

<b>Review and Approval of Student Fees Procedure</b>	Procedure Number	4.10P
	Effective Date	TBD

**1.0 PURPOSE**

In accordance with Board of Trustees Policy 4.10 Student Fees, the purpose of this procedure is to describe the process for the proposal, review, and approval of student fees at Laramie County Community College.

**2.0 REVISION HISTORY**

Adopted on: TBD

**3.0 PERSONS AFFECTED**

Students of Laramie County Community College are subject to the provisions of this procedure.

**4.0 DEFINITIONS**

- A. *Student Fee* – General term referring to any additional cost and amounts assessed to students as a condition of enrollment in the College and/or as a condition of enrollment in a particular activity, course or program, not including tuition. Various types of student fees are defined in the following.
- B. *Mandatory Fee* – Student fees assessed College-wide to all students for the provision of over-arching academic, student, or administrative services, and/or infrastructure that supports the delivery of the educational experience.
- C. *Student Activity Fee* – Student fees assessed for participation in a co-curricular or extra-curricular student activity at the College and/or a branch campus. This fee is allocated to the various co-and extra-curricular groups through a student Fee Allocation Committee of the Student Government Association annually.
- D. *Course Fees* – Student fees that are assessed for the enrollment in individual courses to defray the unique or extraordinary costs of a specific course.
- E. *Program Fees* – Student fees that are assessed for the enrollment in individual programs to defray unique or extraordinary costs of offering the programs.
- F. *Auxiliary Fees* – Student fees assessed for the provision of elective services chosen by students such as student housing and food service plans.
- G. *Miscellaneous Fees* – Student fees assessed to cover the cost of delivering specific services that are incidental to the instructional activities.

## 5.0 Student Fee Approval and Review

Each year, a comprehensive review of existing and consideration of proposed new student fees is conducted by the College. This generally occurs in the Spring Semester to allow for changes to student fees to be included in both revenue projections and budget allocations for the coming year. Requests for approval of new or changes to existing fees at other times will only be entertained upon a demonstration of extenuating circumstances. New academic programs must include any proposed program or course fees at the time of the academic approval. The approval of the program will also serve as the approval of the proposed fee(s).

### A. New Fee Approval

New fees may be proposed by a variety of individuals at the College. These may include students, faculty, deans, directors, executives, or the President, etc. Proposed fees should be designed to conform to allowable uses (described in 6.0 below).

Annually, the Vice President of Administration and Finance will notify the campus with a call for proposed fees. Proposals for new fees shall include the following:

- 1) Proposed fee name
- 2) Course, program, activity, or service the fee will be associated with
- 3) Amount and how it will be assessed (per credit, per program, at enrollment, etc.)
- 4) Justification (why is it needed) and purpose of the fee (what will it be spent on)

While there is no set hierarchy for the advancement of proposed student fees, it is expected that individuals/groups proposing fees will advance their proposal through the appropriate chain of command (i.e., a faculty member will advance a proposed fee to the area dean, the dean to the Vice President, and the Vice President). Proposed fees are then submitted to the Vice President of Administration and Finance for aggregation.

Once aggregated, all proposed fees are advanced through the LCCC Student Government Association and the College Council for recommendations. Recommendations are advanced to the President's Cabinet for final approval.

### B. Review of Existing Fees

Running in tandem with the proposal of new fees, annually the Vice President of Administration and Finance will also notify the campus of the process for review and modification of existing student fees. This is the opportunity for individuals/groups responsible for certain fees to evaluate the appropriateness of current fees and their levels through the examination of previous year(s) student fee revenue collections and expenditures. Those individuals/groups shall conduct this analysis and recommend one of four options for existing fees; keep it at the currently approved level, increase the fee, decrease the fee, or eliminate it.

### C. Requests for the increase, decrease, or elimination of currently approved fees should be accompanied by the following information:

- 1) Fee name (and any proposed changes to it)
- 2) Course, program, activity, or service the fee will be associated with
- 3) Changes to the amount and/or how it will be assessed (per credit, per program, at enrollment, etc.)
- 4) Justification for the proposed action

As stated before, there is no set hierarchy for the advancement of proposed student fees, it is expected that individuals/groups proposing fees will advance their proposal through the appropriate chain of command (i.e., a faculty member will advance a proposed fee to the area dean, the dean to the Vice President, and the Vice President). Changes to existing fees are then submitted to the Vice President of Administration and Finance for aggregation.

Once aggregated, all proposed changes to existing student fees are advanced through the LCCC Student Government Association and the College Council for recommendations. Recommendations are advanced to the President's Cabinet for final approval.

## **6.0 Use of Student Fees**

The annual review will ensure that student fees, when approved, must be separate, unique and used solely for the purposes for which they were proposed. In most cases, the fees charged cannot exceed the cost of providing the product or service available to the student, although retaining some positive balance to student fees may be desirable to accommodate enrollment fluctuations. The following are general parameters for the use of specific student fees.

### **A. Mandatory Fees**

Mandatory fees are assessed to all students as a requirement for enrollment at the College. Mandatory fees cover specific administrative or infrastructure costs including, but not limited to renewal and replacement of general educational/instructional equipment, technology infrastructure, computer labs and printers, registration fees, digital databases, and servicing of bond debt encumbered to build, renovate and/or operate and maintain facilities. Revenue generated from mandatory student fees will only be used for the purpose of which the fee was created. Mandatory fees shall not be assessed for normal operating expenses that are in part, or have been fully funded by the College's general operating revenue.

### **B. Student Activity Fee**

Student fees are assessed to all students across the College, unless designated for students at a branch campus location. These fees may be assessed for purposes such as, but not limited to campus recreation, athletics, student government, health services, construction or operation of student-specific facilities (e.g. student union), and additional fees where the revenue from which is appropriated by student government for a specific purpose.

### **C. Course Fees**

Course fees may be assessed for unique or extraordinary costs associated with the delivery of specific course. Revenue from these fees may only be used for expenditures within the specific course and purpose for which they were assessed. Allowable uses include, but are not limited to, costs associated with field trips, consumable materials fees for laboratories, music, art, vocational, occupational, technical, and physical education courses, uniforms and specialized equipment that will be retained by the student at the end of the course, testing fees required for completion of a course, pass-through costs associated with certifications or licensure, and unique insurance costs associated with the course (e.g., clinical liability insurance).

D. Program Fees

When many courses within a specific program have unique or extraordinary costs associated with them, the College may assess program fees to students who have formally enrolled in that specific program. Like course fees, revenue from these fees may only be used for expenditures within the specific program and purpose for which they were assessed. Allowable uses include, but are not limited to, costs associated with field trips, consumable materials fees for laboratories, music, art, vocational, occupational, technical, and physical education courses, uniforms and specialized equipment that will be retained by the student at the end of the course, testing fees required for completion of a course, pass-through costs associated with certifications or licensure, and unique insurance costs associated with the course (e.g., clinical liability insurance).

E. Auxiliary Fees

The College may provide auxiliary services to certain students enrolled at LCCC. In those cases, students who opt to elect a specific service (e.g., student housing or food service plan), will be assessed a student fee to cover the expense of offering that service. Auxiliary fees will not be assessed to any students who have not elected to participate in the specific service.

F. Miscellaneous Fees

The College may also assess various miscellaneous student fees to cover the cost of delivering specific services that are incidental to the instructional activities. These may include, but not limited to, health insurance, graduation and commencement, late registration, placement testing, optional materials fees, deferred payment, return check fees, and late tuition payment.

**7.0 Publication of Student Fees**

The Vice President of Administration and Finance will ensure that all approved and active student fees are published in a manner that it is reasonable for any constituent to access and review. This may be as an accompaniment to the annual budget, as part of the College catalog, on file in the library, or published separately online. This list is not intended to be exhaustive, but rather illustrative of the intent for transparency in the disclosure of fees students may have to pay in addition to the tuition.

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REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Carol Hoglund, Administration and Finance Vice President	8/26/14
Approval by President's Cabinet		
Ratified by College Council	Typed Name of College Council Co-chair	
Approval by President (Signature)		