

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 1164

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**PROCEDURE TITLE:** Course User Fees

**STATUTORY REFERENCE:** FLORIDA STATUTES 1001.64 and 1009.23  
STATE BOARD OF EDUCATION RULE 6A-14.054

**BASED ON POLICY:** I-32A Additional Fees

**EFFECTIVE DATE:** March 2, 1979

**LAST REVISION DATE:** January 18, 2005

**LAST REVIEW DATE:** January 18, 2005

## **I. PURPOSE**

To provide a procedure for the approval and periodic review of user fees (in addition to tuition, technology, capital improvement, student financial aid, activity, and service fees) for goods or services provided to students enrolled in college credit courses that incur unusual costs. Such user fees shall not exceed the cost of the goods or services provided and shall only be charged to students or agencies receiving these goods or services.

## **II. IMPLEMENTATION OF USER FEES**


In order to initiate, delete or change the amount of a course user fee, the following procedure must be followed:

- A. The Request for User Fee (form ID #) must be completed by the originating discipline or School. The rationale or justification for a new fee or increased fee and an itemized list of goods and services purchased with this fee must be provided. This request will be reviewed through the appropriate discipline or School and forwarded to the appropriate Dean of Academic Affairs. If a new course with a user fee is being proposed, this request form must be submitted with the other curriculum proposal documents.
- B. Once approved by the Dean of Academic Affairs, this user fee request is presented to the Academic Deans Council by the discipline representative or School Director for review and approval.
- C. Once approved by the Academic Deans Council, the request is reviewed by all campus CASSCs and voted on by the College CASSC.

- D. The College Provost for Education, following collaboration with the Vice Provost for Business Affairs who ensures that fees charged are reasonable and do not exceed the unusual costs of the goods or services provided, notifies the Academic Deans and appropriate district personnel of final approval. The Office of the Provost for Education assures that changes are implemented within the College's information system.
- E. Requests for user fees must be approved according to the following schedule:
- Fall Term – April 1  
Spring Term – August 1  
Summer term – December 1
- Exceptions to this schedule may be granted by the College Provost in extenuating circumstances.
- F. In unusual circumstances, the Provost for Education in collaboration with the Vice Provost for Business Affairs and other appropriate academic administrators, may approve a new or increase in user fee to maintain the viability of a course or academic program. Justification for this action, the user fee and an itemized list of goods and services must be documented.

### III. PERIODIC REVIEW OF USER FEES

- A. Each course user fee will be reviewed at least once every five years. Every year, the Academic Deans Council will assure through mutual planning that approximately 20% of the user fees charged to students will be reviewed by the disciplines or Schools to determine if they are still needed and are justified by the cost incurred for goods and services. If a change is recommended at this time or any other time, the procedure for implementation outlined above will be followed.
- B. Each Dean of Academic Affairs will assure that course user fees, within Schools or disciplines for which they are responsible, are reviewed according to the schedule developed by the Academic Deans Council.

	1/18/05
<b>PRESIDENT</b>	<b>DATE</b>