

## **Board of Regents Handbook**

### **Title 4, Chapter 17**

#### **Section 25. Special Course Fees**

It is the policy of the Board of Regents that the registration fee be the only fee assessed for taking a course except as otherwise outlined in this Section. The reasons for these exceptions are extraordinary instruction costs due to:

- a. individual instruction such as private music lessons,
- b. class supplies, course-specific software, and specialized equipment such as welding equipment and materials
- c. third party charges for use of a facility such as golf,
- d. special transportation requirements,
- e. extraordinary instructional costs such as intensive supervision, support or additional technical expertise required for the delivery of the course, or
- f. some combination of these reasons.

Responsibility for implementing this policy is delegated to the Presidents up to a maximum of \$50.00 per course. Courses requiring fees higher than \$50.00 require Board of Regents approval.

(B/R 2/09)

#### **Section 28. Differential Program Fees**

1. NSHE institutions may bring forward annually for Board approval differential program fees to be retained by the institution that would be assessed in addition to registration fees. Each institution must establish procedures to ensure that student input is appropriately sought that must include a review of existing special course fees in the process of developing a differential program fee.
2. Upon the establishment of a differential program fee, all existing special course fees associated with the same program shall be eliminated, except those that are designated to cover the cost of consumables associated with a specific course.
3. Differential program fees shall be limited to high cost and/or high demand programs only, and such requests must be accompanied by documentation justifying the higher cost for students.
4. Except for clinical and applied health programs, differential program fees shall be limited to upper-division (300-400 level) and graduate level (500 level and above) courses.
5. Differential program fees shall be brought forward to the Board for consideration upon consultation with all institutions offering the program.
6. The Chancellor shall establish procedures for the administration of differential program fees, including but not limited to guidelines for the expenditure of revenue generated from such fees consistent with the use of differential program fees set forth in Title 4, Chapter 10.

(B/R 3/15)

## **Board of Regents Handbook**

### **Title 4, Chapter 10**

#### **Section 18. Use of Differential Program Fees**

1. Funds generated from a differential program fee shall be deposited into a Differential Program Fee Account that is maintained separately for each program.
2. Funds generated from a differential program fee will not be included in the state supporting operating budget and will be retained by the institution.
3. Funds generated from a differential program fee shall be expended on goods and services directly related to the program with which the fee is associated, including, but not limited to, salaries and wages, operating, equipment and library materials that directly benefit the program. Appropriate levels of state support for the program shall continue.
4. At least 15 percent of the differential program fee at the universities and state college and 10 percent of the differential program fee at the community college must be allocated for need-based financial aid for students enrolled in the program for which there is an approved differential program fee. Institutions may establish policies and procedures consistent with this Subsection to allow graduate assistants in a program with an approved differential fee to register without such a fee and to account for such allowance in reporting the required set aside for need-based financial aid.
5. Expending funds generated by the differential program fee for purposes other than those described in Subsections 3 and 4 shall require approval by the Board of Regents.
6. On or before February 1 of each year, each institution with approved differential fees will submit a detailed written report to the Chancellor's Office regarding the actual expenditure of differential program fees with an explanation of how the fees have been used for the benefit of the academic program for which the differential fee was established. The Chancellor's Office shall transmit these reports to the Board annually.
7. As used in this Section, "differential program fee" refers to a differential program fee established in Title 4, Chapter 17.

(B/R 3/15)

#### **Section 19. Fee Account Balances**

1. It is the intention of the Board of Regents that any fees collected from students be utilized for the direct benefit of the students from whom they are collected. Except as otherwise provided in Subsection 2, all fees, including but not limited to student fees, special course fees, differential program fees, health center fees, technology fees, excess credit fees, and registration fees (including student access, capital improvement, general improvement, and activities and programs fees) that remain unexpended as of June 30th of the fiscal year in which they are collected may be carried forward for up to one fiscal year.
2. Except as otherwise provided in this subsection, this policy applies to the fees listed in subsection 1 and approved by the Board of Regents under Chapter 7 of the *Procedures and Guidelines Manual*. The policy does not apply to the fee account balances associated with self-supporting programs or student association fees.

3. Exceptions for anticipated capital, residence life operations, and equipment expenditures requiring a multi-year carry-forward may be approved by the president, in consultation with student government. Such exceptions, including a description and the justification for the reserves, must be reported to the Chancellor by September 30th of each year.

(B/R 9/17)