

BOARD OF TRUSTEES OF THE NEBRASKA STATE COLLEGES
ITEMS FOR DISCUSSION AND ACTION\FISCAL, FACILITIES AND AUDIT

ACTION: **First Round Approval of Revisions to Board Policy 6022;
Income; System-wide Fees; Individual Campus Fees**

Policy 6022 - Income; Systemwide Fees; Individual College Fees, is being retitled to "Student Fees, Charges and Fines." There are substantial changes to the policy which will align with the proposed fee structure that will be brought to the Board for approval in June, for fiscal year 2022-2023:

- The policy includes definitions for on-campus fees, off-campus fees, course and lab fees, and charges and fines.
- Based on statutory language changes on track to be approved this year, the matriculation fee will no longer be a required fee. This will eliminate the separate processing fee.
- The Records Fee will also be rolled into the technology fee.
- The Colleges have requested that the Registration Fee be removed as it is no longer charged.
- The current plan is to roll the Degree/Graduation Fee into the Event Fee so it will be eliminated.
- None of the Colleges currently charge a Placement/Credentials Fee so that fee will be removed from the Policy.
- The Policy clarifies that the Board will approve the housing and food service plans for standard semesters.
- The Policy clarifies that all fees assessed by the campuses must be approved by the Board. The one exception is Course and Lab Fees, which are currently under review by the Academic Affairs Council. The goal is to develop a structure that will allow the Board to approve the disciplines and the course/lab fee rates in the future.
- The Colleges will still be able to set and assess student charges, which are related to elective services. Elective services would include Field Trip and Study Tour charges.
- The Colleges will still control the assessment and collection of fines related to damages or Policy violations.
- A schedule of student fees, charges and fines will be available on the Colleges' websites.

This is the first reading of the policy and will be approved in June along with the proposed new fee structure that the Colleges have been working on since January.

The System Office recommends approval of the Revisions to Board Policy 6022; Income; System-wide Fees; Individual Campus Fees.

ATTACHMENTS:

- Revisions to Board Policy 6022 (PDF)

Board of Trustees of the Nebraska State Colleges

Policy Category

POLICY NAME: Income: Systemwide Fees; Individual College Fees Student Fees, Charges and Fines

POLICY NUMBER: 60226501

A. PURPOSE

To identify the approved student fees and authorize the campuses to assess charges and fines.

B. DEFINITIONS

1. **Course and Lab Fee(s):** Required fees associated with academic courses and labs, necessary to cover high costs associated with the discipline or specific course or lab.
2. **On-Campus Fee(s):** Required fees charged to all on-campus students to support campus operations.
3. **Off-Campus Fees:** Required fees charged to all students taking an extended campus course, to support the cost of running an extended campus operation.
4. **Miscellaneous Fee(s):** Fees assessed under various circumstances related to academic services.
5. **Charge(s):** Charges relate to an elected activity or service requested by a student.
6. **Fine(s):** Fines are assessed against students for damages or policy violations.

C. POLICY

1. On-Campus Fees

The Board shall set the rates and authorize the Colleges to collect required on-campus fees, with the exception of course fees and lab fees which will be set by the colleges. ~~fix and authorize the College to collect fees from resident and nonresident students who apply for admission or matriculate in the State College System, except in the case of the online rate, which is inclusive of tuition and fees. The Colleges shall not assess any required fee for any special purpose unless authorized by the Board, with the exception of course fees. Information about approved fees shall be available on the College websites.~~

College-based fees requiring Board approval are:

1. ~~Matriculation and Processing Fee~~
2. ~~Late registration~~
3. ~~Late payment~~
4. ~~Reinstatement~~
5. ~~Records~~
6. ~~Degree~~
7. ~~Student health~~
8. ~~Placement/Credentials~~
9. ~~Student activity~~
10. ~~Event~~
11. ~~Parking permits~~
12. ~~Facilities~~
13. ~~Distance Learning/Extended Campus~~
14. ~~Technology~~

Description of these fees is as follows:

1.1. College Support Fee – The per credit hour College Support Fee will be assessed on all on-campus courses and will be reflected on the student bill. Each year the Board will approve the College Support Fee rate and the components of the fee. The fee will be the aggregate of the following mandatory student fees:

- Student Health - A health fee shall be levied to assist in the cost of providing students with first aid, physical, and mental health care while enrolled at each of the Colleges.
- ~~Records – Each College may establish a records fee, which shall include the basic cost for official transcripts issued at the request of a student.~~
- College Events Fee - ~~Each College shall establish a~~The College event fee will to assist in supporting College-sponsored events.
- Facilities Fee - ~~Each student will pay a per credit hour~~The facilities fee will to assist in paying the cost of operating and maintaining College facilities. The fee will be credited to the cash fund of the institution or the revenue bond fund as approved by the Board.
- Technology Fee - ~~Each College shall establish a~~The technology fee will to assist in covering the costs of acquisition, support and maintenance of technology at the College.
- ~~Capital Improvement Fee - The Colleges shall collect a Board-approved, per-credit hour Capital Improvement Fee.~~ Revenues

generated by this fee are deposited into the State College System Facility Fee Fund (Capital Improvement Fund) and may be used for paying the cost of capital improvement projects approved by the Board of Trustees for facilities at the Colleges or lands owned or controlled by the Board. No Capital Improvement Fee funds shall be expended for capital improvement projects relating to revenue bond facilities and all projects and related budgets must have prior approval of the Board.

1.2 Student Activity - Student activity fees ~~shall not be considered College earmarked funds in Board policy. These funds~~ are designated for student activities, which are managed by student groups. The funds shall be distributed according to an annual budget developed by the appropriate student government organization at each College and approved by the President.

1.3 Miscellaneous Fees - The Board shall approve the miscellaneous fees related to ~~registration,~~ late payment and, reinstatement ~~and graduation~~ that apply to all students.

- ~~• Late Registration – Each College may establish a late registration fee. Each College may extend the registration period or waive the late registration fee under extenuating circumstances.~~
- Late Payment Fee – The Board will ~~Colleges shall~~ establish a consistent late payment fee to be assessed when payments are not received ~~deposited~~ within the established schedule. ~~established by the College.~~ The late payment fee shall be a percentage of the outstanding tuition, specific fee, room and/or board charges.
- Reinstatement Fee - The Board Colleges shall establish a consistent fee ~~charged to~~ be assessed to students who have been administratively withdrawn and then become eligible to be reinstated.
- ~~• Degree – At the time of graduation, the Colleges shall collect a degree (graduation) fee from each graduate according to the fee schedule approved by the Board.~~
- ~~• Placement/Credentials – Placement services shall be provided by each College at the request of a student and an annual fee may be charged.~~
- ~~• Matriculation and Processing – Every student who matriculates to any College for the first time shall pay a matriculation fee as required by state law and a related processing fee. These fees are nonrefundable.~~

1.4 Parking Permits – All parking permit rates for staff are to be approved by the Board. ~~Each College may establish a motor vehicle parking fee, with the amount to be established at the discretion of the institution.~~ The monies received from the fee will be distributed to cash funds and/or the

revenue bond fund, as appropriate. The funds received from revenue bond parking may be used for the development and improvement of revenue bond parking lots.

- 1.5. Housing and Food Service — The Board shall approve all food service plans and housing options and related fees for standard semesters.
- 1.6. Course and Lab Fees – High cost disciplines may have additional fees assessed on courses and labs to support the purchase of instructional equipment or materials, pay extraordinary operating costs related to offering the courses, or salary support, all for the benefit of students enrolled in the discipline. The course fees will be established by the colleges.

2. Off-Campus Fees

The Board shall set the rates and authorize the Colleges to collect required off-campus fees at extended campus locations.

- 1.1. Distance Learning/Extended Campus Fee — The per credit hour Extended Campus Fee will be assessed on all courses offered at delivery sites beyond the main college campus and will be reflected on the student bill. Each College shall establish a distance learning or extended campus fee.
- 1.2. Off-campus offerings are intended to be self-supporting. The per credit hour fee rate will be set based on the on-campus College Support Fee components for Capital Improvement Fee, Event Fee, Facilities Fee, Student Record Fee, and Technology Fee. The Colleges can decide how to allocate the revenues.

3. Charges

~~The Colleges may fix and collect fees, fines and penalties other than those listed above. may assess a charge for an elected activity or service requested by a student. Charges Such fees will ordinarily be for special privileges or requested services, materials furnished, or use of specialized equipment. Among such fees may be locker fee, laboratory fee, registration fee for special or readmitted students, materials fee, and others as may be assessed from time to time. Unless already established by Board policy or law, the desired fee shall be determined at the College level.~~

- 3.1. Field Trip Charges - The Colleges may assess students incidental charges for field trips. The charge can be assessed to cover the direct costs of the field trip including transportation, meals, lodging and the price of admission.
- 3.2. Study Tour Charge - The Colleges may assess students a study tour charge to cover the costs of studying abroad for Board approved study tour programs. The covered costs may include transportation, meals, lodging, and other incidentals for students and faculty involved in the study tour.

4. Fines

Fines as determined by the Colleges may be assessed against students for damages or policy violations.

5. Publication and Notification of Fees, Charges and Fines

All fees, charges and fines Such fees will be published in the general College catalogs of each College or otherwise made public. Details of all the fees charges and fines shall be ~~printed and~~ available on the College website in the business office of each College and in the System Office. The money received from fees for state-related activities shall be paid into the accounts of the State Treasurer and held for disbursement as in institutional cash fund for the specific College remitting the funds.

FORMS/APPENDICES:

None

SOURCE:

Legal Reference:	RRS 85-307	State colleges; president; collection of fees
	RRS 85-311	State colleges; matriculation fees; institutional cash fund
	RRS 85-328	State college facility fee fund; created; use; investment
	RRS 85-503	State educational institutions; tuition

Policy Adopted: January 1977

Policy Revised: March 1988, March 1994, September 1997, April 2000, February 2004, January 2008, November 2011, June 2012, May 2016, June 2019, January 2020