



## **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, IUP has determined that its installment payment plan fees are higher when compared to other State System universities. Additionally, reducing this fee would be in alignment with the IUP strategic plan goal to transform the culture at IUP and enhance the student experience by fostering student centeredness. It also supports the strategic enrollment plan (SEP), which places a high priority on affordability.

IUP's installment payment billing module software is being enhanced, and, as a result, several aspects of the student installment payment plan are being reevaluated by the Student Billing office.

The recommendation, after this evaluation, is to change the installment payment plan fee structure to make it simpler for students, parents, and the Student Billing office.

IUP will continue to offer payment plan options ranging from one to five months for students to pay their bills each semester. Over the course of the academic year, the most liberal payment plan would allow 10 payments, providing families with more flexibility in their personal budgeting for university expenses.

Each of the five payment plan options currently charges different fee levels, ranging from \$40 to \$55, depending on the payment plan option selected. IUP is recommending that all payment plan options be assessed at a \$35 fee. Having a consistent payment plan fee will be simpler to communicate to students and will also reduce system maintenance by staff.

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 fee. Payment plan fees range from \$25 to \$40 at the other State System universities, with one exception.

This request to assess a \$35 installment payment fee for all installment payment plans will both 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**

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.**



## Fee Comparative Analysis of System Institutions

**Fee Title:** Installment Payment Fee

	FY2021-22	FY2022-23	FY2023-24
<b>Indiana</b>	\$ 47	\$ 35	\$ 35
<b>Bloomsburg</b>	\$ 35	\$ 35	\$ 35
<b>California</b>	\$ 30	\$ 30	\$ 30
<b>Cheyney</b>	\$ 25	\$ 25	\$ 25
<b>Clarion</b>	\$ 40	\$ 40	\$ 40
<b>East Stroudsburg</b>	\$ 35	\$ 35	\$ 35
<b>Edinboro</b>	\$ 40	\$ 40	\$ 40
<b>Kutztown</b>	\$ 35	\$ 35	\$ 35
<b>Lock Haven</b>	\$ 25	\$ 25	\$ 25
<b>Mansfield</b>	\$ 50	\$ 50	\$ 50
<b>Millersville</b>	\$ 30	\$ 30	\$ 30
<b>Shippensburg</b>	\$ 40	\$ 40	\$ 40
<b>Slippery Rock</b>	\$ 40	\$ 40	\$ 40
<b>West Chester</b>	\$ -	\$ -	\$ -

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

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.

Revenue/Expenses Summary

Fee Title: Installment Payment Plan Fee

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

Revenues: (Provide head count or credit hours used)

<b>Total Revenues</b>	\$ <u>68,000</u>
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Expenditures:

<b>Total Expenditures</b>	_____
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Estimated Ending Balance as of June 30, 2023 (If applicable) \_\_\_\_\_

**Narrative Justification:**

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