

VIRGINIA MILITARY INSTITUTE
Lexington, Virginia

GENERAL ORDER)
NUMBER 91)

19 May 2021

Public Comment on Undergraduate Tuition and Mandatory Fee Increases

1. **Purpose:** In accordance with § 23.1-307(D) of the *Code of Virginia*, the Virginia Military Institute Board of Visitors (hereinafter referred to as “the Board”) will provide cadets and the public a projected range of any planned increase in undergraduate tuition and mandatory fees, an explanation of the need for the increase, and notice of the date and location of any such increase at least 30 days prior to such vote. Additionally, in accordance with § 23.1-307(E), the Board will permit public comment on any proposed increase in undergraduate tuition and mandatory fees prior to any vote referenced in subsection D. Public notice for these meetings will be given as required by law.
2. **Definitions:** Undergraduate tuition refers to the base undergraduate tuition applicable to the majority of cadets. Rates for both resident and non-resident cadets will be included. Mandatory fees refers to those fees required of all cadets such as Quartermaster fees (haircuts & uniforms) and Auxiliary fees (medical services, cadet facilities, and activities).
3. **Procedures:** The VMI Board of Visitors will hold a public comment period at its full Board meeting whenever any type of increase in tuition or mandatory fees is proposed. The following procedures will be followed to ensure the public comment period is managed appropriately.
 - a) Prior to the public comment session regarding any planned increase in undergraduate tuition and mandatory fees, the Institute’s administration will provide an explanation of the Institute’s proposal for any increase in tuition and fees and any factors considered.
 - b) Anyone who wishes to comment at this session must register in advance with the Secretary of the Board of Visitors. Requests must be made via email or telephone and will be accepted on a first-come/first-served basis up to 24 hours prior to the meeting. Speakers will be asked to specify their affiliation with the Institute (e.g., current/former student, faculty/staff, parent, member of public, etc.) and provide contact information. Instructions for registering to speak will be included with the notice of the meeting.
 - c) All public comment made at the public comment session must be limited to the topic of undergraduate tuition and mandatory fee increases and each registered speaker will be allowed to speak for up to three minutes. Speakers wishing to have their comments entered in the public record must provide the Secretary of the Board with a copy of their comments.
 - d) Written comments also will be accepted from the date that the public notice is issued and may be submitted in hard copy, via email, or online. Instructions for doing so will be included in the public notice.

- e) The Board will not be required to respond to oral or written comments presented during the public comment period.
4. **Points of Contact:** Please contact LTC Kevin Ryan at (540) 464-7132 (ryanka@vmi.edu) or Mrs. Crystal Perry at (540) 464-7206 (perrrycw@vmi.edu) if you have any questions related to this policy.

FOR THE SUPERINTENDENT:

Jeffrey Boobar
Colonel, Virginia Militia
Interim Chief of Staff

OPR: Executive Assistant to the Superintendent
OCR: Deputy Superintendent, Finance Administration & Support