

Excerpt from Regulation 7.003 – Fees, Fines & Penalties

(23) Before the Board's last meeting of each calendar year, the university board of trustees shall notify the Board of any potential new fees that are being considered by the university. A university board of trustees may then submit a proposal for a new fee not currently authorized in Board regulation or statute to the Board of Governors' budget committee by May~~January~~ 15 for consideration by the committee ~~during a February at the next scheduled~~ meeting.

- (a) The proposal shall be submitted in a format designated by the Chancellor, and include at a minimum:
1. The purpose to be served or accomplished with the fee.
  2. The demonstrable student-based need for the fee that is currently not being met through existing university services, operations or another fee.
  3. The process used to assure substantial student input or involvement.
  4. Any proposed restrictions, limitations, or conditions to be placed on the fee.
  5. The financial impact of the fee on students, including those with financial need.
  6. The estimated revenue to be collected and proposed expenditures for the new fee.
  7. The outcome measures that will be implemented to determine when the purpose of the fee will be accomplished.
- (b) The aggregate sum of any fees approved by the Board that a student is required to pay to register for a course shall not exceed 10 percent of tuition. All other fees shall be based on cost.
- (c) The fee can only be implemented in the fall term.
- (d) The revenue generated by this fee may not be transferred to an auxiliary enterprise or a direct-support organization and may not be used to pay or secure debt.
- (e) The university shall account for the revenue and detailed expenditures of this fee in the Annual Report.
- (f) The fee cannot be an extension of, or cover the same services, as an existing statutory fee.
- (g) The fee cannot be utilized to create additional bonding capacity in an existing fee.
- (h) The fee should support a new service or activity that is not currently supported or should be supported. The fee cannot be used to support services or activities that have been paid for with education and general funds (state and tuition).
- (i) The fee shall not supplant revenue from other sources that are currently used or have been used to support a service or activity.
- (i) The fee should support a service or activity in which a majority of students is able to participate or from which derive a benefit.

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(j) Once the Board approves a fee under this section, a university fee committee shall be established similar to other existing fee committees.

(k) The Board will act upon the budget committee recommendation at the next scheduled meeting.

(l) Every five years the university board of trustees shall review the fee to determine if the fee has met its intended outcomes and whether the fee should be increased, decreased or discontinued. The university board of trustees shall submit its findings to the Board. Any subsequent decreases or continuation in these fees are delegated to the university board of trustees, with notification to the Chancellor.

(m) If a university board of trustees' proposal is denied, within five days the university board of trustees may request reconsideration by the Board's Tuition Appeals Committee, which shall consist of the Chair of the Board and the Chair of each Board committee. The Tuition Appeals Committee will meet within ten days after the Board of Governors denial to consider a university board of trustees request for reconsideration.