

Student Fee Request Form

Deadline for Submission: February 1 of year preceding proposed implementation or increase.

In order for the fields to work properly, please save document on your desktop and open with Acrobat Reader DC.

Date: Requester: Amount:

Fee Description and Justification (feel free to attach additional information):

Anticipated Implementation Date: FOAP to be Credited:

Collection Site:

Student Fee—Decrease

Student Fee—New

New Emerging Technology Equipment Request

Student Fee—Increase

(Only to be used for new emerging technology requirements that are not on existing equipment list, e.g., laptop computers.)

Current Amount:

Signature: Department:

APPROVALS

Dean/Director: Date:

Provost/Vice President: Date:

Recommended Not Recommended

Tuition & Student Fees Committee Chair: Date:

Rationale:

Approved Not Approved

President: Date:

Comments:

SUMMARY PROCEDURE:

1. Complete Student Fee Request Form, digitally sign, and email request form to Dean/Director, along with any supporting documents.
2. Dean/Director reviews and, if supports, digitally signs and emails form to the Provost or appropriate Vice President with any supporting documents.
3. If Provost/Vice President does not support the request, request gets sent back to the Dean/Director.
4. If Provost/Vice President approves request, request is digitally signed and emailed to T&SFC (Tuition & Student Fees Committee) at babcockt@ferris.edu with any supporting documents.
5. After the submission deadline of February 1, the Committee reviews all fee requests and forwards recommendations to the President sometime in April.
6. President reviews request and conveys decision to the T&SFC Chair.
7. Chair sends decision, via memo/email, with a copy of the approved/disapproved form to the Provost, or appropriate Vice President, Dean or Director (depending on division), Finance Office and Student Financial Services.
8. If request is approved, Budget Office will add the fee addition/change to the student fee listing.
9. The listing will be provided to the Board of Trustees along with the Preliminary General Fund Operating Budget Recommendation in the spring.
10. The Financial Aid Office will add any new approved emerging technology equipment to Equipment list.

DEFINITION:

Departments are responsible for assuring approval of student fees before they are assessed including Marketplace Mall, Direct Bill, etc.

Student Fees Requiring Committee Review –

- fees that are assessed to students as the primary customer which are intended to augment department or general revenues, or are not charged at a legitimate point of sale such as locker fees, study abroad, library fines, etc.
- all course fees
- any fees that are not related to a course but could affect any Ferris student such as proficiency exams, alcohol education classes, application fees, etc.
- student fees which are charged at a legitimate point of sale (e.g. Student Financial Services, Birkam Health Center, Katke Golf Course, Racquet & Fitness Center) assessed to underwrite the cost of goods or services such as late registration, late payment penalty, etc.

Student Fees NOT Requiring Committee Review

- course-specific supplies will be treated like textbook items and should go through the normal department/dean's office approval process
- if course-specific supplies cost over \$100, the list needs to be sent to the Financial Aid Office to become part of the equipment list. This allows the FAO to add the costs to the student's budget for financial aid consideration.
- routine course-specific disposable supplies will continue to be supplied by the department (lab items, rubber gloves, gauze, first aid item, etc.)
- field trips, events, conference fees occasionally assessed to students

For a list of current fees: <https://www.ferris.edu/administration/president/budget-office/StudentFeeList.pdf>

If further clarification is needed, please email: babcockt@ferris.edu or call x3823.