PROCEDURE

Effective Date: December 30, 2019
Approved By: Vice President, Academic Affairs

Authority: POL-U1400.05

See Also: PRO-U1400.03 Establishing and Changing Course and Lab Fees
          PRO-U1400.03A Establishing a Course or Lab Fee or Changing the Amount or Purpose of an Existing Course or Lab Fee, Fixed or Variable
          PRO-U1400.03B Collecting Revenue for Fixed Course and Lab Fees
          PRO-U1400.03C Collecting Revenue for Variable Course and Lab Fees
          POL-U1400.04 Administering and Spending Course and Lab Fees
          POL-U1400.05 Establishing or Changing the Amount or Purpose of a Service Fee

PRO–U1400.05A ESTABLISHING OR CHANGING A SERVICE FEE

This procedure applies to University personnel involved in establishing or changing departmental or miscellaneous service fees. This procedure does not apply to fees approved by the Board of Trustees such as room and board rates and mandatory student fees.

Action by: Requesting Department

1. Completes a Service Fee Form.

2. Submits completed Service Fee Form to the appropriate Chair/Director/Dean for the upcoming fiscal year.

Action by: Chair/Director/Dean

3. Receives and reviews Service Fee Form to determine if will approve.

   a. If approves, “approves” the form to the Academic Fee (AF) Committee (for Academic Affairs) or the division budget officer (for all other divisions).

   b. If does not approve, “disapproves” form.

Action by: Academic Fee Committee/Budget Officer

4. Reviews fee proposals and presents recommendations to Vice President/Provost.

Action by: Vice President/Provost

5. Receives and reviews fee proposals.

6. Notifies the AF Committee/Budget Officer if more information is needed.
7. Notify AF Committee/Budget Officer which proposed fees are approved to be reviewed by the University Fee Committee.

**Action by: Academic Fee Committee/Budget Officer**

8. Sends approved fee forms to the University Budget Office.

**Action by: University Budget Office**

9. Prepares proposed fees documents for University Fee Committee Review.

10. Arranges University Fee Committee meetings to review fee proposals.

**Action by: University Fee Committee**

11. Reviews fee proposals based on the following:
   
   a. Uses, expenditures, and account balances to validate that the proposed fee amounts are reasonable based on the purpose of the fee,
   
   b. The proposed purpose of the fee is not already covered by another funding source that is currently in place or available,
   
   c. Fee does not exceed the cost of goods and services to be provided, and
   
   d. Fiscal and other impacts of fee upon other areas of the University.

12. Requests division representative to collect more information if needed.

13. Makes recommendations for changes to fee proposal if deemed necessary for approval.

   a. If material changes are made to the form, division representative ensures changes are approved by the appropriate Vice President/Provost via signature on the corresponding form.

14. Informs the University Budget Office which fees are approved.

**Action by: University Budget Office**

15. Approves or disapproves fee forms accordingly.

16. Publishes approved fees on University Budget Office website.