

8. A member of the armed forces who was a resident of Louisiana immediately prior to entering the armed forces shall retain the right for himself or any of his dependents to be classified as a resident as long as he is in the armed forces and for a two-year period after leaving the armed forces.
9. A resident of Louisiana shall not lose the right to be classified as a resident during periods of employment in a foreign country.
10. An alien who has been lawfully admitted to the United States for permanent residence as an immigrant (proof of such status shall be possession of his Form I-151-Alien Registration Receipt Card or passport officially stamped "approved as resident alien") and who has established residence under any of the foregoing provisions shall be declared a resident of the State.

- D. Appeal Committee. The president of each institution shall be authorized to appoint a Residence Rules Appeal Committee. Any student classified as a nonresident may appeal his classification to this committee. Interpretations on residence qualifications may be submitted to Board Staff for clarification.
- E. Incorrect Classification. All students classified incorrectly as residents are subject to reclassification and payment of all nonresident fees not paid. If incorrect classification results from false or concealed facts by the student, the student is also subject to University discipline.

SECTION V. STUDENT FEES

- A. Application Fees. An application fee, as determined by the Board, for United States students and for foreign students (non-refundable) shall be assessed each person making application for admission or re-admission to an institution under the jurisdiction of the Board.
- B. Special Application Fee. Each institution shall be allowed to charge an additional out-of-state application fee as determined by the Board for each out-of-state application for the following allied health programs: Dental Hygiene, Occupational Therapy, Nursing, Pharmacy and Radiologic Technology.
- C. Activity, Registration and Tuition Fees. The Board of Trustees annually shall fix the Schedule of Registration Fees per semester and per quarter for system institutions under its jurisdiction. The Board shall also establish a schedule of fees for non-resident students. Full-time undergraduate fees shall apply to students enrolled for twelve hours or more per semester (eight or more per quarter) and part-time undergraduate fees shall apply on a prorated basis for students enrolled for less than twelve hours per semester (less than eight per quarter).

- D. Off-Campus Fees. Fees for extension courses and other off-campus offerings (except contractual arrangements) shall be assessed in the same manner as for on-campus offerings. Fees for courses offered under contractual arrangement may not be for a lesser consideration than on-campus offerings without specific approval of the Board.
- E. Late Registration Fee. An additional fee, as determined by the Board, will be charged any student registering after the close of the regular registration period.
- F. Refund Policy. Each university shall develop a refund policy for registration fees appropriate to the individual campus, and in accordance with appropriate State and Federal requirements.
- G. Drop, Add and Change Fees. A transaction fee, as determined by the Board, for a drop, add, or change of section may be assessed when the transaction is for the convenience of the student. All transactions for the convenience of the university and beyond the control of the student shall be without charge.
- H. Building Use Fee. Each institution shall charge a building use fee to be dedicated to the construction and/or renovation of academic facilities or academic related facilities as defined by law.
- I. Vehicle Registration Fee. System institutions are authorized to assess vehicle registration fees not to exceed \$25 per year. The income from these registrations is to be used for construction, repair, maintenance, security and operation of parking facilities including streets, roadways, walks, buildings and walkways leading into such parking facilities and for the purchase and maintenance of vehicles where there is a student transit system in use to serve off-campus parking.
- J. Academic Enhancement Fee. System institutions are authorized to charge an Academic Enhancement Fee not to exceed \$25 per semester.
- K. Self-Assessed Fees. All self-assessed fee proposals voted by the students upon themselves and their successors shall be submitted to the Board for its initial approval prior to the student vote. All student self-assessed fees not securing bonded indebtedness shall expire every four years unless renewed through appropriate student referendum. It is unnecessary to resubmit this item for Board approval subsequent to the students' voting. Any increases of student fees shall be approved by the Board. A proposal for increase shall include a complete justification, a projection of annual revenues generated by the fee, anticipated expenditures by line item, and term of assessment.
(Revision approved 2/24/95)

replaced
3/21/97
see
Bd.
Minutes

Board RULES Revision:

Chapter IV

Finance and Business

SECTION V. STUDENT FEES

K. Self-Assessed Fees. All self-assessed fee proposals voted by the students upon themselves and their successors shall be submitted to the Board for its initial approval prior to the student vote. It is unnecessary to resubmit this item for Board approval subsequent to the students' voting. Any increases of student assessed fees shall be approved by the Board. A proposal for increase shall include a complete justification, a projection of annual revenues generated by the fee, anticipated expenditures by line item, and term of assessment.

1. Automatic Renewal

- a. All student self-assessed fees, except fees used to secure bonded indebtedness shall be renewed automatically on an annual basis, but shall be subject to a recall referendum (as provided below) and shall be subject to the supervision and management authority of the Board (BYLAWS Sect. 5 RULES of the Board of Trustees for State Colleges and Universities).
- b. All student self-assessed fees used to secure bonded indebtedness shall remain irrevocable until final payment on the bond, but thereafter shall be subject to the Oversight Committee and the supervision and management authority of the Board (BYLAWS Sect. 5 RULES of the Board of Trustees for State Colleges and Universities).

2. Oversight Committee

- a. Each institution shall form a Student Self-Assessed Fee Oversight Committee. The chairperson of the committee shall be elected by the voting members of the committee and will vote only in the event of a tie. Committee membership as determined by each institution shall include, but not be limited to the following.
 - i. The Chief Business Affairs Officer and the Chief Student Affairs Officer, or their respective designees, each of whom will have a voice, but will not vote.

- ii. Each institution shall establish guidelines for selection of student members on the committee; however, student representation on the committee should comprise members of diverse interest groups.

- b. The committee shall schedule an annual orientation meeting coordinated by the Chief Business Affairs Officer on appropriate fee use and review the system of budgetary reporting. The committee shall be provided budget summaries for each student self-assessed fee and other documentation as reasonably requested by the committee.

- c. The committee may file a report recommending whether the SGA Senate should take action to initiate the recall referendum process with respect to a student self-assessed fee.

3. Recall Referendum

- a. A student self-assessed fee, other than a fee used to pay bonded debts, shall be subject to recall by a vote of the students in accordance with each institution's SGA Constitution.

- b. The recall referenda shall be placed on the ballot for vote with the following language with respect to each fee:

“Do you favor the automatic renewal of (description of fee) as a student self-assessed fee?”
YES _____ NO _____

- c. The student self-assessed fee(s), shall be renewed if a majority of students voting reply in the affirmative. If the vote is negative, the fee(s) shall be discontinued effective at the end of the fiscal year. The fee(s) may be reinstated in any subsequent year, but only through the same process which applies to any proposed new student assessed fee.

(continued)
Replaces "K" on page
IV-5

- L. Room Deposit. A room reservation/damage deposit as determined by the Board will be charged each student reserving a dormitory room. This deposit will be forfeited if the student has not canceled his reservation by 45 days prior to the announced opening time of dormitories for the term for which he has applied.
- M. Room and Board Charges. The revenues derived from these charges shall be dedicated to the retirement of the System Revenue Fund bonded indebtedness and to fund appropriate reserves for the repair and replacement of facilities. Room and board charges recommended by each System institution must be submitted to the Board for approval.
- N. Approved Waiver of Non-Resident (Out-of-State) Fees. Each institution is authorized to waive nonresident fees for certain gifted out-of-state students, subject to approval by the System office. Fee waiver is a privilege that is not necessarily awarded to every qualified student. To qualify, the student must submit to the institution an application for the waiver and meet standards of Group 1 or Group 2 or Group 3 below.
1. *Group 1.* A student applying prior to entering college as a first-time freshman must meet at least four of the following five criteria:
 - a. Have a cumulative minimum grade point average of 3.0 on a 4.0 scale in high school.
 - b. Have a minimum composite score of 24 on the Enhanced ACT (or equivalent score on an equivalent nationally recognized assessment).
 - c. Rank in the upper ten percent of the high school class.
 - d. Demonstrate leadership in extracurricular activities.
 - e. Receive a satisfactory rating in a personal interview.
 2. *Group 2.* A student who has completed at least 24 semester hours of college credit must meet at least three of the following four criteria:
 - a. Have a cumulative and preceding semester minimum grade point average of 3.0 on a 4.0 scale.
 - b. Have a GPA that ranks in the upper ten percent of students of the same classification (sophomore, junior, senior) at the awarding institution.
 - c. Demonstrate leadership in extracurricular activities.
 - d. Receive a satisfactory rating in a personal interview.
 3. *Group 3.* A student with high achievement in dance performance, or debate, or music performance, or theater performance may be granted a waiver if that student's presence will improve the educational opportunities of other students. The applying student must meet each of the following criteria:
 - a. Demonstrate high achievement in the appropriate performance area.
 - b. Have a cumulative minimum grade point average of 2.5 on a 4.0 scale in high school, if applying prior to entering college, or on at least 24 semester hours of college work.

- c. Demonstrate leadership.
 - d. Receive a satisfactory rating in a personal interview.
 - e. Commit to participate in the appropriate area (dance performance, debate, music performance, theater performance) at the granting institution.
4. To continue receiving the out-of-state waiver in subsequent semesters, a student in Group 1 or Group 2 above must meet the following criteria:
- a. Maintain status as a full-time student. If the student resigns from the institution during a semester, drops below full-time status, or stays out of school for a fall/winter/spring semester, the waiver is forfeited for succeeding semesters. Reapplication is possible after the student has completed one full semester (not summer session) of full-time enrollment at the awarding institution with a minimum of 3.0 semester and cumulative GPA. Remaining out of school for summer sessions does not affect waiver status for subsequent semesters; neither does part-time summer enrollment.
 - b. Maintain a semester and cumulative 3.0 grade point average. If the semester or cumulative GPA falls below 3.0, the student may retain the waiver for the immediately succeeding semester (summer session), but will forfeit the waiver if the semester or cumulative GPA is below 3.0 at the close of that succeeding semester. The student may reapply for the waiver after any subsequent semester for which the semester and cumulative GPA reach the minimum 3.0.
5. A student in Group 3 above must meet the following:
- a. Maintain satisfactory participation and performance in the appropriate collegiate activity. Failure to maintain satisfactory participation and performance in one semester will result in forfeiting the waiver for subsequent semesters. After reestablishing satisfactory performance for at least one semester (not summer session), the student may reapply for the waiver.
 - b. Maintain status as a full-time student. See Group 1 above for procedures if full-time student status is not maintained.
 - c. Maintain a semester and cumulative 2.0 grade point average. If the semester or cumulative GPA fall below 2.0, the student may retain the waiver for the succeeding semester, but will forfeit the waiver if the semester or cumulative GPA is below 2.0 at the close of that succeeding semester.

Each institution shall evaluate its applicants and, for those approved by the institution, request System office approval by submitting each name and the basis of the proposed waiver. Neither the institution nor the System office is likely to approve a reapplication from a student with a history of forfeitures. Each institution shall submit to the Board through the System office each semester, including summer sessions, a

report of the waivers granted and exercised in each group. A student granted a waiver is expected to make steady progress toward a degree. In only rare cases will a waiver be granted for more than five academic years.

- O. Fee Exemption for Faculty, Staff and Dependents. A faculty or staff member who has been employed full-time at a University of Louisiana System institution or System office at least two years may enroll for undergraduate or graduate instruction at a reduced fee schedule which shall annually be set by the Board.
1. Spouse and children of full-time faculty and staff members employed at a Trustees' institution for five years may attend that institution for undergraduate instruction only at a reduced fee schedule which shall be set by the Board, plus any student assessed fees at the institution. Generally, children who qualify will be limited to those who are eligible dependents for tax purposes during the calendar year in which the fee exemption is issued. (Revision approved 6/29/95)
 2. The reduced fee schedule for qualified faculty, staff and dependents shall provide for a minimum charge of \$150 per semester for full-time students and a minimum per credit hour charge for part-time students based on a proration of the full-time minimum charge.
 3. Dependents of deceased faculty and staff shall be eligible for the tuition exemption provided for herein provided the faculty or staff was in service to the institution and eligible for the exemption when death occurred.
 4. Dependents of disabled faculty and staff, as determined by the Teachers' or State Employees' Retirement Systems but otherwise eligible for the tuition exemption provided for herein, shall maintain eligibility for the tuition exemption.
 5. Faculty and staff are granted the tuition exemption from self-assessed fees, but dependents shall not be exempted from self-assessed fees.
 6. Board staff shall also be eligible for fee waivers at any system institution in accordance with the provisions of this section. (Revision approved 2/24/95)
 7. Fee exemptions for faculty, staff and/or dependents not eligible according to the provisions stated above may be approved on an individual basis by the System President. Any request for such exemption, with complete justification, shall be submitted by the institution president. (Addition approved 6/29/95)
- P. Fee Exemptions for Senior Citizens. Any person 60 years of age or older who registers for three credit hours or less per semester may do so at no charge except for the application fee and any other course-specific fees such as laboratory fees. Credit hours enrolled in by such individuals in excess of three hours will require payment of the usual charges.
- Q. Special Purpose Fees. Special purpose fees may be assessed by each system institution as appropriate after review and approval by the Board.