Course, Laboratory and Miscellaneous Fees

Scope

Campus units requesting, changing, or currently receiving course, laboratory, and miscellaneous fees should follow this policy.

Policy Statement

General policies governing the administration of student fees are set forth in §5.9 of the Board of Regents Policies of the University of Nebraska. RP-5.9.2 Course and Laboratory Fees; Miscellaneous Fees states:

Course fees are established to cover the costs related to a particular course, for example, the costs associated with the bulk purchase of self-assessment or copyright fees. A laboratory fee is defined as a charge made to students to underwrite, in whole or in part, the cost of service, rentals, and consumable supplies utilized in a laboratory environment. These include, for example, such materials as manuals, chemicals, glassware, protective or other clothing, computer related software and expendables, paints, brushes and canvasses. A miscellaneous student fee is defined as all fees other than UPFF, course, and laboratory fees charged to students incidental to the providing of instruction. Examples of fees included with this category are application fees, transcript fees, teacher placement fees, special instructional fees, late payment fees, and returned check fees.
Student fee revenues must be expended in compliance with University policy for their intended purpose and for the benefit of the students from whom the fee was collected. Student fees shall not be retained as contingency funds or to supplement campus unit general funds. Student fee revenues must be deposited to dedicated cost centers. Course and lab fees may be reasonably bundled under the same cost center if, for example, they utilize common supplies. Student fee revenues should not be comingled with non-student fee revenues. The balances in a student fee cost center should generally not exceed the average revenue generated in an academic year. If fund balances exceed this threshold, the Business and Finance Fee Panel may require the campus unit to submit and have approved by the Panel a strategic plan for the future use of fund balances, a subsequent change, (decrease/discontinuation) of the student fee being charged, or have the campus unit request a change in the intended purpose of the fee.

The Finance Office will periodically audit course, laboratory, and miscellaneous fees to determine 1) whether student fees collected are being used for their intended purpose and for allowable expenditures, 2) fund balances are monitored and controlled, and 3) written explanations are provided as to the appropriateness and intended use of excessive fund balances due to surpluses built over time.

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**Reason for Policy**

This policy is needed to ensure course, laboratory, and miscellaneous student fees are promulgated in accordance with a standardized process campus-wide and that these fees assist in furthering the mission of the University.

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**Procedures**

The Chancellors on each of the campuses shall report to the President no later than March 1 of each year a listing of all planned changes in student fees of any nature for the next academic year. Any planned changes in fees must be approved by the President and subsequently included as a report to the Board of Regents in a meeting agenda, prior to the proposed implementation of all planned changes in student fees. A list of all laboratory fees will be included in the schedule of classes that is provided to students prior to the time that they register for classes.

An annual announcement is sent by the Vice Chancellor for Business and Finance (VCBF) in mid-October notifying the campus to submit requests for all planned changes to student fees. Proposed changes to student fees could be to request a new fee, change the amount of an existing fee, or discontinue a fee. The request is submitted on a Campus Course, Laboratory and Miscellaneous Fee Approval Form. The form is routed to the appropriate Chair, Director, Dean, Vice Chancellor and/or Chancellor for approval and submitted to the VCBF by mid-November.
All course, laboratory, and miscellaneous fees are reviewed by the Business and Finance Fee Panel which consists of the Assistant Vice Chancellor for Business & Finance, the Director of Finance and the Student Accounts Manager. An initial review will be completed and additional information may be requested from the submitting department. The Panel’s recommendations will be submitted to the Vice Chancellor for Business & Finance.

The VCBF will submit via email the course, laboratory, and miscellaneous fee requests to the Academic Administrative Review Group which consists of the following:

- Dean of Student Affairs
- Academic Deans or their designee
- Dean of Graduate Studies
- President of Faculty Senate
- President of Student Government or their designee

This group will review these requests and provide comments. A specific deadline for replying will be included with the notification. All members must respond. This group will be notified if no requests are received.

Once the input is received, the VCBF will submit a summary report to the Chancellor outlining what was requested and what is being submitted for approval. The Chancellor has final approval authority at the campus level.

A Board of Regents recommended action for approval document is prepared by the VCBF and forwarded to the Chancellor for submission to the President for approval. Upon approval by the President, the recommended action for approval document is submitted for inclusion in the May Board of Regents meeting agenda.

After the Board of Regents has approved the fee requests, the VCBF will notify the submitting department of such approval or denial of their request.

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**Definitions**

**Course Fee.** A charge established to cover the costs related to a particular course, for example, the costs associated with the bulk purchase of self-assessments or copyright fees.

**Laboratory Fee.** A charge made to students to underwrite, in whole or in part, the cost of service, rentals, and consumable supplies utilized in a laboratory environment. These include, for example, such materials as manuals, chemicals, glassware, protective or other clothing, computer related software and expendables, paints, brushes and canvasses.

**Miscellaneous Student Fee.** All fees other than UPFF, course, and laboratory fees charged to students incidental to the providing of instruction. Examples of Non-Mandatory fees included within this category are application fees, transcript fees, teacher
placement fees, special instructional fees, late payment fees, and returned check fees. Examples of Mandatory fees included within this category are Library fee, Technology fee, Student Records, Academic Success, Multicultural Affairs, UG Research Fellow, and Student ID fee.

**UPFF.** The official name for student fees is “University Program and Facilities Fees” (UPFF).

### Additional Contacts

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### Forms

*Campus Course, Laboratory, and Miscellaneous Fee Approval Form*

### Related Information

General policies governing the administration of Student Fees are set forth in §5.9 of the Board of Regents Policies of the University of Nebraska.

### History

This policy replaces current policy located at Business and Finance Policy and Procedures.