

## **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

Related Policy: Board of Regents P05.10.010. General Principles for Tuition and Fees; P05.10.020. Definitions; P05.10.070R Student Fees; University Regulation 05.10.070 Student Fees.

### **I: Scope**

This policy applies to fees that are specific to a particular academic credit course, wherever delivered. The fee applies to all offerings of a course, not just a single instance, though there can be different levels of a fee for a particular course for different delivery modalities. It does not apply to fees for enrollment in noncredit courses, supplemental self-support fees for summer school, or special for-credit programs and courses.

### **II: Policy Overview**

The Board of Regents recognizes that the state general fund is not sufficient to pay the full cost of education, and allows for course fees specific to a particular course to cover expenses beyond those normally covered by tuition at the respective campus.

Board of Regents Policy P05.10.070 delegates the authority and responsibility to establish and approve student fees to the president, who may delegate this authority and responsibility to the chancellor or the chancellor's designee.

The policy and procedures below outline how UAA, including all of its campuses and sites, reviews, approves, manages, and tracks course fees.

### **III: Policy Statement**

- A. Course fees are to be used for expenses that go beyond those normally covered by tuition. Course fees must have a direct relationship to the associated course, be based on the estimated cost of providing the service or benefit, and be used to provide benefits for all students enrolled in the course for which the fees are charged. These fees should not exceed, on a long-term basis, the actual cost of providing the benefit.
- B. Course fees should have a direct relationship to the supplemental cost of providing the particular course, such as the cost of expendable items that normally cannot be economically or conveniently purchased by students in amounts required for individual use; for the use of specialized instruments, laboratory, and other equipment and tools, including maintenance; to meet specific regulatory requirements; for the use of specialized facilities; for supervision, including travel to clinical sites for supervision; for the disposal of hazardous materials; for materials required in the teaching of the course such as manuals or specific software; for protective gear or special clothing retained by

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 for the approved purpose, and determine if a fee level requires revision (increase, decrease or elimination) based on procurement and revenue status. Based on this review, the budget office will submit an annual report to the provost and to the vice chancellor for Administrative Services. The budget office may also conduct periodic reviews of specific departments, to ensure student fees are appropriately accounted for.
- L. The Budget Office will share approved course fee forms with Shared Service, to ensure their understanding of the process and requirements of the process. This includes ongoing communication about the current approved fees and any changes, such as new or changed fees and student refunds.
- M. Course fees are generally approved for a 4-year period. Any change in an already approved fee during the four-year approval period requires submission of a new form. If approved, it replaces the prior form, and the fee is managed and tracked in the same way as any other fee.
- N. If for any reason a course fee is misapplied and it is approved to decrease the amount of the fee, the Office of the Bursar will notify the Budget Office. The Budget Office will ensure the appropriate fiscal technicians are informed, so that they may correctly track fee revenue and usage. Community campuses will manage their own course fees at the section level and make any necessary adjustments to registered students' accounts. If the course fee adjustment results in a credit balance on the student account, each campus will follow their established refund procedures.

## **V. Roles/Responsibilities**

- A. Chancellor, or the Chancellor’s designee(s) – Serves as the final approver of all course fees.
- B. Vice Chancellor for Administrative Services – Provides an annual report on fees to the Board of Regents.
- C. Community Campus Director – Oversees the campus-level approval, management, tracking and review of course fees for their campus.

- 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 the tracking of fees and fee level. Brings any issues to the attention of the dean/designee.
- F. Bursar – Implements the fee level in Banner. Archives the approved forms and removes forms for fees that have been deleted. Communicates implementation to relevant offices and personnel.
- G. Faculty – Communicate the existence and purpose of a course fee in their syllabus, including a sentence informing students of how to address any questions or concerns.
- H. Schedulers – Function as an additional check, ensuring that the class schedule shows the approved fees.

**VI. Reason for the Policy**

UAA is committed to offering high quality affordable educational opportunities to meet the needs of all Alaskans. UAA demonstrates good stewardship of resources through the careful review, management, and tracking of course fees that support essential expenses beyond those normally covered by tuition.

**VI. Approval**

DocuSigned by:  
*Sean Parnell*  
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Chancellor Approval

February 2, 2024  
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Date