

TEMPLE UNIVERSITY

BOARD OF TRUSTEES

POLICIES AND PROCEDURES MANUAL

Title: Student Fees
Policy Number: 05.30.11
Issuing Authority: Office of the President
Responsible Officer: Chief Financial Officer

Date Created: February 16, 1990
Date Last Amended/Reviewed: June 17, 2010
Date Scheduled for Review: June 17, 2015
Reviewing Office: Office of the Bursar

Scope of Policy & Rationale:

This policy formalizes the approval of student fees and fee increases, and standardizes their accounting and reporting. Specifically, this policy:

1. Sets forth the required authorizations for establishing and charging all fees;
2. Defines the accounting rules necessary to properly record fees on the university's books and records; and
3. Provides for the crediting of fees back to the respective schools and colleges for their approved use in offsetting related costs.

This policy applies to all fees imposed on students with the exception of mandatory student fees, which presently consist of the university services fees.

Definitions

“Mandatory Student Fees” are fees having university-wide application. The current mandatory fees consist of a single university services fee.

“Student Fees” are any supplemental charge to students in excess of board approved tuition. Included are any charges required by schools, colleges, departments, or individual courses. Fees also include charges assessed to students from central administrative offices (i.e., bursar, Office of Academic Records).

The “University Services Fee” helps fund a number of university services including:

- Funding for state-of-the-art computer equipment and technologies to provide support for the students’ academic experiences, including e-mail access and modern lab facilities;
- Access to all student activities, events and recreational facilities;
- Expansion and maintenance of recreational and academic facilities to enhance and improve student life;
- Availability of basic student health and treatment services provided by nurses and physicians on campus.

The Board of Trustees may consider assessing additional mandatory fees in the future.

Policy Statement

I. Authorization

All newly proposed student fees or proposed increases in existing student fees shall be submitted by each dean and budget unit head to the University Fee Committee no later than the date determined by the committee each academic year. Each student fee request (or fee increase) should be justified by showing that (1) the fee covers consumable materials used in the course or program, such as art supplies or chemicals; (2) the fee covers breakage of equipment or materials that is expected in the normal process of teaching the course or program, such as a fee that covers normal breakage of test tubes, beakers, etc. in laboratories (the fee for breakage should be related to a showing that the revenue generated is in the amount of the replacement cost for items broken); (3) the fee covers documented costs associated with processing student applications or (4) another exceptional reason.

Even when student fees can be justified on one of these criteria, the committee will examine any fee application or application for increase to determine whether the budget of the college, school, or department is sufficient to cover the costs without imposing a fee.

The University Fee Committee shall determine which student fees to authorize and shall submit recommendations for approval by the president. No student fees may be imposed or collected which are not so authorized and approved. The University Fee Committee will also determine the manner in which student fees are to be collected. The chair of the University Fee Committee will notify deans which fee requests were denied and which were authorized and approved within two weeks of the approval of fees by the president.

Every five years beginning with academic year 2001-2002, the University Fee Committee shall undertake a zero-based review of all existing student fees to assess whether continuation of each student fee is justified in light of the foregoing criteria. The University Fee Committee will then report its recommendations to the president concurrent with the committee's submission of its annual student fees recommendations. At his or her sole discretion, the president may authorize a zero-based review of all existing student fees at a time other than the regular five-year cycle.

The University Fee Committee will be made up of at least six individuals, at least two of whom shall be students nominated by Temple Student Government and designated by the vice president for student affairs; one of whom shall be the designee of the provost; one of whom shall be the designee of the university administrator responsible for enrollment management; one of whom shall be the designee of the Faculty Senate; and one of whom shall be the designee of the chief financial officer, who shall also be the chair of the committee. The president will retain discretion to authorize or appoint additional members.

II. Collection and Deposit

Student fees will normally be billed as part of the students' tuition bills and credited to the appropriate departments through the university's standardized student billing systems. Individual departments or administrators may not collect student fees unless collection of those fees has first been approved by the bursar, who must be satisfied that the department or administrator can safeguard the funds and deposit them in a timely manner. All student fees revenues collected by individual departments or administrators must be transmitted daily to the Bursar's Office at times prescribed by the chief financial officer. See Administrative policy #05.20.12, Cash Handling Policy and Procedures.

The Bursar's Office will deposit all student fee revenues in an authorized revenue account or in such other account approved by the controller.

III. Budget

All fee revenues collected by a particular school or college will be credited to the respective school's or college's revenue account. All monies credited to a school's or college's revenue account may be expended by the school or college for operating purposes consistent with the authorization of the University Fee Committee and other applicable university policies relating to expenditures.

All fee revenue of a general nature, and fees associated with a central administrative office (e.g., transcript fees, late payment fees, etc.) will be credited

to a central revenue budget and will not be used to offset an individual department's budgets.

IV. Exceptions

Any requests for an exception to this policy must be submitted in writing to the University Fee Committee for recommendation to and approval by the president. The University Fee Committee will provide written notice of approval or rejection of such requests.

Notes

1. Dates of official enactment and amendments:

Approved by the president in cabinet on February 16, 1990, superseding Presidential Policy Statement I-10 approved by the president in Executive Cabinet on September 10, 1985, and applicable parts of Presidential Policy Statement No. 4-14, approved by the president in cabinet on October 30, 1974.

Amended by the president in cabinet on November 1, 1991.

Amended by the president on December 20, 2002.

Updated by the Board of Trustees on May 13, 2008 and on June 17, 2010.

2. History:

This policy was formerly designated as Presidential Policy Statement No. I-10.

The November 1, 1991 amendment modified committee membership.

The December 20, 2002 amendment further modified Committee membership; removed mandatory student fees having university-wide application from the scope of the policy; added strict criteria for the imposition of student fees and fee increases; provided that the chair of the University Fee Committee will notify deans which fee requests were denied and which were authorized and approved within two weeks of the approval of fees by the president; and provided for zero-based review of all existing student fees every five years.

The May 13, 2008 amendment changed names to reflect current practice.

Initial Policy Effective Date:

February 16, 1990

Last Amended:

June 17, 2010 to reflect the combination of all fees into a single mandatory fee, the University Services Fee.

3. Cross References/Appendix:

Board of Trustees policy #05.30.01, Student Charges and Refunds

Administrative policy #05.20.12, Cash Handling Policy and Procedures.