

BUSINESS POLICY LETTER

TO: All Members of the University Community

2003:12

DATE: October 2003

STUDENT FEE POLICY (Board Approved May 17, 1991) (Supersedes 88:5 & 97:11)

I. PURPOSE

The purpose of this policy is to ensure consistent evaluation of student fee requests; to make certain that fees are assessed only when necessary; and to assure that fees are based on documented expenditures.

II. SCOPE

This policy is applicable to all student fees.

III. POLICY

All University fees will be reported annually to the Board of Trustees. Each University area charging fees will complete an annual review of their charges.

IV. GUIDELINES

- A. From time to time, it is necessary for the University to assess fees for services and/or materials that are not covered by tuition or room and board fees. It is the intent of Ferris State University that additional fees be assessed only when necessary and that the cost be based on documented incremental expenditures.
- B. When a new fee needs to be assessed, the requesting unit or department is required to define the fee and its purpose, state the basis for determining the amount of the fee, note whether the fee is new or a fee increase, and indicate how the revenue will be accounted for. Once these items have been established, the fee goes through the appropriate approval process.
- C. An annual review of fees is to be undertaken by department/unit, dean/director, and vice president, with changes to coincide with the institutional budget cycle.
- D. Notification of all new fees or changes to existing fees must be made to the Business Office upon completion of the approval process.
- E. There are two types of Student Fees.
 1. ***Institution-wide Student Fees*** affect the general student population attending Ferris State University.
 - a. These fees may be for the construction, improvement, maintenance, and use of new or improved academic and student service facilities; for student wide initiative; or other campus wide purpose.
 - b. The approval process consists of the following steps:

1. Requester submits recommendation of fee to the vice president of the appropriate division.
 2. The vice president will forward the recommended fee to the Student Fees Committee for review.
 3. The Student Fees Committee's advisory recommendation will be submitted to the President.
 4. The President will present the recommended fee to the Board of Trustees for approval.
 5. Future increases or elimination of such fees must be brought to the Board of Trustees for approval.
2. ***Other Student Fees*** are imposed in order to defray the inflationary costs of services or consumable supplies used in the operation of activities for which the fees and charges are being imposed.
- a. Examples of such fees include (but are not limited to) tuition enrollment deposits, late fees, testing, and fees specific to student services rendered in conjunction with University-sponsored activities.
 - b. The approval process consists of the following steps:
 1. The Student Fee Request Form is available on the internet. This form is to be completed and forwarded to appropriate Dean/Director.
 2. Dean/Director reviews request and if supports, presents fee recommendation to their respective Vice President.
 3. Vice President signs and forwards requests, if supported, to Student Fees Committee (SFC). Vice President returns non-supported request to Dean/Director. ***Deadline for submission is February 1*** of the year preceding implementation/increase. Exceptions (to be approved by SFC) only for minimal student fee increases from outside sources that may occur at different times of the year (i.e. ACT or CLEP test fee changes).
 4. Student Fees Committee reviews; forwards advisory recommendation to President with copy to appropriate Vice President.
 5. President reviews the request and conveys decision to SFC Chairperson.
 6. SFC Chairperson sends decision via memo with copy of approved/disapproved form to appropriate Vice President and Dean or Director. Copies of approved fees are also provided to Business Operations, Finance Office, Financial Aid and Budget Office.

7. Budget Office adds appropriate fee/change to approved Student Fee listing and provides to Board of Trustees for their information. The Financial Aid Office adds new approved emerging technology equipment to Equipment List.

F. This policy is a means of implementing the Fee policy approved by the Board of Trustees on May 17, 1991.

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