

**PROCESS FOR SETTING STUDENT COURSE FEES
Based on Personal Property and Service Charge
Minnesota State University, Mankato**

INTRODUCTION

Per Minnesota State Colleges & Universities Board of Trustees Policy 5.11 Tuition and Fees (copy attached) three categories of fees shall be applied to students by Minnesota State Colleges and Universities

- a. Mandatory fees are in statute or policy and are required to be charged by all colleges and universities
- b. Which include:
 - a. Senior citizen fee
 - b. Parking Fee
 - c. Payment plan fee
 - d. Statewide student association fee
- c. Optional fees are established by the board and adopted at campus discretion.
 - a. Application fee
 - b. Credit for prior learning assessment fee
 - c. Student life/activity fee
 - d. Athletics fee
 - e. Health services fee
 - f. Special events fee
 - g. Residential learning community fee
 - h. Technology Fee
- d. Personal property and service charges include items that are retained by the student or services that are on the student's behalf.

No fee shall be charged unless authorized by the board. All fees must be identified separately on a tuition and fee statement.

DEFINITION OF Personal Property and Service Fee

Personal Property and Service Charges. Personal property fees shall be for items that become the personal property of a student and have an educational or personal value beyond the classroom. Personal property charges include items that are retained by the student. Service charges shall be for services for or on the behalf of the student. Fees may not be charged for consumable supplies, nor for system on-campus and off-campus facilities costs related to instruction.

Individual personal property and service charges shall be approved by the president. The approximate fee range or rate shall be available to students at the

time of registration. A list of these fees shall be available to students upon request at the campus. Fees are determined by the president based on actual costs and can include but are not limited to fees for such items as follow.

Subpart A. Personal property. Personal property is that property retained by the student and having value outside of the classroom. Personal property may include, but is not limited to, tools, books, materials and supplies retained by the student, official transcripts, identification cards, and replacement or additional diplomas.

Subpart B. Service charges. Service charges shall include:

- 1) Equipment, including special leases or rentals of laptop computers as required by an institution or program. Situations requiring students to purchase or lease college- or university-wide technology shall be reviewed by the technology fee advisory committee and the campus student association(s) shall be consulted.
- 2) Special testing, including testing for counseling (e.g. career interest inventories, type indicators, etc.); occupational certification; retesting of entry level assessment; and optional testing requested by the student. This fee shall not be charged for initial entry assessment or required outcome assessment.
- 3) Other instructional services, such as:
 - (a) additional instructional costs not included in tuition, but paid by the student to a private vendor (e.g. theater tickets, bowling lane rentals, green fees, ski lift tickets, etc.) may be a service charge if identified at the time of registration.
 - (b) fees for private lessons associated with a credit-bearing course (e.g. flight training, voice or instrument, art, etc.) may be charged in addition to tuition.
- 4) Other non-instructional services provided to students for their personal benefit, such as legal services, health services, and insurance.
- 5) Assessments to discourage a behavior such as a library overdue charge, an NSF bank charge or restitution charge to pay for damage incurred.
- 6) Actual course-related travel costs required for transportation, room, board and other expense incurred by students in the course of travel related to an instructional activity.

PROCESS FOR ESTABLISHING CAMPUS STUDENT FEES

1. Departments seeking to establish or adjust a student fee shall submit a Request and Approval Form for Student Course Fees to the Associate Vice President for Academic Affairs.
2. The proposal shall include
 - a. Justification for the fee, rationale for fee amount, and documentation of student consultation.
 - b. Course name(s) and designator(s)
 - c. Duration of the fee (is this a one-time fee? Should it continue into future terms?)
3. The Associate Vice President for Academic Affairs (or designee), in consultation with the University Budget Officer (or designee) shall review the request and notify the department if the fee has been approved via a signed proposal sheet. Once approved, departments will need to work with the University Budget Officer to confirm the appropriate cost center.

CONSULTATION PROCESS

All tuition and fees are subject to student consultation requirements as defined by Board Policy 2.3, Student Involvement in Decision Making

ANNUAL REVIEW OF CAMPUS FEES

No later than October 15 of each year, the Office of Academic Affairs shall send a notice to all departments with continuing student fees. The notice will ask departments to:

- Verify the continuance of annual fees
- Note any fees to discontinue
- Note any changes in the amount of the fee (minimal changes will be approved through this review process; significant changes will require the completion of a request for a new fee)