



To fee or not to fee  That is the questionSM

To Fee or Not To Fee

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Agenda:

- Recap Board Policy Revisions (7.3.2.1 & 7.2.2.2)
- **Business Procedures Manual (BPM) Section 24**
 - Highlight and discuss specific changes
 - Open discussion
- General Updates

Recap: BOR Student Fee Policy Revisions

- In the spirit of **affordability and transparency**, the Board approved revisions to policy sections on USG student fees
- Generally, the revisions require fees assessed to a large number of students, such as everyone within a grade level, to be approved by the Board
- Meal plans charged to commuter students are classified as a mandatory fee
- Annually examine “add-on” fees to student
- Effective fall semester 2016



Good Practices

- Institutions should continually examine all student fees for appropriateness and reasonableness
 - Demonstrate additional value for charge
- Look for opportunities to reduce or eliminate fees
- New fees should be vetted at the campus level before submitting to the USO for consideration
- Start conversations with System Office (Budget Analyst) early

BPM Section 24: Student Fees

- Section 24 added to BPM in 2012 to establish guidelines to ensure the effective and appropriate use of student fee revenues
 - mandatory fee and elective fees and special charges
- Revisions to Section 24 are needed to:
 - align with Board policy
 - clarify and strengthen guidance around student fees
- Draft was emailed on September 13th
 - CBOs, Budget and CAO listservs
- Two weeks reading period

Updates to Highlight

- Student Engagement
- Course/Degree Program Fees
- Establishment of Elective Fees
- Considering Reserve Balances
- Health Fees – 3rd Party Billing

Student Engagement

- Student engagement is critical!
- Board policy requires minimum of four students to serve on advisory committee
 - Strongly encourage greater student engagement via focus groups, social media engagement, student body referendums, etc., as appropriate
- Minimally, students should receive financial information consistent with submission System Office.
- Student fee participation forms must be received with fee submissions in December

Course/Degree Program Fees

- Most extensive updates to BPM section
- Pages 13 – 15
- Three categories
 - Supplemental Course Material Fee
 - Laboratory Fee
 - Other Course/Degree Program Fee

Supplemental Course Material Fees

- Integral to the course in order to reach the intended learning objectives.
- The student can easily identify the direct benefit
- Fee rate is equivalent to or lower than material or service purchased independently at market price.
- Revenue received would align with the planned expenditures.

Laboratory Fees



- Lab fees may be assessed to cover the cost of supplies, materials, and services utilized by students in a lab
- The lab must be specific to a course and attendance required as a part of the course.
- Lab fees for general learning centers maintained to provide optional tutoring or extra practice are not allowable.

Degree Program

- Includes fees assessed to everyone in program each semester
- Also includes fees assessed once during the time of enrollment in the program

Establishment of Elective Fees

- Formalized, documented process
- Collaboration of both department leadership and business office

All Mandatory Fees

- Use of reserve balances for activities unrelated to fees should be disclosed as part of student fee committee process
- Reserve balances – comprehensive multi-year plan or R&R

Health Fees

- Cover operations and standard set of services
- Fee amount based on this service level
- Billing for additional services allowable, both direct pay or insurance

Open Discussion

- Comments
- Suggestions
- Concerns



General Updates

- Quarterly Actuals Reporting - Working Group
 - Improve reporting to provide useful information for USO and institutions
- New Online Templates
 - Graduate Tuition
 - Elective Fees Required Board Approval
- Status of Quarterly Amendment System

Questions

Concerns

Conundrums

