To fee or not to fee  

That is the question
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

- 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 students.

- 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
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