Variable Tuition Request – Graduate Program

Program Title and Degree or Certificate Level

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Program Academic Home (for cross-college programs list Graduate College as home and include all participating colleges/schools)

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Program Description (credits, type of program, etc)

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**Request Details**

Proposed out of state tuition – note explicit request and percentage reduction.

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Total out of state cost for the program (include comparison to full tuition cost)

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Justification for the request (include at least one of the domains indicated in the Guidelines)

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Include any specifics to the variable tuition - (i.e., held static for two or more years years, whether summer discounts apply) Indicate whether students in the program will be allowed to take courses outside the program and acknowledge the effect that would have in your budget projections.

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**Market Analysis**

Discuss overall summary of market forces for the program. Provide list of schools analyzed with details on tuition and fees and comparison to UVM. Feel free to add additional columns.

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| **School** | **OS Tuition** | **Cost to Completion** | **URL** | **Notes** |
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| UVM (current) |  |  |  |  |
| UVM- (proposed) |  |  |  |  |

Explain why these schools were chosen for comparison.

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Reason for final choice of tuition

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**Budget Summary**

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|  | Total Revenue | Total Direct Expenses | Total Indirect Expenses - IBB Algo. 7 | Net Revenue or (Deficit) |
| FY 2016 (no VTR) |  |  |  |  |
| FY 2017 (1st yr VTR) |  |  |  |  |
| FY 2018 |  |  |  |  |
| FY 2019 |  |  |  |  |
| FY 2020 |  |  |  |  |
| **5-YEAR** **TOTAL** |  |  |  |  |

Summary of financial viability of program with requested variable tuition.

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Detailed budget projections – Provide separate supporting file of detailed budget and assumptions.

**Program Review Plan**

Note annual and 5 year academic and financial review metrics and note that program will go through Faculty Senate Academic Program Review on the 7-year cycle. Note accreditation body and time line, if applicable.

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**Student Progression through the program**

Note typical progression. If any distance program courses will require travel and short residential components away from the student’s home, indicate specific times within the program that would happen. If residential programs include mandated travel courses, include that information.

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**Incremental Infrastructure Costs** (specific to SFS and registrar)

Include information for any courses requiring fees and note timing of any required location change for students (e.g.an online program with a minimal residency component or a program with required travel component)

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| There are unique administrative requirements associated with programs approved for variable tuition. Applicants accept the following responsibilities:* Tracking the period of time for which the variable tuition is approved, and seeking timely approval.
* Tracking program cohorts that may, over time, have different variable tuition rates.
* Monitoring enrolled student lists and ensuring appropriate SFS and Registrar’s Office coding.
* Monitoring student progress and course registrations each semester to ensure the students are enrolling in courses inside the program (not utilizing the discount to enroll in courses outside the program).
* Developing a Memorandum of Understanding with the Registrar’s Office (RO) and Student Financial Services (SFS) detailing the responsibilities of the RO, SFS and the academic unit in administering this variable tuition.

Additionally, to ensure that the University is meeting legal requirements and responsibilities, the applicant agrees that:* Program costs will not be discussed with prospective students until they have been officially approved.
* Program costs and aid eligibility web pages must link directly to the SFS website and not be maintained on a department or program site.
* Any publications for the program that includes cost or aid information must be first vetted and approved by SFS to prevent violation of the Federal Aid Misrepresentation regulatory requirements.
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Documentation of conversation with any programs whose enrollments may be affected – indicate how potentially affected programs were identified and the conversations that ensued.

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**Summary**

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**Additional Required Attachments**

[ ] Detailed budget file (suggested template provided but other formats acceptable)

[ ] Memo from the requesting Academic Dean addressed to Dean of the Graduate College, requesting the variable tuition for a graduate program also indicating metrics for assessment and guidelines for when the program would be considered non-viable. Indicate that all students in the program will be provided appropriate opportunity to complete the program if the program is deemed non-viable.

[ ] Memo from Dean of CDE addressed to Dean of the Graduate College, supporting the request, stressing market analysis and financial viability metrics and indicating the request has been approved by the DE Board of Advisors. Required for all distance programs and those residential programs for which CDE performed the market analysis. (Latter case does not require DE Board of Advisors approval.)

[ ] If applicable, memo from Dean of any unit whose enrollments may be affected by this variable tuition, addressed to Dean of the Graduate College.

**Variable Tuition Request – Graduate Program**

Program:

Tuition rate requested:

Academic Home:

Signatures indicating support of this request:

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Dean Date

Academic Unit

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Cynthia Belliveau, Dean Date

Continuing and Distance Education

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Cynthia Forehand, Dean Date

Graduate College

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David Rosowsky, Provost and Senior Vice President Date

University of Vermont

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E. Thomas Sullivan, President Date

University of Vermont