
SUBJECT: COURSE, LAB, PROGRAM FEE POLICY

1.0 PURPOSE

- 1.1. This policy establishes rules for requesting, reviewing, approving new course, lab and program fees and periodically reviewing existing course, lab, and program fees (CLP fees) as required by Regent Policies R220, R510, R511, and R516.

2.0 DEFINITIONS

- 2.1. **Account Monitor.** A designated member of the budget office or business office assigned to monitor CLP fee accounts to ensure that fees are being used in the manner specified in the CLP fee application and approved by the Fee Committee. The Account Monitor may serve as the budget office representative on the Fee Committee.
- 2.2. **Course, Lab and Program Fees.** A CLP fee is a fee a student must pay in order to cover particular costs for a course, lab, or program expense that is not covered by tuition costs or general fees. A CLP fee is assessed to a particular course, lab or program in order to avoid passing the costs associated with the course, lab, or program onto the general student population.
- 2.3. **Fee Committee.** The committee charged by the Board of Trustees to solicit CLP fee requests, review CLP fee requests, recommend CLP fee requests to the Board of Trustees, and review existing CLP fees. The Fee Committee only considers CLP fee requests and does not consider student fees. The Fee Committee is comprised of the division deans, a student-body advocate, a representative of the VPAA's office, and a representative of the budget office. The academic deans and the student-body advocate are the only voting members of the committee.
- 2.4. **General Fees.** General fees are all student fees that do not pertain to specific CLP fees. General fees are not covered in this policy.

3.0 POLICY

- 3.1. The Fee Committee is responsible for notifying academic departments and programs of the procedure for requesting CLP fees and for reviewing fee applications and reviewing existing fees every three years.
- 3.2. Academic departments and programs shall be notified by December 15th that applications for CLP fees will be due in the VPAA's office by the third Friday of January at 5:00 p.m.
- 3.3. CLP fee applications must be specific in detailing why a fee is necessary for a course, lab, or program and how the money will be used, i.e., for equipment maintenance, supplies, repairs, consumables, field trips, of software purchases, licenses, etc. The creation of new student fees shall be supported by a demonstrated need, clear statement describing the fee, and a sound budgetary

plan. All fee applications must be submitted using the standard format contained in Appendix A of this policy.

- 3.4. Every three years, departments must reapply to continue existing CLP fees. Departments must submit the form in Appendix A for a full review by the Fee Committee (Appendix A will also be used to review existing fees). The Committee may discontinue a fee if they believe the fee does not contribute to the academic quality or maintenance of a course. After completing its review of existing fees, the Fee Committee will submit a list of continued or discontinued CLP fees to the Board of Trustees by the first Friday of March. **The Fee Committee must also notify the Registrar and Controller of discontinued fees.**
- 3.5. An academic dean or any member of the Fee Committee may recommend reviewing a CLP fee at any time by requesting a review of the fee. When a fee review request has been made, the academic department in which the fee resides shall complete the form in Appendix A and the Fee Committee will review the purpose of the fee and determine if the fee should continue. If a department does not wish to have the fee reviewed and desires to end the fee, the form in Appendix A need not be submitted. The department chair will submit a request to the appropriate academic dean requesting termination of the fee, and the dean will report discontinuance to the Fee Committee.
- 3.6. The Fee Committee will complete its review of fee applications by the first Friday of March. Fees that are deemed appropriate by the Fee Committee will be recommended to the Board of Trustees for approval.
- 3.7. **The Fee Committee will notify the Registrar and Controller of new CLP fees.** Approved CLP fees must appear on the College course schedule.

4.0 OTHER PROVISIONS

- 4.1. Each approved CLP fee will be placed in an account with a separate account number. The Account Monitor will ensure that fee expenditures match the conditions in which the fees were approved. The Account Monitor will notify the Fee Committee of any irregularities and the committee will take steps to ensure compliance or cancel the CLP fee.
- 4.2. CLP fees approved for purposes of compensating course or lab instruction can only be used for part-time faculty. Full-time faculty must be paid through the general accounts of the College.
- 4.3. Normally, the Fee Committee will not consider applications for course or lab fees that are under \$10. Whenever possible, academic departments and programs

should use their department and program budgets to support the academic purposes of each course, lab, and program.

- 4.4. If needed, the Fee Committee may make procedural changes to this document. Policy changes are substantive changes to this document and can only be changed with the approval of the Board of Trustees after consultation with the state attorney.

Appendix A

Snow College Course/Lab/Program Fee Request

Department or Program _____

Course Number _____ Course Title _____

Academic Program _____

Session(s) Taught: Fall _____ Spring _____ Summer _____

Type of Request (check one):

New _____ Change _____ Renewal _____

Old Fee Amount: _____ New Fee Amount: _____ Increase/Decrease _____

Expected revenue for course: _____

Provide an explanation of the need and use of the course/lab/program fee (provide sufficient detail to enable the Fee Committee to know why the fee is needed and how it will be spent):

Appendix A, Continued
Course/Lab/Program Fee Planning Account

Account Name: _____

Beginning Fund Balance: _____

Planned Expenses:

Item Description	Estimated Cost	Existing Funds	Additional Funds Needed	How Often Equipment/Supplies Must be Replaced	Last Year Equipment Purchased	Estimated Funding Needed Per Year

Total Expected Long-Term Expenses: _____

Course/Lab/Program Expense Totals, Last Three Years:

Item Description	Year 1	Year 2	Year 3

Average Expenses Per Year: _____

Signatures:

Department Chair: _____ **Date** _____

Division Dean: _____ **Date** _____

Student-Body Advocate: _____ **Date** _____

VPAA Office Representative's signature certifying approval by Fee Committee:

_____ **Date** _____