

# Tuition, Professional/Student Services Fees, Fines, Penalties and Other Charges

## Annual Review and Guidelines

This procedure provides guidelines for academic or administrative units to request new or revisions to tuition, professional fees, student services fees, fines, penalties, and other charges (fees). This includes all course fees assessed through a student's eBill and other fees, fines, penalties and other charges assessed by the University or departments to students.

### ANNUAL REVIEW

All fees must go through the approval process coordinated by Budget & Planning Services that begins in conjunction with budget development for the following academic/fiscal year. Fee proposals will be accepted outside of the annual review when they relate to a change in curriculum or a demonstrated need exists. All fee requests must include a brief justification and a budget showing anticipated revenues and use of funds.

Laboratory or course fees, when approved, are used to support the courses involved and benefit the students who choose to enroll in the course. Other fees and charges assessed by departments should be set at a level that is sufficient to ensure recovery of the cost of providing the services and materials. Fines and penalties may be set at a level to deter conduct that is contrary to University policies and standards or applicable law.

Budget & Planning Services can assist all departments in setting appropriate rates.

The approval process consists of the following steps:

- Requests and guidelines are issued and campus units initiate fee proposals
- All materials must have approval of respective VP or Dean
- Fee changes and new requests, including course fees, are reviewed by the Vice President for Business and Finance and CFO & Provost and Senior VP for Academic Affairs prior to seeking approval from the Chief Operating Officer and President.
- Board of Trustees are notified of all new and changed fees approved through this process and are effective at the beginning of the subsequent academic/fiscal year
- Course and other fee proposals impacting the "Cost of Education" will be forwarded to Student Financial Services
- Final approved list of fees is posted to Student Financial Services website

### GUIDELINES

#### Laboratory or Course Fees

Generally, laboratory and course fees are assessed for special, unique costs required for materials or other tangible products or services. These fees are defined as a lab fee, field trip fee, or a course fee. Laboratory or course fees should be at a sufficient dollar level to justify the administrative expense to the University's overall operation. The recommended threshold for what constitutes a sufficient dollar level is \$10. **Collection of fees in the classroom is NOT allowed.** Students should be made aware of all fees through the class registration process.

Examples of laboratory or course fees that **MAY** be charged:

- Transportation and admission costs incurred on field trips that are required activities
  - Snacks and meals consumed during the trip may be included if doing so simplifies scheduling and represents a cost savings for students
- Rental or use fees for specialized equipment or service used exclusively for instruction during a set time
- Rental or use fees charged to students for on campus facilities where a usage fee is normally charged
- Private instruction such as one-on-one study with an instructor for music performance
- Expendable materials (including specimens) such as:
  - Materials of a specialized nature not readily available in retail stores
  - Materials that can be purchased by the department in large quantities at significant cost savings to the students
  - Materials that must conform to certain specifications and be identical for all students
  - Expensive materials needed by each student in such small quantities that they could not normally be purchased economically
- Selected miscellaneous expenses such as:
  - Annual costs for materials, supplies and equipment that needs to be refreshed every few years, must be specific to a course and used by all students in a classroom or lab, (e.g. cost of annual breakage in labs), shall be subject to review on a case-by-case basis
  - User licenses, provided that those licenses are specific to the individual students taking the course. In general, site licenses may not be purchased through course fees (unless reasonable estimates can be made of the share of use belonging to a particular course, or the site license fee is less than the sum of fees for individual purchase by students)
  - Art class models for hire, musical accompanists, and mock patients for clinical practice classes
  - Supervisory instruction (including travel) for in-context training classes such as onsite student teaching
  - Special instruction support (not instruction), individuals hired to provide various types of technical support and safety oversight in labs, (e.g. lab assistants), shall be subject to review on a case-by-case basis

The following **MAY NOT** be included in laboratory or course fees, but does not represent an exhaustive listing:

- The cost of any instructor of record or grader (including leading scheduled discussion sections, recitations, or lab sections), except for private instruction such as one-on-one study with an instructor for music performance or certain non-required physical education courses
  - Example: salaries, wages and employee benefits
- Regular classroom materials and supplies
  - Example: paper, photocopies, markers, chalk, extension cords, etc.
- Honorariums or travel costs for guests, speakers or practitioners for instructional support, non-AU employee
- Items such as reference materials or audio/video collections that are used during the course of instruction and retained for use in the college or department
  - Example: In a chemistry class, a course fee may not be assessed to purchase journals that are retained by the department for current and future students to check out.

## **Tuition, Fees, Fines, Penalties, and Other Charges**

Tuition, fees, fines, penalties, and other charges are assessed by the University or departments to students. All fees for goods and services shall be determined by taking into account their full cost, including university overhead when applicable, as well as the prices of such items in the marketplace. Some tuition, fees, fines, penalties, and charges may be established at a level to deter conduct that is contrary to University policies and standards or applicable law. Other tuition, fees, fines, penalties, and charges are for purposes such as the following: auxiliary services such as housing, dining, and parking; athletics and other tickets and events; and violation of policies and standards, such as late fines for library books and parking fines.

Examples of appropriate uses include the following:

- Online fees assessed to students enrolled in online courses
- Tuition rates for programs not under the normal tuition structure
- Professional fees assessed to students in a certain curriculum
- Fees for non-credit coursework
- Replacement of lost items fees: such as athletic equipment, keys, ID cards, etc.
- Library fines and fees associated with the use of the library and its resources
- Charges assessed for miscellaneous services
- Equipment rental charges assessed for the rental of equipment at the University
- Room rental charges assessed to students for the rental of space at the University
- Application fees to a program
- Charges for auxiliary services such as housing, dining, and transit
- Parking fees and fines associated with parking at the University and violation of campus regulations
- Collections, interest and billing charges assessed to individuals with outstanding University account balances, such as interest and/or late payment and collection fees on past-due debts
- Conduct related fines assessed to students as a consequence of non-compliance with student conduct requirements

## **Questions**

All questions should be directed to the Assistant VP, Budgets & Business Operations.