



**RESOLUTION TO APPROVE
DEVELOPMENT AND ASSESSMENT OF STUDENT TUITION AND FEES
(INCLUDING REDUCTION/REFUND OF TUITION AND FEES) POLICY, 3356-3-02**

WHEREAS, University Policies are being reviewed and reconceptualized on an ongoing basis; and

WHEREAS, this process can result in the modification of existing policies, the creation of new policies, or the deletion of policies no longer needed; and

WHEREAS, action is required by the Board of Trustees prior to replacing and/or implementing modified or newly created policies, or to rescind existing policies.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Youngstown State University does hereby approve the creation of the University Policy stated above and attached hereto.

3356-3-02 Development and assessment of student tuition and fees (including reduction/refund of tuition and fees).

Responsible Division/Office: Finance and Business Operations
Responsible Officer: VP for Finance and Business Operations
Revision History: March 1998; June 1998; March 2007; October 2009; June 2010; March 2011 December 2015; March 2016; December 2020; March 2021
Board Committee: Finance and Facilities
Effective Date: **December 11, 2025**
Next Review: 2030

- (A) Policy statement. The board of trustees of Youngstown state university (university) shall review and approve the schedules of student tuition and fees. These schedules and the associated refund procedures will be printed in university catalogs and other official university documents.
- (B) Student tuition and fees.
 - (1) Parameters.
 - (a) The board of trustees reserves the right to change any fee, charge, or fine, as may be permitted by state law.
 - (b) For the purpose of assessing tuition and fee charges, residency is determined at the time of admission or readmission.
 - (c) Tuition and fees are assessed at the time of registration.
 - (2) Procedures.
 - (a) Annually as part of the budget development process, if permitted by state law, the administration shall review the schedules of tuition and fees to determine if modifications are advisable.
 - (b) Any proposed modifications will be reviewed by the president's executive leadership team and as appropriate, other administrative groups and student government.
 - (c) Any proposed changes to tuition and fees shall be developed within the parameters permitted by state law.
 - (d) Proposed schedules of tuition and fees and miscellaneous fees will be presented to the finance and facilities committee of the board of trustees, which will recommend action to the full board of trustees.

- (e) In the event that state law, enacted subsequent to the board of trustees having taken action on tuition and fees, limits or prohibits the university's ability to modify tuition and fees, the university's tuition and fees will be set to the levels permitted by state law, notwithstanding any previous action taken by the board of trustees.

(C) Reduction/refund of student tuition and fees.

- (1) Parameters.
 - (a) A full or partial reduction of the instructional, general, information services, performance, music, college, program and course fees, and the non-resident surcharge will be provided for all withdrawals or reductions which take place during a specified period of time outlined in the current university undergraduate and graduate catalogs, or as modified by action of the board of trustees.
 - (b) Students suspended or dismissed from the university for non-academic reasons are not entitled to any reduction of fees unless extenuating circumstances are demonstrably present, such as a medical condition verified by a physician.
- (2) Procedures.
 - (a) To receive a reduction of fees, a student must officially withdraw or complete an official change of registration.
 - (b) Students who withdraw or reduce hours after the specified refund period, and who do so for reasons beyond their control (such as for a medical issue, change in work shifts, transfer of employment or death of immediate family member), may request to have their fees reviewed in accordance with the fees and charges appeals board process. If approved, the fees may be revised on a prorated basis.
 - (c) Students withdrawing from all classes as a result of being called to active military service are eligible for a full reduction of fees.
 - (d) Individuals seeking additional information on the reduction/refund of fees and charges should refer to the current university undergraduate catalog, graduate catalog, or by contacting the office of university bursar.