

# Utah Tech University Policy

## 614: Academic Fees



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### I. Purpose

- 1.1 This policy is to establish the appropriate use of academic fee revenues, the procedures by which such fees are approved and levied, and which Utah Tech University (“the University”) entities are responsible for overseeing the review and establishment of such fees for credit-bearing courses.

### II. Scope

- 2.1 This policy applies to all faculty, staff, and students who attend the University and are affected by academic fees.

### III. Definitions

- 3.1 **Course material Fees:** Fees that are established to offset costs associated directly with individual courses that are not covered by tuition and/or general fees. These fees are not to be used to compensate instructors. Examples of such fees include but are not limited to: participation in field experiences; access to and the use of specialized instruments, technology, or software; and/or the use of consumable laboratory or other specialized instructional materials/resources.
- 3.2 **Computer lab access Fees:** Fees to students to support computer labs within a specific school or college. Revenue from these fees is used to purchase, repair, and/or replace hardware and infrastructure (for purposes of this policy, infrastructure includes but is not limited to the physical or virtual resources, i.e. software, supporting the IT environment) and to purchase software licenses.
- 3.3 **Private-instruction Fees:** Fees from students and used to compensate instructors for individualized private instruction, provided by the

University and are included in financial aid, necessary for the development of personal performance skills or artistic competencies of such students.

- 3.4 **Self-supporting course Fees:** Fees to students in lieu of Board-approved tuition for credit courses that are not funded through appropriated revenues.
- 3.5 **Special-program/clinical-practice Fees:** Fees that are established for specific courses or programs to offset costs for extraordinary personnel services and related expenses.
- 3.6 **Delivery Fees:** Fees to support the use of technology-supported design and delivery of online or other digital learning formats.
- 3.7 **Study Abroad Fees:** Charges for participating in a study abroad experience that may include but are not limited to travel, application, room, and board.

#### IV. Policy

- 4.1 In addition to Board-approved tuition and general student fees, the University may assess academic fees for credit courses based on consideration of average cost and the impact to students. The amount of a fee shall be based on the projected costs of expenses to be paid from the fee revenue. Fee revenue shall cover only these expenses, and departments/offices shall not generate excess funds (unless approved for cyclical repair and replacement for fee-approved resources) nor redirect revenues to other departmental operating funds. Any excess funds for a given year will be reported to assess necessary changes to future fee values.
- 4.2 Instructional materials for use by individual students should be furnished by the University only where there are special considerations of security, storage, safety, availability, quantity, and variety.
- 4.3 When deposits are required of students to cover the potential loss or breakage of University equipment, provisions with the Department of Revenue must be made for appropriate and timely refunds.
- 4.4 All academic units must administer academic fees in ways that give all fee-paying students reasonable equal opportunity to benefit from the fee expenditure.
- 4.5 The fee charged must reasonably reflect the actual materials and service cost for which the fee is collected. These costs must be directly associated with classroom activity and exclude faculty compensation, with exception

for private-instruction and self-supporting fees.

#### 4.6 Course, Lab, Lab Access, and Private-Instruction Fees

4.6.1 Course, lab, and private-instruction fees may be assessed to recover costs not covered by tuition and/or general fees that are associated with individual courses when those costs represent direct or assignable costs calculated on a per-student basis and are:

4.6.1.1 Essential to the educational outcomes of the course;

4.6.1.2 Unique to the type of course or delivery method; and

4.6.1.3 Typically used during the term of enrollment for which the fees were collected.

4.6.2 Parameters for course, lab, lab access, and private-instruction fees shall be established by the Provost, in consultation with the Academic Council.

#### 4.7 Academic Fee Record, Collection, and Use

4.7.1 The Registrar is responsible for maintaining a current record of all academic fees.

4.7.2 All academic fee revenue shall be paid directly through University-authorized accounts receivable offices and systems.

#### 4.8 Self-Supporting Course Fees

4.8.1 In consultation with the Vice President of Academic Affairs and Provost, deans may identify specific courses and/or course sections as self-supporting. Direct instructional expenditures for these course sections shall not be paid from appropriated indexes because these course sections are not eligible for state tax-fund support.

#### 4.9 Special-Program/Clinical-Practice Fees

4.9.1 Certain specialized educational programs may be authorized, in consultation with the Vice President of Academic Affairs and Provost, to establish special-program/clinical-practice fees. Special-program/clinical-practice fees are charged in addition to Board-approved tuition and general student fees.

#### 4.10 Delivery Fees

- 4.10.1 Delivery fees, such as the online delivery fee, supporting the development and enhancement of online and other digital offerings may be authorized in consultation with the Vice President of Academic Affairs and Provost.

#### 4.11 Travel Abroad Fees

- 4.11.1 Travel abroad fees will not be attached to courses and are excluded from the approval process described in 6.2 below. Instead, these fees will undergo a separate approval process outlined in section 6.3 below.

### **V. References**

- 5.1 Utah Board of Higher Education R510, Tuition and Fees
- 5.2 University Policy 201: Cash Handling & Income Recognition

### **VI. Procedures**

#### 6.1 Academic Fee Committee

- 6.1.1 The Academic Fee Committee is a University committee with association to the Faculty Senate. Voting members of the committee shall consist of faculty members from across all Colleges, one student recommended by the Utah Tech University Student Association Executive Committee, policy stewards noted in this policy and one recommended by the Registrar. At least one faculty member appointed must have served on the committee the previous year.

#### 6.2 Creation, Deletion, and/or Amendment of Academic Fees

- 6.2.1 Proposals for course, lab, lab access, and private instruction fees shall be submitted via the Academic Fee Form. The form must be submitted to the Academic Fee Committee for the approval of all new fees, changes in fees, and/or deletion of fees. The request shall include the rationale and justification for the request, specific expenses to be paid from the fee revenue, the course and delivery format(s) for which the fees are requested, the date of implementation or deletion, the requested amount of the fee, and any additional information as specified.
- 6.2.2 All new proposals or modifications to academic fees require approval by the Academic Fee Committee, review by the University

Curriculum Committee (UCC), and approval by Academic Council and the University Board of Trustees upon request.

### 6.3 Study Abroad Travel Fee Approval Process

6.3.1 The faculty member leading the program must submit a study abroad proposal, including the program budget and Study Abroad student travel fees, to their Department Chair and Dean for approval and signature prior to submitting the proposal to the Study Abroad Advisory Board.

6.3.2 The Advisory Board will review the overall proposal, including the budget and student travel fees, and determine if approval is warranted.

6.3.2.1 The Advisory Board may request revisions before approving a proposal.

6.3.3 Upon approval by the Study Abroad Advisory Board the proposal will be sent to the Vice President of Academic Affairs and Provost and President of the University for review and approval.

6.3.4 The Advisory Board will set proposal deadlines.

6.3.5 The approval process must be completed annually, regardless of whether the program has run in the past.

6.3.6 There is no other official approval process other than the overall Study Abroad Advisory Board program approval outlined above.

### 6.4 Monitoring and Financial Management

6.4.1 To ensure compliance with this policy and established parameters, each dean or director is responsible on an annual basis for monitoring academic fee revenues, expenses, and fund balances within their college or office/department. This review shall inform recommendations for fee changes and/or deletions. Each dean or director will create an annual academic fee report at the end of the academic year and submit it to the Academic Fee Committee for review with representatives from the Internal Audit and Director of Revenue offices.

### 6.5 Notice to Students

6.5.1 Each semester's class schedule shall include information about approved academic fees. Such publication constitutes advance

notice for the academic fee requirement. Any changes to academic fees must be approved and published in the class schedule for the semester in which the change shall be effective. Only fees listed in the class schedule shall be collected for that semester or term.

- 6.5.2 Department Chairs and Directors are responsible for working with the Registrar and Scheduling offices to ensure the correct academic fees are published and applied.

## **VII. Addenda**

### 7.1 N/A

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Policy Owner: Vice President of Academic Affairs and Provost

Policy Stewards: Chair of the Academic Fee Committee, Director of Distance & Digital Learning, Director of Revenue

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