

Policy Number: 4-105	Policy Name: Procedure for Establishing Special Class Fees and Deposits
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#### 4-105 Procedure for Establishing Special Class Fees and Deposits

##### A. Authority to Establish New Fees/Deposits

New class fees and deposits shall be approved in writing by the University's Vice President for Academic Affairs/Provost and be in compliance with the definitions shown below. Departments shall submit written requests within the required deadlines of the registrar's office in order to facilitate timely notification to students and necessary adjustments to on-line registration systems. Approval given after the registrar's deadlines for the current semester will not apply until the next semester or session that the course is offered.

Requests for new fees or deposits shall include the following information: Justification or purpose of the fee or deposit, basis upon which a deposit per student was calculated, semesters in which the course is offered, and the local departmental account where the revenue and related expenses will be recorded.

New special class fees and deposits totaling more than \$100 or which do not comply with the definitions outlined below shall be submitted to the Arizona Board of Regents for approval prior to registrar's deadlines for implementation.

If concurrent registration is required between a lecture and a laboratory, the combined amount of new special class fees for the lecture/laboratory cannot be more than \$100 without Board approval. If an increase to the special class fees of such required concurrent registration lecture/laboratory totals more than \$100, Board approval of the increase is required before implementation.

Increases to existing special class fees and deposits where the proposed additional fee or deposit totals more than \$100 shall also be submitted to the Arizona Board of Regents for approval prior to registrar's deadline for implementation.

Approval is not required each time the course with the special fee or deposit is offered. However, all fees or deposits are subject to change resulting from internal periodic reviews of the ongoing need for the fee

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including fund balance.

B. Definitions Pertaining to Special Class Fees or Requests

Special class fees and deposits for various purposes are defined below. Fees and deposits may not be imposed except under the following definitions, and in every case must be imposed only for expenses that are necessary for the successful completion of the course objectives.

1. Off Campus Field Trips or Specialized Equipment/Facilities Use

- Group travel costs such as gas and mileage reimbursements, but not the cost of food except under unusual circumstances, such as, trips to remote areas where food is not readily available;
- Admission fees to off campus educational facilities;
- Rental or use fees for specialized equipment used exclusively for instruction, e.g., flight simulator, etc.; and
- Rental or use fees for off campus facilities or on campus facilities where a usage fee is normally charged, e.g., use of a bowling alley.

2. Private Instruction

- One on one study with an instructor in special areas of study, such as, music performance.

3. Expendable Materials

- Materials of a specialized nature that are not readily available in retail stores;
- Materials that can be purchased by the department in large quantities at significant cost savings to the students;
- Materials that must conform to certain specifications and be identical for all students; and
- Expensive materials needed by each student in such small quantities that they couldn't economically be normally purchased in such quantities.

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- Arizona Board of Regents Policy Manual Chapter III, Section 3-803 entitled Bidding and Source Selection Procedures and the State Bidding and Source Selection Procedures should be adhered to.

4. Technology Expense Fees

- Technology expenses must be course-specific, beyond the normally expected basic services, to be defined by each university.

5. Selected Personnel Expenses

- Models hired for art classes and for clinical practice classes. Musical accompanists for music and dance classes for classes requiring them.
- Supervisory instruction (including travel) for in-context training classes such as on-site student teaching; social work practicum (field experience); and nursing clinical experience.
- Special instructional support (technological support for multi-media learning, digital/graphic design, enhanced audio/visual development, and assistants for small break-out groups, recitation sections; preparation of materials, chemicals, supplies essential for classroom instruction, and group learning facilitators such as for supplemental instruction.) Excluded are costs for graduate assistants and teaching assistants who are instructors of record.
- Deposits
- For expensive equipment or apparatus that is temporarily entrusted to students' care, where the deposit must be fully refundable upon the return, in satisfactory condition, of such equipment or apparatus.

C. Collection of Fees and Deposits

Special Class fees and deposits shall be billed and collected in the same fashion as other tuition fees, except in unique situations, when payment of the fee shall be made directly to a non university operator of an

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instructional facility. Said non-university recipient of fees should be specified as part of the initial fee approval process. Examples of the latter case include rental of aircraft, rental of sports equipment or use of off campus facilities such as a golf course. In no case should on site payments be made to the course instructor.

Fees collected at the time of tuition payment shall be distributed by the University Comptroller to local departmental accounts, where it will be the responsibility of the academic unit to maintain accurate records of funds collected and expended.

#### D. Refunds of Special Class Fees and Deposits

1. Special fees are refundable to students according to the policy established by each university.
2. Deposit collections are distributed by the University Comptroller to local departmental accounts at the same time as revenue from special class fees are distributed, along with reports showing students who have paid the deposits. The academic unit is responsible for maintaining accurate records of students who have paid deposits, and for making refunds of appropriate amounts at the end of the semester or session.

#### E. List of Special Fees/Deposits

A master list of special fees and deposits shall be maintained by the institution as part of its policy and procedures. The listing should show courses for which special fees or deposits must be paid, the amount of the fee/deposit and the local departmental account where the funds are credited.

A listing showing courses and fee/deposit amounts is to be published on all media used as part of each semester's schedule of classes. Courses for which fees or deposits must be paid are to be footnoted as such within the text of the course listings regardless of media used.

- F. Before requesting a special class fee, the university should review the number of special class fees being charged by a college/school to

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determine if the special class fee should be replaced with a special program fee.