



EXECUTIVE VICE PRESIDENT—
CHIEF FINANCIAL OFFICER

OFFICE OF THE PRESIDENT
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CHANCELLORS

I am writing to provide guidance regarding the assessment of student tuition and fees during terms in which actions taken by the University in response to the COVID-19 pandemic remain in effect.

The COVID-19 pandemic has created unprecedented challenges for UC students, their families, faculty, and staff. Every UC campus has taken extraordinary steps—both on its own initiative and in response to federal, state, and local directives—to ensure the health and safety of the UC community in response to the current crisis.

Among these steps is the shift of nearly all classes to remote instruction via web conferencing and other means as an alternative to traditional classroom-based instruction. As a result, students are generally able to access all required instructional materials, complete their coursework, and make timely progress towards their degree. Students are continuing to earn full credit for their coursework, and mandatory charges such as Tuition, the Student Services Fee, Nonresident Supplemental Tuition, Professional Degree Supplemental Tuition, and charges for self-supporting graduate professional degree programs will continue to help cover the faculty's delivery of instruction, other educational costs, and the cost of student services such as registration, financial aid, and remote academic advising. Consequently, the University has not changed its policies or practices related to refunds for these charges.

In addition to these systemwide charges, campuses also assess compulsory campus-based fees established pursuant to Section 80 of the University of California Policies Applying to Campus Activities, Organizations, and Students (PACAOS-80). Most such fees were established following a student referendum that endorsed the fee. Others were established to maintain the safety of buildings or other facilities when necessary for the health and safety of students—e.g., to address seismic deficiencies. Unless otherwise specified when the fee was first established, all such charges are generally expected to apply to all students at the campus, irrespective of whether an individual student utilizes a particular service or facility funded by the fee.

As campuses curtail aspects of their operations in response to the COVID-19 pandemic, many of the costs that campus-based fees are intended to cover will continue. Debt service for student facilities and the need to maintain campus infrastructure, for example, are unaffected by the current crisis. Although we have converted to a remote learning environment, many students remain on campus. Because services will need to adapt to circumstances as they continue to change, campuses must maintain the ability to remain nimble. As a result, there is no expectation on the part of the Office of the President that campuses will change their policies or practices related to the assessment or refund of these charges, although you retain the authority to provide exceptions.

Other miscellaneous campus charges are assessed to students on an individual basis to provide access to a particular service, program, or facility. Examples of such charges include miscellaneous student fees (e.g., user fees) and deposits, course materials and services fees, and administrative service charges and penalties. Campuses similarly have discretion in determining whether an adjustment to such miscellaneous charges (e.g., a reduction in the amount assessed or a pro-rated refund of the charge) is appropriate, considering among other factors the degree to which students subject to the charge will have reduced access to the associated service, program, or facility during a period of curtailed campus operations.

I hope this information is helpful. If you have any questions, please do not hesitate to contact David Alcocer, Associate Vice President for Budget Analysis and Planning, at David.Alcocer@ucop.edu.

Sincerely,



Paul Jenny
Interim EVP-CFO

- cc: President Napolitano
EVP and Provost Brown
EVP and Chief Operating Officer Nava
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