**Cost Recovery Program – Tuition and Calendar Planning Template**

**Establish the Calendar**

1. Will this be a cohort model in which groups of students will take the same classes in the same sequence in a group to complete the program?
2. If a cohort program, will classes be taken sequentially or will students be enrolled and taking multiple classes at the same time? Sequential classes can cause a delay in students receiving Financial Aid. Students need to start a half-time load of classes for aid to disburse. System Policy 805 doesn’t allow for a delay in the due date, so this can cause a hardship for students and must be carefully planned with the Bursar and Financial Aid. The [refund schedule](https://uwosh.edu/finance-administration/student-financial-services/tuition-and-fees/refunds-for-dropswithdrawals/) is also dictated by session date.
3. Map out the program calendar term and by term for the entire program. Please be sure to discuss any unique circumstances with the Registrar as there can be an impact on things such as grading and graduation.

(Valid Session Dates for Fall & Spring prior to Fall 2021): 14W, 10W, 7W1, 7W2, 3WI, 17W)

(Valid Session Dates for Summer: 8W, 4W1, 4W2)

<https://www.uwosh.edu/provost/Main%20Highlight/calendars>

TERM 1: Specify start term

|  |  |  |
| --- | --- | --- |
| Subject Catalog Number | Session in PS  | Class Dates |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

TERM 2: Specify term

|  |  |  |
| --- | --- | --- |
| Subject Catalog Number | Session in PS  | Class Dates |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

TERM 3: Specify term

|  |  |  |
| --- | --- | --- |
| Subject Catalog Number | Session in PS  | Class Dates |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

Add terms as needed

**Tuition**

By definition, cost recovery programs have the same tuition rates for all students no matter their residency status. On-campus programs are charged 100% of segregated fees. Programs that are 100% online or off-campus are charged 25% of the segregated fees. Tuition is charged by class, not by student. Some programs charge a per credit rate and others charge block tuition which is accomplished by the Bursar manually setting all but one section to zero and assigning all tuition to one class.

1. Is your program 100% online or off-campus? (New locations need to be approved by the Provost and the Department of Education, notify Financial Aid early in the process if you are considering an off-campus location)
2. Is your program using a per credit model or block tuition?
3. Complete either the per credit or block tuition chart for your program. Current fees can be found at <https://uwosh.edu/finance-administration/student-financial-services/tuition-and-fees/>. Please use the current segregated fee rates. These rates are set by the Board of Regents each July and normally increase each year.
4. Will there be a deposit required? How much? Will it be refundable?

**Per Credit Model:**

|  |  |  |
| --- | --- | --- |
| **Per credit tuition rate** | **Segregated fee rate** | **Total Per Credit Cost** |
| $ | $ | $ |
| Specify any proposed special course fees or approved special course fees by class: |  |

**Block Tuition Model:**

Please describe any special course fees proposed and indicate if the fee has already been approved.

|  |  |  |
| --- | --- | --- |
| Term 1 | Tuition | $ |
| Segregated Fees | $ |
| Special Course Fees | $ |
| Total Tuition |  |

|  |  |  |
| --- | --- | --- |
| Term 2 | Tuition | $ |
| Segregated Fees | $ |
| Special Course Fees | $ |
| Total Tuition |  |

|  |  |  |
| --- | --- | --- |
| Term 3 | Tuition | $ |
| Segregated Fees | $ |
| Special Course Fees | $ |
| Total Tuition |  |

Please add terms as needed.

**Scholarships**

If there will be any scholarships or other financial assistance for this program please describe below. Please remember discounting is not allowed and all student will be charged the same tuition and fees. Scholarships should run through Financial Aid and departments need to including Financial Aid in their planning to ensure compliance with Financial Aid rules.

*Space below to be completed during planning meeting and updated at implementation meeting.*

Planning and implementation should include the following:

* Departmental UBO
* Departmental ADA or person building the classes
* Program director for proposed program
* Departmental advisor is applicable
* Bursar
* Registrar
* Financial Aid Director/Assistant Director

Anticipated Start:

Calendar Review:

If the program will run during the normal calendar, calendar review is not needed. For class dates outside the normal calendar please review the following.

|  |  |
| --- | --- |
| **Item** | **Notes** |
| Financial Aid Eligibility: |  |
| Tuition billing: |  |
| Due date: |  |
| Financial Aid Disbursement: |  |
| Payment Plan Option: |  |
| Deposits: |  |
| Scholarships: |  |
| Refunds: |  |
| Registrar Considerations: |  |

Tuition:

Who will be building the classes?

Who will submit class data to the Bursar?

What account is the tuition going to?

Are the Special Course fee approved? See approval [forms](https://uwosh.edu/finance-administration/financial-services/forms/) for more information.

How would you like tuition information presented on the Bursar website?

What do you want the tuition to be called on the student bill?

Marketing:

All fees published that include the segregated fees need to indicate “subject to change upon UW System Board of Regents approval”. Please have the Bursar and Financial Aid review any marketing materials referencing tuition or financial assistance.

Once all business areas are satisfied with the plan, please indicate the term the program anticipates on starting and get the applicable signatures.

Start Term:

Registrar Date

Bursar Date

Financial Aid Date

Department Program Director Date