

PROCEDURE

Effective Date: November 25, 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 THE AMOUNT OR PURPOSE OF A SERVICE FEE

This procedure applies to University personnel involved in establishing or changing either Departmental or Miscellaneous Service Fees.

Fees approved by the Board of Trustees (such as room and board rates) are not subject to this procedure.

ACTION BY:**ACTION:**Member of
Department

1. Completes a [Service Fee Form](#).
2. Submits completed Service Fee Form to the appropriate Chair/Director/Dean for the upcoming fiscal year.

Chair/Director/Dean

3. Receives, reviews, and recommends for approval or disapproval the Service Fee Form.

If approved, forwards the Service Fee Form to the Academic Fee Committee (for Academic Affairs) or the appropriate Vice President (for all other divisions).

Vice President/
Provost

4. Receives and reviews the Service Fee Form and supporting data/documentation.
 - a. If recommended for approval, forwards the Service Fee Form to the University Fee Committee.
 - b. If not recommended for approval, returns the Service Fee Form to the Chair/Director/Dean.

University Fee
Committee

5. Reviews and approves or disapproves all service fee proposals and changes.

PROCEDURE

ACTION BY:**ACTION:**

- a. Reviews uses, expenditures, and account balances to validate that the proposed fee amounts to be charged to various clients are reasonable based on the purpose of the fee.
- b. Reviews the purpose of all new proposed fees to ensure that no other funding sources are available or currently in place.
- c. Review proposed fee increase to ensure that the proposed increase does not exceed the cost of goods and services to be provided.
- d. Reviews fiscal and other impacts of new or changed fees upon other areas of the University.
- e. After reviewing all of the fee proposals and changes, the University Fee Committee approves/disapproves the proposals and notifies the Vice Presidents of the decisions.

Vice President/
Provost

6. Receives the approved service fees and advises Chair/Director/Dean of fee approval.