
STUDENT AND SPECIAL COURSE FEE POLICY AND PROCEDURES

Policy

In accordance with NSHE Board of Regents Handbook Title 4, Chapter 17 Section 16 to 17, fees may be assessed to students for lecture and laboratory classes and other student fees in addition to regular tuition and student fees. They include student fees and special course fees. Fees assessed to students must be approved in advance and published in the schedule of classes. No fee may be imposed without the President's approval and as applicable without the Board of Regents approval.

GBC Student Fee and Special Course Fee Procedures

In accordance with GBC student and special course fee policy, the following outlines the procedures in assessing, expanding and adjusting such fees.

1.0: General Provisions

- 1.1 This procedure applies to courses for which regular student fees are charged as well as other student fees.
- 1.2 Not charging an approved fee is possible if alternative funding becomes available.
- 1.3 Fees shall be reviewed every three years and reapproved in the manner outlined in Section 3.0 of these procedures.
- 1.4 Accounts need to be examined periodically to ensure that revenues are approximately equal to expenditures. Fee account activities are the responsibility of the appropriate Vice President or his/her designee. College oversight of fee balances will be the responsibility of the Vice President for Business Affairs or his/her designee. As warranted, fee adjustments, including reductions, may be implemented by the Vice President for Business Affairs in consultation with the appropriate vice president.
- 1.5 Fees cannot be increased once class registration has opened. Fees can be reduced or deleted. If the mode of instruction changes from a live to a distance education delivery method, additional fees will not be assessed to the originating site.

2.0: Definition and Use of Special Course Fee Revenue

- 2.1 Special course (lab) fees are designed to cover extraordinary instruction costs included in the fee justification and are consistent with NSHE Board of Regents (Title 4, Chapter 17 Section 16 to 17) policies governing that type of fee (i.e., course lab fees – equipment maintenance and replacement, consumable materials and supplies, field trips, applied music, clinical practices, etc.).
- 2.2 Special course (lab) fees may be assessed to support projects that result in items retained by students (e.g., materials for a millwork or art project).
- 2.3 The amount of a course lab fee shall be based on anticipated expenditures incurred on behalf of students or the service covered. Fees should cover only these expenditures, and fee amounts shall not be approved to create excess revenues.

3.0: Adjustments and Approvals

- 3.1 A fee proposal can be initiated for any course or program by the faculty member or program staff by completing a *Student and Special Course Fee Request Form*. The request must include rationale and justification, explanation of how the amount of the fee was determined, the date of implementation or change and the recommended amount of the fee.
- 3.2 The continuation of existing fees after three years will be reviewed by the responsible department and resubmitted for continuing approval.
- 3.3 Proposals for all new fees, changing or continuation of existing fees, and/or deletion of fees must be submitted on the *Student and Special Course Fee Request Form*. The form shall be submitted to the department chair, dean and appropriate vice president and then routed to the Vice President for Business Affairs. The fee proposals shall be shared with students for input. Upon approval by the Vice President for Business Affairs, the fees shall be forwarded to the President for final approval.
- 3.4 All approved fee proposals shall be compiled by the office of the Vice President for Business Affairs.
- 3.5 All fees approved by the President are sent to the Vice President for Business Affairs in order to do the following:
- 3.6 Process appropriate fees for Board of Regents approval.
- 3.7 Update the Special Course Fee Master List. The Vice President for Business Affairs will work with the Deans and Vice Presidents to review this master list for accuracy.
- 3.8 Coordinate the updates needed to the student information system for student billing and for course scheduling.

4.0: Disclosure Requirements

- 4.1 The official listing of the approved fees will be maintained in the office of the Vice President for Business Affairs or designee and posted to the GBC website.

5.0: Review of Fees and Expenditures

- 5.1 By the end of July of each year, the Vice President for Business Affairs or his/her designee shall provide a copy of the system fee master list to each dean, vice president or responsible area.
- 5.2 The functional area responsible for the fee shall review fee fund balances, the amount of the fee being assessed, the accounts to which fees are posted, and the expenditures from the fee accounts. The review and any adjustments shall be initiated by the dean, appropriate vice president and/or responsible party, including decreasing or eliminating the fee. All information shall be completed and returned to the Vice President for Business Affairs by the end of September.