Policy Title: Establish or Change of Elective Fee or Special Charge Policy

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<th>Policy Title</th>
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<tr>
<td>Issue Date</td>
<td>September 23, 2008</td>
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<td>Responsible Office</td>
<td>Office of Fiscal Services</td>
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<tr>
<td>Contact Information</td>
<td>Office of Budget and Planning</td>
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<tr>
<td>Phone: 470-578-7515 Email: <a href="mailto:budget@kennesaw.edu">budget@kennesaw.edu</a></td>
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1. Policy Purpose Statement

The policy provides the proper guidelines for a request to establish or change elective fees or special charges.

2. Background

In accordance with Board of Regents Policy Manual, Section 7.3.2.2, Elective Fees and Special Charges, "Any elective fee or special charge that is required to be paid by all students in a specific degree program or in a specific course, with the exception of laboratory fees and supplemental course material fees, shall be approved by the Board, but shall not require review or vote by a mandatory student fee advisory committee."

3. Scope (Who is Affected)

Elective fees requiring Board of Regents approval come under the following categories:

- Elective fees or special charges where a payment is required by any standard subgroup of students based on grade level or previous credit hours earned (e.g., all freshman) or
- Elective fees or special charges where a payment is required by students enrolled in a specific degree program, program, and/or specific course.

4. Exclusions or Exceptions

This policy specifically excludes the following:

- Application, Graduation and Transcript Fees
- Parking Fines

5. Definitions and Acronyms

Housing Fees: "Housing fees" are defined as fees paid by students who live in residential on-campus facilities. All housing fees shall be annually approved by the USG chief fiscal officer, to become effective the following fall semester. (Board of Regents Policy Manual, Section 7.3.2.2)
Food Service Fees: “Food service fees’ paid by students who elect to choose an institutional food service plan. All food service fees assessed to students shall be annually approved by the USG chief fiscal officer, to become effective the following fall semester.” (Board of Regents Policy Manual, Section 7.3.2.2)

Other Elective Fees and Special Charges:
“Other elective fees and special charges” are defined as those fees and charges that are paid selectively by students. These fees and charges may include, but are not limited to:
1. Resident hall deposits
2. Penalty charges
3. Non-mandatory parking fees and parking fines
4. Library fines
5. Laboratory fees
6. Post office box rentals; and
7. Supplemental course material fees. (Board of Regents Policy Manual, Section 7.3.2.2)

6. Policy
A fee must be used to augment, rather than replace, general budgeted funds for departmental instructional costs. Increases in a fee should be kept moderate and gradual.

Establishment of New Elective Fees and Special Charges
In accordance with the USG, institutional presidents may establish and adjust elective fees and special charges, as appropriate. Establishment or adjustment must be reported to the Chancellor under procedures established by the USG Chief Fiscal Officer prior to implementation of such fee or charge.

An elective fee paid by any standard subgroup of students based on grade level or previous credit hours earned (e.g., all freshmen) must follow the same process as mandatory student fees, which must be presented to the institution’s mandatory student advisory fee committee for review and approval prior to the Board of Regents approval.

However, an elective fee paid by all students in a specific degree, program or a specific course, does not require an approval from the institution’s mandatory student fee advisory committee prior to the Board of Regents for approval.

Board approval is not required in instances when the fee collected covers only the cost of professional examination/certification, is required as a part of the class, and is procured by the institution under a group purchase. These fees collected and paid to a third party and/or professional services should be essentially pass-through fees, assessed with a very strict focus and in a limited manner.

Supplemental course fees may not be assessed for purposes of general student support services, textbooks, course development, salaries, travel, or other intangible costs.

Laboratory fees may only be assessed to cover the cost of supplies, materials, and services utilized by students in a lab. Revenue from laboratory fees must not be used to cover travel expenses for faculty/staff travel to a laboratory class located on a satellite campus. Lab fees may be used for student lab assistants but may only cover the time spent attending to that specific lab. They are not intended to fund instructor or staff salaries, capital equipment, or staffing of a tutoring facility or general learning center, which should be funded through general operating budgets.
for the establishment of new fees. Requests for elimination or decreases of existing elective fees will follow the same procedures and policies as those for new fees. Requests for increases in approved elective fees will be submitted to the BOR after all KSU institutional approvals have been obtained. This submission occurs once per year, typically in January or February, for fees to be implemented in the following Fall semester. Requests for new elective fees must be submitted with approvals to KSU Document Approval Procedural Steps

Business managers submit the Elective Fee Request Form electronically to the Office of Budget and Planning, who obtains additional signatures from the required departments upon their review. This process ensures that all fees are reviewed for appropriateness and adherence to the Board of Regents Policies and Procedures.

1. Complete the appropriate KSU Elective Fee Request Form.
2. Obtain required approvals, in order as stated below:
   a. Dean/Director
   b. Vice President of Academic Affairs
   c. Vice President of Finance
   d. Office of Budget and Planning (OBP)
   e. Bursar’s Office
   f. Registrar & Records Office
   g. Student Fee Committee (if necessary)

The Office of the Provost, Office of Budget and Planning (OBP), and the Bursar in the Office of Fiscal Services (OFS) are responsible for applying the policy and ensuring adequate campus oversight of all fees. This responsibility includes review of fee proposals, review of the costing and proposed fee levels, and the appropriate distribution of collected fees.

The requesting department manager has primary responsibility to ensure that fee-related expenditures are appropriate and incurred as per the intended purpose of the fee and specifically in the case of course fees, that there is a benefit to the student.

The college business manager should also review the expenditures to ensure the expenditures are appropriate. Supporting documentation should be provided to substantiate the direct benefit to the students.

All documentation for new fee requests or fee changes will be held by the OBP. All student fees will be properly documented, approved, and monitored annually for inactivity, applicability, and accumulating balances. Adjustments will be made for fees that are inactive, no longer applicable, or have excessive balances.

Requests for new elective fees must be submitted to OBP no later than December 1 for the changes to be implemented within the following fall semester.

When proposing new fees, departments must adhere to the following guidelines:

- Direct costs may be included in the calculation of the student elective fee.
- Excluded costs such as employee compensation/benefits and reproduction of copyrighted materials or course syllabi must not be paid from the collection of the student elective fees.
- Each proposed fee must provide an outline of the detailed costs associated with the course and/or program. The elective fee expenditures must be appropriate and directly benefit the students who paid the fee.

Requests for Elective Fee Increase/Decrease

Requests for increases in approved elective fees will follow the same procedures and policies as those for the establishment of new fees. Requests for elimination or decreases of existing elective fees, or for

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| Requests that also require BOR approval will be submitted to the BOR after all KSU institutional approvals have been obtained. This submission occurs once per year, typically in January or February, for fees to be implemented in the following Fall semester. Requests for new elective fees must be submitted with approvals to OBP. |
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| Procedure Steps |
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| Deleted: <#>Departments must apply a test of reasonableness to ensure that funding has not already been provided to the department or school through other fund sources, such as current or tuition funds. |
| Guidelines for the types of items that may be included in the fee are listed above under “Policy.” Only direct costs (not overhead/indirect costs) may be included in the computation of the fee and departments must fully and accurately document the cost of supplies, consumables, and support services associated with each elective fee. |
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application of the fee following a minor change in the course number or description will be handled administratively by the appropriate college/unit. Notification should be sent to OBP when fees are reduced or eliminated.

Internal Process for Tracking

OBP will track fee establishment and fee change requests and hyperlink to the submitted KSU Elective Fee Request Form. It will be tracked by an internal control number, submitting individual, date received, fee name, processed by, process date, and any comments that accompany the request.

7. Associated Policies/Regulations
   a. Board of Regents Policy Manual, Section 7.3.2.2, Elective Fees and Special Charges
   b. University System of Georgia Business Procedures Manual, Section 24.3.2, Elective Student Fees
   c. University System of Georgia Elective Fees and Special Charges Flowchart and FAQs

8. Procedures Associated with this Policy

   Elective Fee Request Form submission as detailed above.

9. Other References

   Georgia Institute of Technology Elective Fees and Special Charges Approval and Budget Review Policy

10. Forms Associated with this Policy

    KSU Student Elective Fees and Special Charges Proposal

11. Violations

    Individuals in violation of this policy are subject to a range of sanctions, including but not limited to disciplinary action, dismissal from the University, and/or legal action.

12. Review Schedule

    The Establish or Change of Elective Fee or Special Charge Policy is reviewed annually by the Office of Budget and Planning.

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