

Ohio University

Student Fee Guidelines and Procedures

(Revised 09/24/09)

This document provides a description of the three categories of student fees, general principles applicable to student fees, and the approval process. This document is not intended to cover tuition or room and board fees.

The fees covered by these guidelines are 1) academic course-related fees (see Appendix I), 2) broad-based fees (see Appendix II), and 3) user fees, charges, and fines (see Appendix III). Fees will be reviewed on an annual basis during the budgeting process. All fees and changes to established fees must be approved by the Ohio University Board of Trustees. The Provost is responsible for insuring that these policies are observed. Exceptions may be authorized by the Provost or his/her designee.

Appendix IV contains a fee approval matrix for easy reference.

General Principles for Establishing Student Fees

The following general principles govern the establishment of new fees or changes to existing fees on campus. These principles apply regardless of the University fiscal entity to which the revenue is credited.

- Instructional fees are expected to cover all routine costs of courses. Course fees are to cover extraordinary costs only.
- Fees should recover costs when no other dedicated funds are available for that purpose.
- Fees should be set based on the cost of the activity/service for which the fee is levied.
- Fees must be used to support the activity/service being provided by the fee.
- A consultation process with impacted students is encouraged where appropriate.
- If waivers are permitted, a fee waiver policy must exist and be included as part of the fee proposal. Documentation supporting waivers must be maintained by the department for audit purposes.

Fee Structure and Minimum Amount

Fees must be implemented in whole dollar amounts. Fee requests for less than \$10.00 per student or less than \$1,000 in annual revenue will not be reviewed or approved unless an exception is granted by the Provost. For courses with variable credit hours, the minimum per credit hour rate that will be considered is \$5.00.

Procedure for Approving New Fee or Increase to Existing Fee

Please review the appropriate appendix prior to completing a student fee proposal.

The following procedures are designed to ensure that appropriate approvals are obtained and accurate records are maintained for all fees assessed on campus. The requirements in this section apply regardless of the University fiscal entity to which the revenue is credited.

Procedures

1. The academic or administrative unit requesting the fee completes the fee proposal form, which shall contain
 - a. a description of the proposed fee and its purpose,
 - b. the reason for the request to add a new fee or increase an existing fee – the justification must be specific,
 - c. the expected increase in revenues resulting from the addition or change,
 - d. estimated budget for how the funds will be spent.
2. Attach all relevant supporting documentation to the fee proposal which explicitly supports the purpose and rate of the fee (e.g. vendor contracts, supply lists and costs, field trip details - transportation, meals, lodging. etc).
3. The requesting department must obtain approval signatures from the Department Chair/School Director, Budget Unit Manager, and the department's Dean or Vice President.
4. The fee proposal is submitted to the Student Fee Committee, a sub-committee of the Budget Planning Council (c/o Office of the University Registrar, 160 Chubb Hall), by the deadline stipulated by the Budget Planning Council.
5. The Student Fee Committee recommends approval/disapproval to the Budget Planning Council.
6. The fee proposals recommended for approval by the Budget Planning Council are referred to the Ohio University Board of Trustees for final approval.
7. The Budget Planning and Analysis Office will notify the requesting department, the department's Budget Unit Manager, the Office of the University Registrar, and the Office of the Bursar of all fee proposal decisions (approval/disapproval).
8. Fee changes/additions will be effective the following fall term unless a later implementation is approved or desired.

Procedure for Eliminating, Suspending, Decreasing, or Transferring an Existing Fee

A department or planning unit can eliminate, suspend, or decrease an existing student fee by notifying the appropriate office (Office of the University Registrar or the Office of the Bursar) via memo. The memo must be sent by an authorized agent of the department or planning unit (Department Chair/School Director, Budget Unit Manager, Dean, or Vice President) and include the fee name or description, the course ID (if applicable), and the date or term the fee is to be eliminated, suspended, or decreased.

A fee that is suspended or decreased may be reinstated to its original approved rate via memo to the appropriate office (Office of the University Registrar or the Office of the Bursar) via memo. The memo must be sent by an authorized agent of the department or planning unit (Department

Chair/School Director, Budget Unit Manager, Dean, or Vice President) and include the fee name or description, the course ID (if applicable), and the date or term the fee is to be reinstated to its original approved rate.

Once a fee is eliminated it may not be reinstated without formal review.

A course fee may be transferred to a new course number provided the course number change has been approved by the University Curriculum Council (UCC). A course fee that is to be transferred should be communicated to the Office of the University Registrar via memo upon the approval of the course number change by UCC.

Appendix I

Academic Course-Related Fees

Course fees are defined as charges in addition to the regular instructional fee (tuition). Course fees are assessed by campus to all students in a course or to individual students based on optional equipment and activities (e.g. ski rental for a ski course if student does not own skis).

In general, students should be charged a course fee only for those items which would not reasonably be included in instructional fees. Course fees, when approved, must be used solely for support of the courses involved. All units must administer the fee funds in ways that provide students paying those fees a reasonable opportunity to benefit equitably from the expenditure of the fee funds. Difficulty in securing adequate regular budget support shall not be the determining factor in the decision to charge selected students a course fee.

Collection of course fees in the classroom or department is not allowed. Course fees assessed by the university must be deposited to and expended from university accounts to support the activity/service being provided by the fee except in those instances where payments are more appropriately paid directly to vendors. Course fees will be added to a student's account through the tuition assessment process. The course fee revenue will be credited to the account indicated on the fee proposal form when the fee is charged to the student accounts.

Course fees must be identified in the online Schedule of Classes in advance of priority registration for the term in which the fee is assessed.

Course fees **MAY** be charged in the following situations:

1. For materials that result in a tangible product that is retained by the student in a credit course;

A student is taking an art class resulting in a piece of jewelry kept by the student.

2. For equipment that is purchased for and retained by the student after the course is completed;

A student in a photography course is required to purchase a specific camera, which becomes his personal property.

3. For transportation and admission costs incurred on field trips required in course instruction;

A student is taking a course which involves a required bus trip and admission to a museum.

4. For maintenance, depreciation and expenses related to the use of extraordinary university equipment and facilities;

A student is taking an aviation course.

5. For costs incurred by departments when instruction requires use of facilities or services the department does not control;

A student is taking a horseback riding course that involves a stable fee.

6. For **private** lessons in vocal or instrumental music to all non-music major students enrolled. This fee may also be assessed to music majors who elect to take additional lessons beyond the major degree requirements.

Course fees **MAY NOT** be charged in the following situations:

1. For the normal level of breakage or consumption of materials purchased by the University for direct use by students in activities that are integral to credit course instruction;

A chemistry breakage card is considered a user fee.

2. For typical duplicated instructional handout materials;
3. For health and/or safety equipment required in carrying out course activities;

OSHA equipment requirements of safety shields, respirators, eye wash equipment, etc.

4. For computer and other laboratory equipment usage, primary software, maintenance and related supplies, used by all students and remaining with the college or department;

Computer access required in an accounting course. Use of CAD/CAM in an architecture course. Use of chemistry laboratory.

5. For routine services provided by faculty, staff and teaching assistants;
6. In general, for activities related to required course instruction, even though these course activities represent special or extraordinary cost.
7. Textbooks and supplies that are readily available locally or online.
8. Course materials that can be provided to the student free of charge (e.g. online).

A course fee may be assessed to students to facilitate the acquisition of the items listed below under **PERSONAL** expenses provided the student receives a significant economic benefit (greater than \$10) from the additional fee.

The following items are considered to be **PERSONAL** expenses of students.

1. Food, lodging, and incidentals on all required field trips;

Lunch on a required field trip.

2. Transportation to sites related to student teaching, clinical assignments and other types of practicums;

3. Personal health, safety, and dress requirements related to instruction;

Health and safety supplies such as ear plugs, goggles, etc.

4. Recommended books and incidentals;

Calculators recommended in a math class.

5. Required books, publications, and software retained by the student at the completion of the course.

Appendix II

Broad-Based Fees

Broad-based fees are generally charged to all enrolled students to finance discrete activities that benefit the student body, excluding those activities that are part of the core instructional program. These include, but are not limited to: technology fee, orientation fee, program fee, application fee.

Technology Fee: Colleges are authorized to establish a technology fee as part of a comprehensive funding plan to build and maintain an infrastructure that offers students the highest quality learning environment. Revenue generated from the fee must be used to address specific technology needs such as computing and information technology (i.e. smart classrooms, distance learning offerings, high-speed internet connection), public computing sites, technology-related staffing, and automated student services.

Appendix III

User Fees, Charges, and Fines

User fees, charges, and fines may include but are not limited to: late registration fee, late payment fee, library fees and fines, chemistry breakage cards, drop/add fee, returned check charge, finance charge, residence hall room condition assessments, parking permits, parking violation fees, transcript fees, patient/client-care charges, voluntary fees for selected student health services, equipment rentals, equipment damages, locker rentals, identification card replacement charges, printing fees, lost key charges.

Fees that are market-based, voluntary, and not course-specific require Planning Unit Head review and approval only (refer to Appendix IV). These fees are to be communicated to the Student Fees Committee and Budget Planning Unit annually during the budgeting process. The Planning Unit is responsible for publishing these fees. Fee approved by the Planning Unit Head are subject to review at any time by the Budget Planning Council.

Appendix IV

Fee Review/Approval Matrix

FEE	Planning Unit Head*	Student Fee Committee	Internal Fee Committee	Budget Planning Council	President/ Board of Trustees
TUITION					
Instructional Fee				R	A
General Fee ¹				R	A
Nonresident Fee				R	A
Independent and Distance Learning Tuition	R			R	A
Non-Credit Tuition	R			R	A
ROOM and BOARD					
Residence Hall Rooms	R			R	A
Meal Plans	R			R	A
STUDENT FEES					
Academic Program Fees	R	R		R	A
Technology Fees	R	R		R	A
Course-Related Fees	R	R		R	A
Education Abroad Program Fees ²	R	R		R	A
Aviation Fuel Surcharge ³	R	R		R	A
Transcript Fees	R	R		R	A
Change Order Fees	R	R		R	A
Tuition Appeal Fees	R	R		R	A
Orientation Fees	R	R		R	A
Diploma Fees	R	R		R	A
ID Replacement Fees	R	R		R	A
Security Fees	R	R		R	A
Testing Fees	R	R		R	A
Printing Fees	R	R		R	A
Parking Permit Fees	R	R		R	A
APPLICATION FEES					
Admission Fees	R	R		R	A
Monthly Payment Plan Fee	R	R		R	A
Graduation Fees	R	R		R	A
FINES					
Late Registration Fees	R			R	A
Late Payment Fees	R			R	A
Library Fines	R			R	A
Finance Charges	R			R	A
Room Damages	R			R	A
Equipment Damages	R			R	A
Parking Violations	R			R	A
Returned Payment Fees	R			R	A
Lost Book Fees	R			R	A
Lost Key Fees	R			R	A

Fee Review/Approval Matrix (cont'd)

FEE	Planning Unit Head*	Student Fee Committee	Internal Fee Committee	Budget Planning Council	President/ Board of Trustees
SERVICES					
Internal Work Order Rates	R		R	R	A-P
Facility Usage Fees	R		R	R	A-P
Mail Services Fees	R		R	R	A-P
Printing Services Fees	R		R	R	A-P
Conference Services Fees	R		R	R	A-P
Telephone Service Fees	R		R	R	A-P
VOLUNTARY SERVICE (USER) FEES					
Health Service Fees	A				
Equipment Rental Fees	A				
Locker Rental Fees	A				
Tax Preparation Fees	A				
Non-academic Field Trip Fees	A				
Daycare Fees	A				
SALES					
Convenience Stores	A				
Non-Dining Hall Food Establishments	A				
OIT					
Telephone Service	A				
Computers	A				
Cables	A				
Software	A				
Repairs	A				
Miscellaneous	A				
MEMBERSHIP FEES					
Ping Center	A				
Wellworks	A				
Eastern Campus Rec Center	A				
Chillicothe Campus Rec Center	A				
RECREATION FEES					
Ping Center	A				
Golf Course	A				
Bird Arena	A				
Aquatic Center	A				
Tennis	A				
Intramurals	A				
TICKET SALES					
Athletics	A				
Theater	A				

R- Reviewer, A- Approval, A-P – Approval by President

*The Planning Unit Head (PUH) is expected to review all requests prior to submission. PUH may define the internal process to coordinate such review.

¹Reviewed by General Fee Committee.

²Formula approved in 2001. Any change to formula needs to be reviewed by the Student Fees Committee.

³Formula approved in 2008. Any change to formula needs to be reviewed by the Student Fees Committee.