

Texas A&M International University Office of Budget, Payroll & Fiscal Analysis Tuition & Fees Administration

The following procedures are utilized by the Office of Budget, Payroll, and Fiscal Analysis for administering tuition and fees and projecting revenue for Texas A&M International University. This internal process is the basis for managing the University's internal budget process. (Details on the internal budget process can be found at the following [link](#))

These guidelines and the timing of this process are largely based on the [Texas A&M University System instructions, guidelines, and budget calendar](#).

- Each year the Vice President for Finance & Administration (CFO) and Budget Office meet with the Student Fee Advisory Committee (consisting of four University employees and five student members appointed by the University president and Student Government president, respectively) to review the current tuition and fees schedule. Recommendations for tuition and fee increases are discussed (including mandatory, voluntary and referendum-driven fees).
- Proposed increases are then communicated to the Student Government Association (SGA) by the student members on the committee. With the approval of the Chancellor, the University president is authorized to hold a public hearing at the institution regarding proposed increases in designation tuition, but the University takes this opportunity to discuss all fee increases in addition to designated tuition. Dates for student fee hearings are determined by the Student Fee Advisory Committee and advertised.
- If increases are proposed to the Athletics, Recreational Sports, or Student Center fees, a student referendum is required and promoted by the CFO, Budget Office, and SGA. It is then voted on by students.
- Proposals/Referendums approved by the University are summarized and sent to the Texas A&M System Office of Budget and Accounting for review.
- The System Office then submits the proposed increases to the Board of Regents (BOR) for approval.
- Following BOR approval, the CFO notifies the Business Office (Bursar) and Budget Office, and the tuition and fee schedule/table is updated online and in the Student Information System as necessary. The updates are programmed to take effect in the upcoming fiscal year.
- The Budget Office then inputs tuition and fee actuals for the most current fiscal year into the proposed budget scenarios. The projected student enrollment growth or decline for the upcoming year is decided on by the Budget Director in consultation with the CFO. Projected enrollment growth/decline and revenue projections for approved tuition and fee increases are also entered into the scenarios to finalize revenue projections by funding type.

The finalized revenue projections highlight whether an over-realization or under-realization of funds is expected to occur, which leads to the internal budget process. (Details on the internal budget process can be found at the following [link](#))