

5.0 STUDENT FEE APPROVAL AND REVIEW

Each year, a comprehensive review of existing and consideration of proposed new student fees is conducted by the College. This will occur early in the Fall Semester to allow for changes to student fees to be included in both revenue projections and budget allocations for the coming year. Requests for approval of new or changes to existing fees at other times will only be entertained upon a demonstration of extenuating circumstances. New academic programs must include any proposed program or course fees prior to academic approval.

A. New Fee Approval

New fees may be proposed by a variety of individuals at the College. These may include students, faculty, deans, directors, executives, or the President, etc. Proposed fees should be designed to conform to allowable uses (described in 6.0 below).

Annually, the Vice President of Administration and Finance will notify the campus with a call for proposed fees. Proposals for new fees shall include the following:

- 1) Proposed fee name
- 2) Course, program, activity, or service the fee will be associated with
- 3) Amount and how it will be assessed (per credit, per program, at enrollment, etc.)
- 4) Justification (why is it needed) and purpose of the fee (what will it be spent on)

It is expected that individuals/groups proposing fees will advance their proposal through the appropriate chain of command (i.e., a faculty member will advance a proposed fee to the area dean, the Dean to the Vice President of Academic Affairs, and the Vice President Administration and Finance). Proposed fees are then submitted to the Vice President of Administration and Finance for aggregation.

Once aggregated, all proposed fees are advanced through the LCCC Student Government Association and the College Council for recommendations. Recommendations are advanced to the President's Cabinet for final approval.

B. Review of Existing Fees

In tandem with the proposal of new fees, the Vice President of Administration and Finance will also annually notify the campus of the process for review and modification of existing student fees. This is the opportunity for individuals/groups responsible for certain fees to evaluate the appropriateness of current fees and their levels through the examination of previous year(s) student fee revenue collections and expenditures. Those individuals/groups shall conduct this analysis and recommend one of four options for existing fees; keep it at the currently approved level, increase the fee, decrease the fee, or eliminate it.

C. Requests for the increase, decrease, or elimination of currently approved fees should be accompanied by the following information:

- 1) Fee name (and any proposed changes to it)
- 2) Course, program, activity, or service the fee will be associated with

vocational, occupational, technical, and physical education courses, uniforms and specialized equipment that will be retained by the student at the end of the course, testing fees required for completion of a course, pass-through costs associated with certifications or licensure, and unique insurance costs associated with the course (e.g., clinical liability insurance).

D. Program Fees

When many courses within a specific program have unique or extraordinary costs associated with them, the College may assess program fees to students who have formally enrolled in that specific program. Like course fees, revenue from these fees may only be used for expenditures within the specific program and purpose for which they were assessed. Allowable uses include, but are not limited to, costs associated with field trips, consumable materials fees for laboratories, music, art, vocational, occupational, technical, and physical education courses, uniforms and specialized equipment that will be retained by the student at the end of the course, testing fees required for completion of a course, pass-through costs associated with certifications or licensure, and unique insurance costs associated with the course (e.g., clinical liability insurance).

E. Auxiliary Fees


The College may provide auxiliary services to certain students enrolled at LCCC. In those cases, students who opt to elect a specific service (e.g., student housing or food service plan), will be assessed a student fee to cover the expense of offering that service. Auxiliary fees will not be assessed to any students who have not elected to participate in the specific service.

F. Miscellaneous Fees

The College may also assess various miscellaneous student fees to cover the cost of delivering specific services that are incidental to the instructional activities. These may include, but not limited to, health insurance, graduation and commencement, late registration, placement testing, optional materials fees, deferred payment, return check fees, and late tuition payment.

7.0 PUBLICATION OF STUDENT FEES

The Vice President of Administration and Finance will ensure that all approved and active student fees are published in a manner that it is reasonable for any constituent to access and review. This may be as an accompaniment to the annual budget, as part of the College catalog, on file in the library, or published separately online. This list is not intended to be exhaustive, but rather illustrative of the intent for transparency in the disclosure of fees students may have to pay in addition to the tuition.

REQUIRED APPROVALS	NAME/SIGNATURE	DATE
Originator(s) Name(s)	Carol Hoglund, Administration and Finance Vice President	8/26/14
Approval by President's Cabinet		9/17/14
Ratified by College Council	Chad Marley, College Council Co-chair	9/22/14
Approval by President (Signature)		9/22/14