

## **Course Fee Policy**

Policy Category: Finance and Business Management – Tuition and Student Fees

Responsible Office: Office of Academic Affairs and the Office of Administrative Services

students enrolled in a class; for exceptional costs associated with specific courses such as insurance, travel, contracted services, additional personnel required to maintain safety or to meet standards, and background checks.

- C. Fees are to be applied consistently across all offerings of a course. A course may have different fee levels for different modes of delivery, but the fee must be applied consistently across a given mode of delivery.
- D. Course fees will not be charged for independent studies or experimental or trial courses.
- E. If a course fee applies to a special topics course (-90), the fee-level must be approved for each specific topic. Once a fee is approved for a specific topic, the fee may be charged on an ongoing basis for that topic.
- F. Course fee revenue must be collected and expended from accounts that do not mingle fees with revenue from other sources.
- G. Community campuses manage, track, review and report on course fees for the courses they deliver. They follow the same guidance in A-D above, as well as the procedure below, with the exception that the signed form does not go through the dean/designee, but directly to OAA for provost-level review and approval.
- H. Course fees may be established, following the procedures described in section IV below.

#### **IV. Procedure**

The approval and management of fees is an administrative function.

- A. Proposals for course fees are submitted to the dean or their designee by an academic unit leader (chair, director, assistant or associate dean, or other responsible academic unit lead) using the Course Fee Form available from the Office of Academic Affairs. The request must include the rationale for the assessment of the fee, including a listing of expenses, amount of the fee, the estimated annual revenue, the proposed use of receipts from the fee, and the proposed effective date of any new or revised fee.
- B. The dean/designee can either request additional information, approve, or deny the request. The dean/designee will use the established criteria in the policy above. If the dean's office has received student feedback related to the specific course fee, that feedback should be considered.
- C. If the dean/designee approves the request, the request goes to the budget office. The budget office will ensure that the calculations are correct, confirm the fee is at an appropriate level, given the revenue and expense trends, and confirm that the current fee is being used per the approved purpose. If it is a new fee, the budget office will also assign an org/fund. If there are questions, the budget office will work with the dean/designee to make any corrections.
- D. After dean/designee and budget office approvals, the form is reviewed by the provost/designee, who makes the final decision, based on the criteria above.
- E. The form then goes to the Bursar's office for implementation in Banner. The Bursar's office informs the dean/designee and budget office of implementation and archives all approved fee forms.
- F. Course Fees will be listed publicly in the online class schedule associated with each course section and available to each student to see prior to registration. Before the schedule goes live, schedulers will ensure that the fee amount listed is the approved amount. Once the schedule goes live, fees may be changed only by permission of the

provost/designee and only, in the case of adding or increasing a fee, for circumstances beyond the control of the department receiving the fees. If a mistake is found and students were inappropriately charged, fees may be removed, and students reimbursed. Refunds will be communicated to the appropriate budget technicians.

- G. The catalog provides general information about course fees and guides students to UAOnline for more information about each fee.
- H. Faculty are required to indicate in the syllabus when a course has a fee and the purpose of the fee. Faculty also include the statement “If you have questions or concerns about the fee, please contact the <College > dean’s office at <email address; phone> or <Community Campus> director’s office at <email address; phone>.”
- I. Course fee revenue must be collected and expended from accounts that do not mingle fees with revenue from other sources. A common tracking template will be used, and the shared services will provide a monthly reconciliation report to the dean/designee.
- J. For certain course fees, funds may be set aside beyond the academic semester to provide reserves for the maintenance and replacement of equipment.
- K. The budget office in conjunction with the college dean/designee will develop an annual review of the estimated annual revenue and the proposed use of receipts from the fee. The process will account for course fee revenue and expenses, review if the fee is being used

- D. Dean – Approves the concept of a fee for a particular course, ensures accurate implementation in the class schedule, and provides oversight of fee usage.
- E. Budget Office – Reviews fee requests for accuracy and confirms appropriate fee level and the annual review. Shared Services manages t