



## Installment Payment Plan Fee Revision

Changes to university fees are typically presented to the IUP Council of Trustees for approval during the council's December meeting. To positively impact students beginning in the summer 2022 semester, off-cycle approval is being requested.

The Office of Student Billing has been reviewing and evaluating current processes and procedures, with a focus on providing improved services to students. After review of the university's installment payment plan, the committee has identified areas for improvement that will enhance the student experience by fostering student-centeredness. It also supports the Student Billing Plan (SEP), which places a high priority on affordability.

The current student billing module software is being enhanced, and, as a result, the current student installment payment plan are being reevaluated by the

After this evaluation, it is recommended to change the installment payment plan fee for students, parents, and the Student Billing office.

The current installment payment plan options ranging from one to five months for students per semester. Having a consistent payment plan fee will simplify communication to students and will also reduce system maintenance by staff.

TTU is the only State System institution that charges a different fee based on the number of payments, and it currently charges the second highest fee. Payment plan fees range from \$35 to \$40 at the other State System universities, with one exception.

The committee request to assess a \$35 installment payment fee for all installment payment plans will reduce the amount of the fee and provide ease of understanding to students and their families who enroll in an installment payment plan.

The following motion will be presented for approval at the public meeting.

Installment Plan Fee Revision

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The committee reviewed the Installment Plan Fee Revision.

The following motion is recommended for approval:

THAT THE INSTALLMENT PLAN FEE REVISION, AS SHOWN IN THE ATTACHED, BE APPROVED.

**Indiana University of Pennsylvania  
AY2022-23 and AY2023-24 (two-year) Student Fee Change Request Form**

**Part 1: Title and Rate**

**Fee Title:** Installment Payment Plan  
*(If current fee, list title **exactly** as approved by the IUP Council of Trustees.)*

*Note: Enter the exact dollar amount. Percent change will calculate automatically.*

**Please check one:**

<u>      </u> New Fee	<b>Year 1:</b>	<b>Rate as of Fall 2021:</b> <i>(N/A if new fee)</i>	<b>\$ 47.00</b>
<u>      </u> Fee Increase		<b>Proposed Rate: Summer 2022:</b> <i>(Please explain if beginning date is different from summer 2022 semester.)</i>	<b>\$ 35.00</b>
<u>  x  </u> Fee Decrease			
<u>      </u> Fee Title Change		<b>Change:</b>	<b>\$ (12.00)</b>
		<b>Change %:</b>	<b>-25.5%</b>
	<b>Year 2:</b>	<b>Proposed Rate as of Summer 2022:</b> <i>(N/A if new fee)</i>	<b>\$ 35.00</b>
		<b>Proposed Rate: Summer 2023:</b> <i>(Please explain if beginning date is different from summer 2023 semester.)</i>	<b>\$ 35.00</b>
		<b>Change:</b>	<b>\$ -</b>
		<b>Change %:</b>	<b>\$ -</b>

**Part 2: Rate Assessment**

If the fee varies based on student classification, please provide assessment criteria here; if not, skip to Part 3.

**Part 3: Description**

**Describe the purpose of the fee, what activities it will support, and the fund center in which revenue should be recorded.**  
To support general fund expenses and give students the option to pay balances due in up to five installments per semester. IUP's installment payment plan fees currently range from \$40 to \$55 and averaged \$47 in fiscal year 2020-21. IUP is recommending that the fee be \$35 for all installment payment plans, which is a reduction by \$5 to \$20. IUP is the only State System institution that charges a different fee based on the number of installments, and it currently charges the second highest enrollment fee, which ranges from \$25 to \$40 at the other State System universities, with one exception.

**Part 4: Justification - Attachments Required:**

- A) Complete the Total Cost of Attendance Analysis: Attachment A** N/A
- B) Provide comparative analysis of the respective system institution fees: Attachment B**
- C) Provide a revenue/expense summary: Attachment C**

**Part 5: Originating Department**

<u>William Buttz</u>		
Originator's Name	Vice President Approval	Date

**For Official Use Only:**

Beginning Fund Balance (if applicable) \_\_\_\_\_

COT Approval Date: \_\_\_\_\_

Cost Center Posting: \_\_\_\_\_ Detail Code: \_\_\_\_\_

## Fee Comparative Analysis of System Institutions

Fee Title: Installment Payment Fee

Cheyney	\$	25	\$	25
Clarion	\$	40	\$	40
East Stroudsburg	\$	35	\$	35
Edinboro	\$	40	\$	40
Kutztown	\$	35	\$	35
Lock Haven	\$	25	\$	25
Mansfield	\$	50	\$	50
Millersville	\$	30	\$	30
Shippensburg	\$	40	\$	40
Slippery Rock	\$	40	\$	40
West Chester	\$	-	\$	-

Note: If System Institution Fee is unknown for future years, use the FY2021-22 rate throughout.

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IUP is the only State System institution that charges a .72 4.68 353.p ( fe)8.1 (e)7.4 (e)8.1 (c)-1.8 (t)5.6 ( pe)8.1 (e)8.2 ( ) highest enrollment fee, which ranges from \$25 to \$40 at the other State System universities, with one exception.

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Estimated Beginning Balance as of July 1, 2022 (If applicable) \_\_\_\_\_

Revenues: (Provide head count or credit hours used)

Total Revenues \$ 68,000

Expenditures:

Total Expenditures \_\_\_\_\_

Estimated Ending Balance as of July 31, 2022 Be o ro6s.1 ( (a)3.12.17) [(T)-7 (o)1.1 (t)-3.8 (a)3.6 (l E)-2.2c.7 (