|  |  |
| --- | --- |
| Date Prepared |  |

**PROPOSAL TO ESTABLISH A COURSE or PROGRAM FEE**

**(Submit to Financial Analysis & Budgeting. Projected calculation on determining rate to be charged must accompany proposal in EXCEL format. Contact FAB at x6-3244 with questions)**

|  |  |
| --- | --- |
| Course/Program Title |  |
| Department |  |
| Contact |  |

|  |  |
| --- | --- |
| *Statement of Purpose* |  |

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Chartstring Receiving Fee | Account | Op Unit | Dept | Fund | Source | Function | Program | Purpose | Property |
|  |  |  |  |  |  |  |  |  |

### Primary Purpose of Fee

Provide instructional materials to students at cost

Academic trip/Transportation expenses

Event or facility admission fee

Course materials retained by students

Faculty-led travel course/program

Other

### Proposed Fee Amount (please include calculation of rate to be charged in Excel format)

### $

*Faculty-led travel courses/programs may include a range*

 *\*See Travel-Study Course Fee Guidelines on Page 2 of this form*

**Policy Overview**: Standard costs of offering a course are expected to be borne by the Department offering the course, 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 a typically expected useable 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 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.) 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.

Travel Courses must follow approved student/faculty expense and staffing ratios, and allowable expenses, as outlined in the approved Travel-Study Financial Guidelines. Please see the Course or Program Fee University Operating Procedure for further details.

# Indicate by checking the provided box that you have read and agree to follow the Course or Program Fee University Operating Procedure

**SUBMITTED FOR APPROVAL:**

|  |  |
| --- | --- |
|  |  |
| College or School Budget Director | Date |
|  |  |
| Dean | Date |

**APPROVAL TO ESTABLISH A COURSE OR PROGRAM FEE FOR PURPOSES STATED ABOVE:**

|  |  |
| --- | --- |
|  |  |
| University Budget Director | Date |
|  |  |
| Provost & Sr. Vice President | Date |

|  |  |  |
| --- | --- | --- |
| **For FAB Use:** If approved, activity to be considered as: Income/Expense \_\_\_\_ GF \_\_\_\_ Other \_\_\_\_\_ | **BANNER DETAIL CODE:** |  |

**Travel-Study Course Fee Guidelines**

* The following components of the participating faculty/staff members’ travel costs may be incorporated into the student fee:
* Semester Abroad Travel: airfare, in-country travel, lodging, supplies, and materials; meals are excluded as semester-long lodging should provide kitchen facilities.
* Short-Term Travel: airfare, in-country travel, lodging, meals, supplies, and materials.
* Departmental funding may be used to subsidize any category of faculty expense to reduce costs for students; departmental funding may be used to fund faculty meal expenses in semester abroad programs.
* Within the student fee, the appropriate ratio of faculty expense to student expense is as follows:
* Semester Abroad Travel: The faculty expense portion of the student fee should be no greater than 10% of the total estimated student out-of-pocket expense.
* Short-Term Travel: The Faculty expense portion of the student fee should be no greater than 15% of the total student out-of-pocket expense.
* While there is no uniform faculty-to-student travel-study participant ratio, the following are provided as benchmarks.
* Semester Abroad Travel: A minimum of 2 UVM agents per trip.
* Short-term Travel: A minimum of 2 UVM agents, with a maximum of 18 students per 2 agents.