G U I D E L I N E S

Guidelines for Class Fees

Class fees may be charged, in accordance with Board policy 4-104 only for the following:

A. Group travel costs such as gas and mileage reimbursements not including food.

B. Admission and rental fees to off-campus educational facilities.

C. Rental or use fees for specialized equipment used exclusively for instruction.

D. Rental or use fees for on campus facilities where a usage fee is normally charged.

E. Off-campus field trips or specialized equipment and facilities use.

F. Private instruction such as one-on-one study with an instructor for music performance.

G. Expendable materials such as:

1. Materials of a specialized nature not readily available in retail stores.
2. Materials that can be purchased by the department in large quantities at significant cost savings to the students.
3. Materials that must conform to certain specifications and be identical for all students
4. Expensive materials needed by each student in such small quantities that they could not normally be purchased economically in such quantities.

H. Technology expense fees that are beyond the expected basic technology services as defined by each university.

I. Selected expenses such as:

1. Art class models for hire, musical accompanists, and mock patients for clinical practice classes.
2. Supervisory instruction (including travel) for in-context training classes such as onsite student teaching, social work practicum, and nursing clinical experience.

3. Special instructional support such as technological support for multimedia learning digital and graphic design, enhanced audio-visual development, and small breakout group assistants, recitation sections, materials preparation, chemicals, supplies essential for classroom instruction, and group learning facilitators.

J. Refundable deposits for expensive equipment or apparatus that is temporarily entrusted to the students' care.

Charges for class fees:

A. Class fees shall be billed in the same fashion as other tuition and fees, unless payment of the fees is made directly to a non-university operator for equipment or facilities. The fact that the class fee will be paid directly to a non-university recipient must be disclosed prior to the Board approving the fee.

B. Class fees are collected at the time of tuition payment and will be distributed by the university to local department accounts. On site payments may not be made to the course instructor.

Refunds of class fees and deposits shall be in accordance with established university policy and academic units are responsible for maintaining student deposit records