



## Memorandum

TO: Presidents, Provosts, Chief Financial Officers of the University of Texas System  
Academic Institutions

FROM: Archie Holmes, Ph.D., Executive Vice Chancellor for Academic Affairs *Archie Holmes*

CC: Wanda Mercer, Ed.D., Associate Vice Chancellor for Student Affairs  
Lydia Riley, Senior Research and Policy Analyst

DATE: November 16, 2020

RE: Requests for New and Increased Non-Mandatory Fees

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I am writing today to announce the process and timeline for submitting requests for new and increased non-mandatory fees for AY 2021-2022.

UT System Regents Rule 40401 delegates the authority to presidents to set rates for several non-mandatory fees, including course and lab fees, conditioned on prior review and approval by the Executive Vice Chancellor. In accordance with this requirement, the Office of Academic Affairs will review requests for new and increased non-mandatory fees between January 11 and March 1, 2021.

All requests must be submitted in the attached form. The Office of Academic Affairs will use the information you provide to ensure the proposed use of fee revenue complies with applicable statutes and rules, and that the fee is set at a reasonable rate.

As a reminder, the following fees are conditioned on prior review and approval by the Executive Vice Chancellor for Academic Affairs:

- Fees for Vehicle Registration and Fees and Other Charges associated with parking, as authorized by Texas Education Code Sections 51.202(a) and 54.505
- Matriculation Fee, as authorized by Texas Education Code Section 54.006(a-1)
- Fees Associated with the Option to Pay Tuition by Installment, as authorized by Texas Education Code Section 54.007(c)
- Supplemental Fees for coaching or individual instruction, as authorized by Texas Education Code Section 54.051(l)
- Laboratory Fees, as authorized by Texas Education Code Section 54.501(a)

- Incidental Fees, as authorized by Texas Education Code Section 54.504 including, but not limited to, course fees
- Charges and Fees for Certain Payments, related to electronic funds transfer or credit card payment, as authorized by Texas Education Code Section 54.5011
- Fees and Other Charges for rentals, rates, and charges for certain occupancy, services, use and availability of facilities or services including, but not limited to, student housing room and board rates as authorized by Texas Education Code Section 55.16

In recognition of the current economic upheaval, including high rates of unemployment and underemployment facing your students and families, I trust that you will be extraordinarily judicious in your requests for new and increased charges. Affordability must remain among our highest priorities.

Finally, as part of the Office of Academic Affairs' continued effort to identify efficiencies and streamline processes, we have updated our website with information about the required notifications for non-substantive changes to non-mandatory fees, including the reduction of fee charges, the elimination of fees, and other minor changes. For further questions, concerns or comments, please contact Lydia Riley, Senior Research and Policy Analyst, at [lriley@utsystem.edu](mailto:lriley@utsystem.edu).