

DRAFT

MEMORANDUM

To:

Via:

From:

Date:

Subject: Transaction and Service Fee (Matriculation) Change Request

Specific Action Requested:

It is requested that \_\_\_\_\_ approve the substitution of the graduation fee at the University of Hawai'i Community Colleges with the matriculation fee with no change in dollar amount.

Recommended Effective Date:

Fall 2011

References:

1. Hawai'i Revised Statutes, Section 304-8.3, "Transcript and Diploma Revolving Fund."
2. Business Manual Instruction, 4524, "Fees for Student Transcript or records."
3. Board of Regents' Minutes, April 14, 1966, "Community College Student Fees."
4. CCCM 4524, "Transcript and Diploma Revolving Fund."

Background:

Pursuant to Board of Regents Policy, Chapter 6, section 6-3c, the following fee has been established by the Board of Regents:

*Transaction and service fees, which may be assessed to users of selected services as a means to offset all or part of the cost of providing the service or as a result of other directly related costs incurred to the institution*

Transaction and Service Fees include diploma fee as well as transcript and associated rush fees.

Presently, University of Hawai'i Community College (UHCC) students are required to pay a graduation fee upon completion of requirements for University of Hawai'i academic credentials, including certificates and degrees. The fee provides students with one diploma and one diploma jacket.

The proposed matriculation fee will be charged to the student upon entering the UHCC system through one of its seven college campuses. The fee will cover or diploma, one diploma jacket, and lifetime copies to transcripts and/or to confirmation of enrollment document. Campuses may continue to charge an additional fee to process rush requests or if students wish to have additional diploma(s) and diploma jacket(s) but there will be no cost for the transcript or enrollment document itself.

Students will pay only once at the first point of entry into the UH Community College system. Students will not be charged the same fee if they choose to transfer to another UHCC college or if they choose to stop out and return at a later date.

**REQUEST:**

Tie to student ID no. so pay only once

**Action Requested:**

The University of Hawai'i Community College system requests approval to substitute the graduation fee with the matriculation fee.

Attachments: Board of Regents, Chapter 6

Approved/Disapproved

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Date

## CHANCELLOR FOR COMMUNITY COLLEGES MEMO

CCCM # 4524 July 30, 1979)

*SUBJECT: Transcript and Diploma Revolving Fund*

A. References:

1. Hawaii Revised Statutes, Section 304-8.3, "Transcript and Diploma Revolving Fund." (Attachment B)
2. Business Manual Instruction 4524, "Fees for Student Transcript or records."
3. Board of Regents' Minutes, April 14, 1966, "Community College Student Fees." (Attachment C)

B. Background and Purpose:

There has been some misconception as to the purpose of the "Transcript and Diploma Revolving Fund," which was established by Act 189, Session Laws of Hawaii, Section 3, in 1974. This fund may not be used for any purposes outside of those authorized by statute.

This fund is specifically "to defray the cost of transcripts and diplomas," and is to come from the collection of "charges made for transcripts and diplomas or through transfers from other accounts of funds."(304-8.3) One Dollar (\$1.00) may be assessed for each transcript sent out of the University of Hawaii System (4524).

The April 14, 1966 BOR approved "graduation" fee must be deposited and used only for those purposes authorized for the Transcript and Diploma Revolving Fund.

C. Responsibilities:

1. Chancellor for Community Colleges: Issues policies and procedures for the administration of the revolving funds.
2. Provost (and other equivalent Community College executives):
  - a. establishes procedures, administers and controls the fund within statutory and University policies.
  - b. requests a fund by submitting "Request for Establishing of Account" (UH Form 21) to the UH Business Office -- the approving authority Attachment A).
  - c. assesses transcript and diploma fees within Business Manual Instruction

(BMI) and Board policy.

d. authorizes fund expenditures for the following purposes only:

1) for diplomas and transcripts:

- a) application forms
- b) official college seal
- c) office supplies (e.g., stationery, reproduction paper, envelopes, etc.)
- d) postage
- e) storage files and equipment
- f) student help

2) for diplomas only:

- a) printing
- b) cases/covers

3) for transcripts only:

- a) purchase/rental of reproduction machines
- b) computer equipment and supplies
- c) microfilm equipment and supplies

(Note: The fund shall not be used for any other graduation expenses, e.g., preparing and printing programs, tickets and announcements, and purchasing leis.)

e. maintains expenditure records and reconciled monthly cash reports (UH Form 423B).

D. Recision:

Guidelines for Transcript and Diploma Revolving Fund, UH Community Colleges,  
July 1, 1974.

Edwin H. Mookini

Attachment

HAWAII REVISED STATUTES 1976

[304-8.3] Transcript and diploma revolving fund. There is established a revolving fund for transcripts and diplomas which shall be used to defray the cost of transcripts and diplomas and which shall be replenished through charges made for transcripts and diplomas or through transfers from other accounts or funds. [L 1974, c 189, 3]

BOARD OF REGENTS MINUTES, April 14, 1966

The Regents approved the following adjustments relating to student fees at the Community Colleges, to be effective September 1, 1966:

1. That fees be collected on a semester rather than on an annual basis.
2. That fees for audio visual, book rental, library physical education and health, and science eliminated and that a registration fee of \$5.00 be established.
3. That fees not to exceed \$5.00 per semester authorized for student activities.
4. That a graduation fee not to exceed \$5.00 be authorized.
5. That the following new fee structure be adopted:

|                           | <u>1st</u><br><u>Semester</u> | <u>2nd</u><br><u>Semester</u> | <u>Year</u> |
|---------------------------|-------------------------------|-------------------------------|-------------|
| Basic course fee          | \$15.00                       | \$15.00                       | \$30.00     |
| Registration              | 5.00                          | 5.00                          | 10.00       |
| Student Activities (max.) | 5.00                          | 5.00                          | 10.00       |
| Graduation (max.)         | <u>---</u>                    | <u>5.00</u>                   | <u>5.00</u> |
|                           | \$25.00                       | \$30.00                       | \$55.00     |

6. That a late registration fee of \$2.00 and a course change fee of \$1.00 be authorized.
7. That one-half of all fees paid by a student be refunded if a student officially withdraws within the first four weeks of the semester; and that after the first four weeks, there shall be no refund.

Transaction and Service Fee (Matriculation) Change Request  
Frequently Asked Questions

**1. When will students be charged the matriculation fee?**

Students will pay only once at the first point of entry into the UH Community College system.

**2. Will students be charged this fee if they stop out? Transfer to another community college?**

No, the fee will be attached to the students' UH ID number, so they will not be charged multiple times.

**3. What will happen if a student earns multiple certificates?**

If a student wishes to have an additional printed certificate, the campus may charge a minimal fee to the student for the printing of the additional document. If the student wishes to have multiple diploma jackets, the campus may charge the student for the additional diploma jacket. It is recommended that all campuses develop the same fee schedule for these additional charges.