

---

**Policy: Guidelines for Student Fees**

**Number: 03.13.02**

**Approval Date: August 15, 2013**

**Revision Dates:**

**Section: Business Affairs**

**Area:**

**Subject: Student Fees**

---

**PURPOSE**

The purpose of these guidelines is to establish a consistent procedure for establishing new fees and changes in the amount of existing fees. Adherence to these guidelines will facilitate: (1) good stewardship and accountability of student fee revenues; (2) proper review and required approvals of fees; and (3) timely notification of all stakeholders, e.g., students, registrar, administration, etc.

**DEFINITIONS**

Mandatory fees are paid by all students, regardless of their degree program. Some mandatory fees are assessed by the university, e.g., Student Technology Fee, and other mandatory fees are assessed by the college, e.g., Student Activity Fee.

Incidental fees are paid by some students, depending on the requirements of their program or services they choose to use, e.g., program-specific Laboratory Fees or program-specific Standardized Patient Fees.

“Off-line” fees are fees that departments charge students that are paid directly to the department and not through the registrar. Departments should refrain from charging off-line fees. (See Collection of Fees below)

**APPROVALS**

All fees must be approved by the University of Arkansas Board of Trustees<sup>1</sup>. Fees may not be assessed without Board of Trustees approval. Previous to obtaining Board of Trustees approval, requests for new fees must be approved by the dean and chancellor.

**TIMELINE FOR APPROVALS**

Requests for new fees or increases in existing fees for the following academic year must be submitted to the office of the dean with the department’s budget request. The request must include description of the purpose, benefit to students, justification, and documentation of student input. A standard template for requests will be provided by the Office of the Dean.

**FEE PURPOSE AND RATE**

The purpose and uses for new fees must be briefly and clearly described in the request for new fees or increases in existing fees. The fee amount must reasonably reflect the actual cost to the department of the materials or services for which the fee is to be collected. The department must maintain financial

---

<sup>1</sup> University of Arkansas Board of Trustees Policy 520.4

records sufficient to demonstrate that fees collected for a defined purpose were actually spent for that purpose.

### **STUDENT INPUT**

Before requesting approval for new fees or increases in existing fees, the department must obtain and document input from current students. In seeking student input, the department must (1) explain the purpose and uses of the proposed fee, (2) report to students the anticipated impact on the student's cost of attendance, and (3) inform students of the department's preliminary decision regarding the fee(s) before the request is submitted. The processes for obtaining student input and a summary of the input must be provided with the request.

### **COLLECTION OF FEES**

All approved fees will be assessed through the regular student billing process. Departments may not independently require students to pay fees or other charges directly to the department for materials or services.

### **INVENTORY OF FEES**

The Office of the Dean will maintain an inventory of all mandatory and incidental fees assessed by the university, college, or department. At a minimum, the inventory will include the name and purpose of the fee, whether it is mandatory or incidental, and the academic unit assessing the fee (university, college, or department). The inventory will be reviewed and updated annually and serve as the sole, authoritative reference for all student fees.

### **NOTIFICATION OF FEES**

All fees will be reported in the Catalog and the college's website.

### **IMPLEMENTATION**

These guidelines will be implemented immediately.

### **APPROVAL**

This policy was approved by the College of Health Professions Executive Committee on August 15, 2013.