkbox"/> <i>Interim</i>		Tuition Rate Planning Policy 3.409	
Business Management Policies		Effective date: October 29, 2021	
	Approved by: Chancellor	Resolution # N/A	Date: December 17, 2021
Approved			
Revised			
Responsible Office: Finance Office	Responsible Administrator: Vice Chancellor for Finance/CFO	Contact information: 937-769-1304	Applies to: All University employees and programs

I. Introduction and Purpose

As a nonprofit University whose mission is advancing social justice, Antioch is keenly aware of the importance of affordability and access to higher education. At the same time, the University recognizes the need to maintain tuition levels adequate to support the quality of its educational offerings. The purpose of this policy is to provide guiding principles, procedures and timelines for tuition rate planning that will provide predictability for students and University administrators alike.

II. Tuition Rate Planning Council

Toward this end, the Chancellor has established and appointed the Tuition Rate Planning Council (“Council”), a permanent committee that is responsible for developing and implementing the University’s tuition rate planning policy. Membership shall be comprised of members of the Finance, Admissions, Academic Affairs and Institutional Effectiveness Offices, as well as members from the Faculty Budget Committee. The Council shall be chaired by the Chief Financial Officer (“CFO”) or the CFO’s designee. The Council shall meet regularly to ensure

that tuition rate planning is conducted in accordance with the principles, procedures and timelines set forth in this policy. The Council shall review this policy annually and update it as needed.

III. Guiding Principles for Tuition Rate Planning

In its tuition rate planning process, the University will consider the following principles:

- A. Predictability and Stability.** The University recognizes that predictability and stability in tuition rates will benefit students by enabling them to better plan for their educational expenses. The University will include tuition rate changes in its comprehensive, long-term planning strategy to enhance predictability and stability.
- B. Affordability, Access and Social Justice Mission.** The University recognizes that many of its students are price-sensitive. As part of its social justice mission, and to promote a diverse student body, the University is committed through a combination of tuition rate planning, institutional tuition discounting, and scholarships to making higher education accessible and affordable for all potential students.
- C. Quality Education and Value.** The University is committed to maintaining and improving the quality of its educational programs, investing in expanding its educational offerings and providing the full range of services, facilities and technology necessary for proper support of its students.
- D. Fiscal Management.** The University will utilize a combination strategy of enrollment growth and planned tuition increases designed to maximize net tuition revenue as the key to assuring its capacity to meet current budgetary needs and to invest for the future.
- E. Alternatives to Tuition Increases.** The University will attempt to limit tuition increases through enrollment growth consistent with assurance of quality, the development of external funding sources such as grants, contracts and donations, and through controlling costs.
- F. Employee Equity.** The University is committed to providing equitable and competitive compensation and working conditions for its employees.
- G. Transparency.** The University is committed to providing its reasoning for tuition changes to students and employees.

IV. Tuition Planning Procedure and Timeline

Tuition rate changes for the upcoming academic year will normally be approved by the Board of Governors in the fall of the preceding academic year. Tuition rate changes will normally be announced in December or January and will go into effect at the beginning of an academic year. Therefore, the work of tuition rate planning will generally be conducted one year in advance.

A. Written Proposals. Deans of the various schools within the University shall submit written proposals for tuition rate changes for the next academic year to the Tuition Rate Planning Council through the Vice Chancellor of Academic Affairs, with a copy to the Faculty Budget Committee. Generally, proposals shall be submitted for review by July 31 of each year to be effective the following academic year. Proposals for each program within the School shall include, but not be limited to:

1. The amount of the recommended change;
2. The reason(s) for the requested change including inflationary adjustments or any other reasons;
3. Description of the effect of the proposed change on students, especially the change in the out-of-pocket cost impact on those students who qualify for Title IV student loans;
4. A calculation of the impact of the change on projected annual tuition revenue for the program;
5. Description of market forces that may affect the proposed change, including competition analysis; and
6. Rationale for change in light of the guiding principles set forth in Section III.
7. Consideration of potential negative or unintended consequences of the change.

The Council shall ensure that each proposal is complete and may reach out to the proposer with any questions or requests for further information.

B. Tuition Rate Planning Council Review. The Council is responsible for reviewing and evaluating the various tuition rate recommendations from the Deans and developing a comprehensive Tuition Rate Plan recommendation for the University. The Council's review will include the following:

1. **Economic Factors.** The Council will consider all relevant economic factors in determining tuition rate increases, including but not limited to:
 - a. Overall economic conditions, including past and projected inflationary pressures, unemployment and underemployment rates, trends in higher education generally; and

b. Budgetary needs, such as the University's costs of labor, facilities, goods and services, as well as the market conditions specific to higher education and unique to particular educational programs.

2. Student Aid. The Council will consider financial sources that work in concert with tuition, including but not limited to:

a. Availability of financial aid, including University tuition discounting and public and private student aid, in accordance with Antioch's [Financial Aid Administration Policy 3.461](#); and

b. Grants and scholarships, from both public and private sources, in accordance with Antioch's [Scholarship Policy 7.119](#).

Tuition discounting and financial aid strategy shall be part of the University's comprehensive tuition rate planning process.

3. Competitive Analysis. The Council will consider tuition pricing in other similarly situated schools or programs as a factor in setting tuition rates in addition to market research regarding the demand for programs. The University shall conduct market research and competitor price analysis for each University program no less than once every three years for use in the tuition planning process.

4. University, School and Program Conditions. The Council will consider other conditions specific to the University as a whole, or to a particular school or program.

The Council shall consider the tuition changes in light of these factors and will recommend tuition rate changes for which it has reached consensus. Ordinarily, the Council will forward its comprehensive report and tuition rate recommendations to the Chancellor by September 30 of each year. The report shall include the Council's rationale for its recommendation that includes analysis of the proposal in light of the guiding principles set forth in Section III.

C. Chancellor Review. The Chancellor will consider the report and recommendation of the Council, and will make a recommendation for tuition rate changes to the Academic Affairs and Finance Committees of the Board, in advance of the Fall committee meetings.

D. Board of Governors Committee Review. The Academic Affairs Committee and Finance Committee Review shall review tuition change proposals recommended by the Chancellor and shall approve, reject or amend each proposal at its

committee meeting, ordinarily in advance of the Fall Board of Governors meeting.

- E. **Board of Governors Review.** Tuition rate change proposals approved by the Chancellor shall ordinarily be considered and approved or rejected by the Board of Governors at its Fall meeting.

Policy Cross Reference

Financial Aid Administration Policy	Policy 3.461
Scholarship Policy	Policy 7.119