

Course Fees

Training 2024-25

<https://planning.ucsc.edu/budget/rates-and-assessments/miscellaneous-fees-and-course-fees/index.html>

Training Topics

- Delegation of Authority
- Miscellaneous & Course Fee Advisory Committee (MCFAC)
- Course Fees Submittal and Review Process

Fee Approvals

- Delegation of Authority DA 2559 gives the Chancellor authority to set fee levels for:
 - Course Materials Fees
 - Miscellaneous User Fees
 - Administrative Service Charges/Penalties
- Departments may not assess and collect course fees or miscellaneous fees that have not been approved by the Chancellor
 - May be required to refund any fees collected without appropriate authorization.

Miscellaneous and Course Fee Advisory Committee

(MCFAC)

Membership includes representatives from:

- Academic Divisions
- Academic Senate Committee on Planning and Budget
- Budget Analysis and Planning Office
- Registrar's Office
- Student Fee Advisory Committee
- Student Success
- Vice Provost and Dean of Undergraduate Education

Committee Role:

- Establish procedures
- Review fee proposals for compliance with University policy
- Recommend fee approvals/continuance to Chancellor

Course Fees

Definition:

Materials, supplies, tools, or equipment which are consumed, retained or used by the student, or other materials or services necessary to **provide a special supplemental educational experience of direct benefit to the student.**

Course Fee May Include:

- Materials and Supplies may include, but are not limited to, such items as chemicals, solutions, gloves, filters, biological specimens, artists' media, glassware, photographic chemicals, and other one-time use items. These also may include the reproduction costs for supplemental non-copyrighted materials such as laboratory manuals and noncommercial computer software, and costs associated with providing live models for art classes.
- Tools and equipment includes scientific or medical tools, musical instruments, video and audio equipment, and other equipment related to enrollment in a course, so long as the student is given ownership (if purchased) or extensive use (if rented) of the tools or equipment and, where feasible, has the option of securing equivalent tools or equipment elsewhere. These may include the costs associated with the use of University-owned tools and equipment for out-of-class learning activities or extracurricular use, or the purchase of computer software if the student retains ownership of the software.

Course Fee May Include (Continued):

- Materials and services for special supplemental educational experiences are materials and services that offer students a special educational opportunity, such as travel, lodging and food costs for archeological digs.

Course Fees May NOT Include:

Course Fees may not be charged to cover any costs relating to the provision of facilities or services required for the general operation of the institution.

- Salaries/benefits of University employees (exception individual music instruction)
- Maintenance, depreciation, replacement of instructional equipment located or utilized in classrooms and laboratories primarily during scheduled periods of instruction.
- Reproduction of copyrighted materials for course readers or audio or video collections
- Course syllabi
- Software license costs

Course Fees May NOT Include (Continued):

Course Fees may not be charged to cover any costs relating to the provision of facilities or services required for the general operation of the institution.

- Divisional computer upgrades
- Computer software or licenses that enhance divisional property
- Equipment used to enhance the division
- Honoraria, including the cost for guest lecturers as part of a course
- Expenses that support faculty or staff when a course is offered off-campus,
 - *Example: airfare, other transportation, or food and lodging*

Requirements For Course Fees

- Course Fees are mandatory and shall be assessed only to those students enrolled in the applicable course.
- Course Fees may only be collected through the campus centralized billing or student registration/accounting system.
- Course Fees may not exceed the actual cost per student of the materials provided for the course.
- Course Fees should be reviewed annually by the dept./division regardless if any changes are being requested.
- Fee waivers may be granted as an exception. Each division must specify waiver process in proposal.

Requirements For Course Fees (Continued)

- Course Fee revenue and associated expenditures must be separately recorded and accounted for in a unique FOAPAL.
- Year-end surplus balances are discouraged but if they do occur, they must be retained in designated FOAPAL to be used in the subsequent year towards the same class.
- Year-end deficit balances must be absorbed by the division or department.
- Proposals submitted not using the updated 2024-25 forms will be returned to the unit for resubmission.

Requirements For Fee Since 2021

- Divisions are Provided Central Allocation to Cover Most Course Fees
- Course Fee Must be for a Laboratory (LAB), Primary Field (FLD) Studio (STU) course or For Credit Independent (STI) Music Lessons
- Course Materials Costs Must Exceed \$100 per Student Enrolled

What Constitutes A Reasonable Fee

Considerations:

- Existing Course Fees
- Cost Per Student
- Relationship between the fee and its purpose
- Increases are gradual and moderate
- Adequate notice of fees to students
- Availability of need-based waivers

Review/Approval/Implementation Process

- Course Fee proposal submitted by division to MCFAC (March 8, 2024). Dean's approval required.
- MCFAC reviews proposals March 2024
- Recommendation forwarded to the Chancellor for approval March/April 2024
- Divisions and Registrar's Office notified of approved Course Material Fees – April 2024 for Implementation Fall 2024
 - List of approved Course Fees published on Miscellaneous Fees and Course Fees https://planning.ucsc.edu/budget/rates-and-assessments/miscellaneous-fees-and-course-fees/course-fees-list-2022_23.pdf
 - Divisions/Departments verify approved course fee list
 - Division may appeal decision with Chancellor if fee is not approved
- Department should contact Student Billing Services for procedures related to billing adjustments and collections
- To establish a unique course fee FOAPAL, contact Rob Jarvis in Accounting (rsjarvis@ucsc.edu) for student fee fund number and Hannah Vanderlinden in BAP (hrvander@ucsc.edu) for organization code

Course Fee Forms and Reporting Requirements

Units are required to use the following templates:

- Attachment 1 – Course Materials Fee Request
 - Required for a new course materials fee or an adjustment to an existing fee
- Attachment 2 – Course Materials Fee Budget Summary
 - Required for a new course materials fee or an adjustment to an existing fee. The financial information on this attachment should match Banner or FMW.
- Attachment 3 – Course Materials Fee Year-End Report
 - Required for **ALL** approved course material fees regardless if any changes are being made to the fee.
 - One department per form NOT multiple departments.

For additional information regarding course fees please contact:

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