



TO Private Licensed/Registered Schools
FROM Nicole Campbell, Division Chief
DATE August 17, 2023
RE Private Licensed Schools Policy Memorandum #108

Gross Tuition Revenue

The State Board of Private Licensed Schools, at the meeting held on August 17, 2023, approved the following policy under the authority of 24 P.S. §6504 (a).

In accordance with 22 Pa. Code § 73.54 (b) schools are required to maintain minimum surety levels according to the gross tuition revenue collected during the previous fiscal year.

In accordance with 22 Pa. Code § 73.151 (a) (3) schools are required to pay a biennial license/registration fee according to the gross tuition revenue collected during the previous fiscal year.

Gross tuition revenue is defined as the amount of all money received as tuition and fees assessed against students (net of refunds and the cost of tangible materials reimbursed by the student) for all Board-approved programs and courses. Gross tuition revenue includes tuition and fees (all monies) received against expenses and charges related to a student's enrollment.

- Includes monies received via cash, credit card, federal student aid, private education loans, subsidized loans, unsubsidized loans, personal loans, tuition assistance, external funding, grants, scholarships, fund reimbursement, Workforce Innovation and Opportunity Act (WIOA), etc.
- Includes enrollment in Board-approved programs, as well as enrollment into select courses within a Board-approved program.
- Includes students at both the licensed school and any branch campus locations approved under the school's license.
- For licensed (in-state) schools, gross tuition revenue is based on all students enrolled in Board-approved programs and enrolled in courses within Board-approved programs.
- For registered (out-of-state) schools, gross tuition revenue is based on all PA residents enrolled in Board-approved programs and enrolled in courses within Board-approved programs.

Exceptions:

- 1) Tuition and fees assessed against an employer for business-to-business contract training are not included in gross tuition revenue, providing the student at no time is charged any related tuition or fees, even if they cease enrollment, attending, or employment.
- 2) Scholarships paid by the school via institutional grants. Reference: Private Licensed Schools Policy Memorandum # 82

Should you have any questions, please contact your school's assigned Board Administrator.