



Special Course Fee Manual

September 2014

INTRODUCTION

The University of Tennessee at Chattanooga is required to follow the fee policy implemented by the University of Tennessee System. The policy which addresses most fees that are assessed to students may be found at <http://www.tennessee.edu/budget/docs/policy.pdf>

Course fees are those mandatory fees a student is assessed when enrolling in a specific course or courses which have additional instructional costs not provided through maintenance (the in-state portion) and tuition (the out-of-state portion) fees. These costs may be for labs, music lessons, field trips, international travel, program materials, equipment, etc. Course fee revenues are to be used for costs directly related to the classes for which they are charged.

Course fee justifications that will **not** be approved include but are not limited to:

- Salaries or wages for any instructor
- Classroom space or utility costs and building remodeling or maintenance
- Usual classroom equipment
- Technology enhancements unless attributed to the specific course
- Staff support
- Administrative staff in University Administration Offices
- Textbooks and other required printed or copied learning materials
- Honoraria or travel expense reimbursement for guest lecturers, off-campus instructors/supervisors of field placements

COURSE FEE PROCESS

Each year a department head will determine the need for a new course fee or a change to an already approved course fee during the fall semester. The department head will be responsible for identifying the items to be recovered and the cost per student. A request will be submitted to the Dean of the college. If approved by the Dean, he/she will submit the Course Fee Form to the Office of the Provost at a time designated by that office.

Once approved by the Provost, the forms will be reviewed by the Executive Vice Chancellor for Finance, Operations & IT, as well as, the Chancellor. Upon the Chancellor's final approval, the Budget Office will review the request for compliance with the established definitions and be responsible for validating the fee proposals and ensuring adequate documentation is included in the justification. Final approval will be made by the President of the University System. This final approval normally takes place in June during the Board of Trustees annual meeting.

Once approved by the BOT, the Budget Office will notify the Director of Business Operations for the Provost's Office who will then inform the appropriate college Budget Specialist and Dean. Also, the Budget Office will inform the Bursar of the approved fees.

The course fee form requests an expense account number to budget the revenues collected by the Bursar's Office. If the fee is a new fee, an account number may not be available at the time the form is created and the department will type in "not available". The Budget Office will assign an account number after receiving the form if one is not already available.

DEPARTMENT HEAD

The Department Head has the responsibility to ensure the costs for the proposed course fee are legitimate and justifiable. Other responsibilities include:

- 1) Justifying the fee should a question arise from students or others
- 2) Ensuring account number(s) are requested for a new fee at the appropriate time
- 3) Being familiar with refunds and policies concerning course fees should inquiries be made
- 4) Ensuring expenditures with the course fee funds are compliant with the proposed use of the fee including maintaining the proposed course fee form
- 5) Notifying the Bursar should any curriculum changes occur to the courses that have course fees
- 6) Being aware of semester deadlines to ensure any new sections created with fees are done so in a timely manner for the student to be billed properly and before excess financial aid is disbursed
- 7) Assigning an individual to review the course fee list provided by the Bursar to ensure that the fees to be assessed are indeed correct
- 8) Participating in audits and providing information when requested
- 9) Ensuring ledgers for the expenditures and revenues are reconciled according to the fiscal policy

ESTIMATED TIMELINE

Below is the estimated time line for the course fee process:

October: Department Head begins discussions with the Dean on course fees

November: Course fee discussions with the Provost during planning meetings

February: Final submission of the completed course fee forms to the Provost

March: Approval by the Provost; spreadsheet submitted to the VCFA

April: Approval by the Executive Vice Chancellor for Finance, Operations and IT and Chancellor

May: UT System Budget Office reviews requests

June: Approval by the President and notification to the Vice Chancellor.

INCOME POSTING

Income from the course fees will be budget in the appropriate fee expense account in the month the students register and after the Bursar releases the fees for posting to IRIS.

Typically this falls during the months of:

September: Fall

January: Spring

June: Summer

An Allowance for Doubtful Accounts (ADA) in the amount .027% of revenue collected will be deducted to cover bad debt.

REFUNDS

Refunds for course fees are prorated at the same rate as maintenance and tuition. The percentage to be refunded is currently posted on the Bursar's web site. Exceptions to this refund schedule should be addressed at the time of the submission of the course fee.

APPEALS

Students who wish to appeal a course fee will be directed to submit the appeal in writing to the department head. If approved, the department head will follow the process to refund the student.