

Policy Title: Approval of Fees

Policy Type: Finance/Administration

New/revised: Revised

Old Policy #: FP-27

Approval level: Board of Trustees
 President
 Vice President
 Other (specify here)

Purpose: The purpose of this policy is the establishment of University policy regarding the approval of student fees.

Policy:

I. General Provisions

- A. The Board of Trustees must establish or approve all institutional fees and charges unless specifically delegated to the President. The President or his/her designee is responsible for approving all fees at the University level.
- B. The following fees are subject to approval of the Board of Trustees:
 - 1. Maintenance Fees
 - 2. Out-of-State Tuition
 - 3. Debt Service Fees
 - 4. Specialized Academic Fees
 - 5. Student Government Fee and Student Activity Fee
 - 6. Miscellaneous Course Fees
 - 7. Application Fee
 - 8. Late Registration Fee
 - 9. Graduation Fee
 - 10. Returned Check Fee
 - 11. Motor Vehicle Registration
 - 12. Post Office Box
 - 13. Traffic Fines
 - 14. Applied Music Fee
 - 15. Technology Access Fee
 - 16. Student Residence Hall and Apartments
- C. The University Comptroller's Office is responsible for maintaining supporting documentation evidencing fee determination and approval.

II. Approval of Fees Administered by the President or his/her Designee

A. New Fees

Any recommendation regarding new fees to be charged by a University department should be forwarded to the University Comptroller's Office from the appropriate Vice President. The University Comptroller's Office will be responsible for obtaining the appropriate institutional approvals and will notify the requesting department if the fee has been approved.

- B. Existing Fees - The following fees are currently authorized. Changes may be approved by the President or his/her designee. Any requested changes in the approved fee must be forwarded to the University Comptroller's Office.
1. Sales of goods and services of a commercial nature, including bookstores, food services, vending, laundry and similar activities.
 2. Rental of non-student housing and facilities.
 3. Admissions fees to athletic and other events open to the public, including special events sponsored by campus organizations and activities.
 4. Sales and services of educational activities such as clinical services, publications, etc.
 5. Registration for conferences, institutes and non-credit activities.
 6. Fees for use of campus facilities.
 7. Parking permits and parking meters for use by guests and visitors.
 8. Library fines.
 9. Thesis and dissertation fees.
 10. Childcare fees.
 11. Standardized test fees.
 12. ID card replacement fee.
- C. Where appropriate, delegation may be made to a department to determine and charge fees without further approvals. Such instances may include areas such as non-credit courses, wellness center programs, etc. Documentation of the approved delegation must be on file in the Comptroller's Office. The department will be responsible for maintaining:
1. documentation of the delegation of fee approval by the President or designee.
 2. current fee schedule.
 3. methodology used to determine fees (i.e. cost, market price, etc.)

3/24/2017 – approved by the Board of Trustees.