**Special Fees, Fines, Penalties and Service Charges Fee Book**

**Approval Process**

**PURPOSE**

This procedure aims to provide guidelines for academic or administrative units to request new fees or revise an existing fee listed in the Special Fees, Fines, Penalties, and Service Charges fee book. The fee book lists all course fees that are assessed through Banner and other fines, fees and service charges assessed directly by departments to internal and external customers.

The listing does not duplicate fees and other charges listed in the UO Tuition and Fees Academic Year and Summer Session Fee Book.

**PROCEDURE**

The fee book is updated annually and all fees are effective the subsequent fiscal year (July 1 – June 30). All fees must go through the approval process coordinated by Budget and Resource Planning (BRP). BRP can assist all departments in setting appropriate rates based on allowable costs.

**COURSE FEES**

Laboratory or Course Fees are limited to institutional sale to students of equipment, materials, or ancillary services consumed by the student as a part of course instruction where the equipment or material is not readily available for purchase through the bookstore or other external source.

Approval will not be given for Laboratory or Course Fees that constitute a charge for the use of institution owned equipment, specimens, software licenses or other microcomputer application charges for goods or services, or other materials and supplies consumed in the instruction process, except for certain non-required physical education courses that involve use of non-state-owned facilities or expensive equipment.

**OTHER FINES, FEES AND SERVICE CHARGES**

Other Fines, Fees and Service Charges can be established to cover goods and services provided to the UO community and to non-UO businesses, organizations and individuals.

All fees for goods and services are set at a level that is sufficient to ensure recovery of the cost of providing the services and materials as well as to recover the indirect costs associated with these activities. These include charges for auxiliary services, e.g. housing, food services, student centers, parking, and bookstores; charges for facilities use; etc. Institutions also set the level of fines for violation of campus regulations, such as late fines for library books, parking fines, etc.

The approval process consists of the following components:

- Requests and guidelines are issued and campus units initiate fee proposals
- All materials must have approval of respective VP or Dean/Dean’s designee
- Approved fees are submitted to BRP for review
- Course fee proposals impacting the “Cost of Education” will be reviewed by the Tuition and Fee Advisory Board
- Authorization of charges and fees by VPF/CFO as the designee from the President
- Full list of proposed fee changes made available on the BRP web site (http://brp.uoregon.edu/special-fees-fines-book)
- Fee proposals are open for campus comment; Office of Student Advocacy and ASUO are notified
• Fees approved through this process are presented to the UO Board and are effective at the beginning of the subsequent fiscal year (July 1)

PROPOSAL REQUIREMENTS

The following guidelines must be considered when developing a fee:

• All fees must comply with the guidelines listed.

• Fees should be at a sufficient dollar level to justify the administrative expense to the University’s overall operation (e.g. assessment and record keeping). The recommended threshold for what constitutes a sufficient dollar level is $10.

• Proposals must be adequately justified and supported with clear financial documentation as to the method for deriving the charge and the proposed uses of the funds generated. Fees may not be established solely for the purpose of generating discretionary departmental income.

• No new fee proposals will be accepted mid-fiscal year unless they relate to a change in curriculum. Contact Budget and Resource Planning to request a mid-fiscal year course fee.

DOCUMENTATION

Institutional Authority to Establish Fees and Charges

Special Fees, Fines, Penalties, Service Charges Policy