



University Operating Procedure

Course and Program Fees

Overview

Course and program fees may be charged to students to recover the costs of materials and supplies that are not normally covered by the instructional budget but are fundamental to the special instructional activities associated with a specific course. Such fees represent additional costs to students that are not reflected in the Cost of Attendance and therefore cannot be supported by student financial aid. For this reason, it is important that all course and program fees be reviewed, approved, and monitored.

Course and program fees must be used solely for support of the course or program involved. A course or program fee should be *exceptional* rather than routine and is not intended to replace normal budgeted support for instruction. Course and program fees must be set at the minimum level required to cover costs and the amount charged must be justified.

All course and program fees must be pre-approved, billed, collected, and periodically reviewed in accordance with the procedures outlined in this document. All course and program fees must be billed and collected via the University's BANNER student information system. Such fees may not be collected by a Dean's office, department, or faculty/staff member. In the case of travel-study courses with *non-refundable* components of the program fee, the non-refundable component of the fee will be collected by Continuing and Distance Education (CDE) at the time of student commitment (which may be months prior to registration). CDE will then apply a non-refundable program fee to the student account and apply the earlier collected payment to the student account. This will ensure the University's collection of funds to cover non-refundable expenses if the student chooses to later drop the course.

Authorization to assess a course or program fee for extraordinary costs will be granted on a case-by-case basis. Examples of costs that may be recovered by a course or program fee include:

- Special, required class activities such as transportation for field trips, event or facility admission costs, or private music lessons
- Manuals and materials that are retained by the student and used in lieu of a textbook (University Copyright policies must be followed when printing copyrighted materials)

- Materials and supplies consumed, retained, or used by the student, including, but not limited to, chemicals, lab supplies, art supplies, course-specific software license fees, and other single-use items

Standard costs of offering a course are expected to be borne by the academic department, including materials related to the mechanics of teaching the course (such as course outlines, syllabi, exams, and similar handouts) and the purchase and replacement costs of instructional equipment with an expected usable life of more than five years. The department is also expected to bear the costs of staffing courses, including personnel employed to aid in the delivery of the course, such as teaching assistants and guest speakers. Costs that may not be assessed as course fees or program fees include salaries, wages, and related benefits; travel-related costs for faculty and other personnel; honoraria, depreciable equipment, computers, University- or department-owned software and licenses, and capital and infrastructure-related expenditures. Exceptions to the above include a.) CDE travel courses will be allowed to assess the travel-related costs for faculty and other personnel, and b.) physical education courses can assess the costs associated with salaries, wages, and related benefits.

Students are expected to pay the cost of supplemental written materials, such as supplemental readings, if they are to have ownership of the materials.

Exceptions to this policy for unusual situations involving costs not typically associated with courses must be approved by the Provost and Senior Vice President.

Procedures

New Course/Program Fees

The Dean's office will submit the Course and Program Fee Proposal Form electronically to the Office of Financial Analysis & Budgeting (FAB) along with the proposed fee rate calculation in Excel format. The fee amount must be in whole dollars. The proposal is reviewed and approved by the Office of the Provost and Senior Vice President. For faculty-led travel programs, a fee range may be proposed initially, with the final fee approved prior to course registration opening.

Upon approval, Student Financial Services will create a new BANNER detail code for new course or program fees. Each approved fee requires its own unique detail code. Detail codes are not transferrable to other courses.

The department will work in conjunction with its Dean's office and the Registrar to ensure that the detail code and corresponding fee are assigned to the appropriate course in BANNER at least one week prior to student registration for the semester the fee takes effect. A course or program cannot be made active for student registration until all details have been finalized and approved, including any applicable fees. No modifications or fee additions are allowed after student registration for the course has opened.

Existing Course/Program Fees

It is the responsibility of each Dean's office to review and monitor its fees and associated calculations prior to course scheduling each semester. The Associate Provost for Teaching and

Learning will oversee a process to annually monitor the use of course and program fees on the basis of selected key performance metrics.

Contacts/Responsible Official

Questions related to the daily operational interpretation of this procedure should be directed to:

Office of Financial Analysis and Budgeting

Units should email their [FAB analyst](#)

(http://www.uvm.edu/~ofabweb/?Page=FAB%20Analysts%20by%20Units_Departments.html)

The Provost and Senior Vice President is the official responsible for the interpretation and administration of this procedure.

Forms

Course/Program Fee Proposal Form

https://www.uvm.edu/sites/default/files/Division-of-Finance/Forms/Course_Fee_Proposal_form.docx

Effective Date

Approved by the Provost and Senior Vice President May 21, 2015