

COURSE FEE CATEGORIES

FS Motion 2015-2016_20 April, 2016

In order to improve communication of all charges to students, parents and the public in general, and to ensure that charges associated with courses are fair and appropriate, all fees associated with courses and changes to existing fees must be approved by the Course Fees Committee. These are to include what have previously been called material fees, fees for disposable items, usage fees, etc. All fees will be posted in BANNER and the catalog so that students are aware of subsequent charges to their accounts at the time of enrollment.

1. **Fees for Transportation.** These course fees are to be used to cover transportation expenses of students related to specific class activities or for transportation related directly to getting to and from class. Examples include: costs of transportation from Warrensburg to CSC and CSC to Warrensburg; optional field trips; or extracurricular activities that are optional but recommended exercises identified in a course syllabus. For these fees to be correctly charged and posted on the students' accounts, faculty must determine which of their students require transportation for the designated activity *within the first week of class and submit the student names to the Director Student of Accounts and Loans* to allow the charges to be posted on the students' accounts in a timely manner. These fees are non-refundable if the course is dropped after the add/drop period.
2. **Fees for Materials Based on Usage.** These course fees are to be used for the costs of materials based on individual usage or consumption by students within a class. These costs will necessarily vary from individual to individual. Although each student in the class may need to use the same materials, it is often the situation that some students need or choose to use more materials for a given assignment than others. *This type of course fee distributes the costs of materials based on usage by student rather than to distribute the costs of materials equally among all students in the class.* Examples would include: paper, pencils, art supplies, prototyping materials, and score sheets. These fees will be posted at the end of each month and charged to the appropriate student account as they are submitted.
3. **Fees for Materials Based on *Equal* Consumption.** These course fees are to be used for the costs of materials that are used equally by all students in the class. Examples of this type of course fee would include: fetal pigs, chemical reagents, equipment students keep upon completion of course like a dissection kit. Once this type of fee is approved by the Course Fees Committee, the fee will be posted automatically to the students' accounts each semester the course is offered and does not require the faculty or department to notify the Director Student Accounts and Loans in order for the fee to be applied. These funds are non-refundable if course is dropped after the add/drop period.
4. **Fees for Registration for Conferences/Events.** These course fees are to be used for registration for a conference or event held on or off campus that promotes engaged learning and aligns with program and course student learning outcomes. The conference or event is an extracurricular activity that is an optional, but recommended activity in the course syllabus. For these fees to be correctly charged and posted on the student's account, faculty must determine which of their students will be attending the conference or event within the

first week of class and submit the student name to the Director of Student Accounts and Loans to allow the charges to be posted to the student's account in a timely manner. These funds are non-refundable if the course is dropped after the add/drop period.

NON-ALLOWABLE expenditures for course fees:

- 1. Equipment and materials not accessible to or used directly by students.** Examples would include:
 - Resources the instructor uses to prepare for or develop the course.
 - Software or hardware used by the instructor to help teach the course.
- 2. Depreciable equipment.** Examples would include:
 - Equipment/technology used by students over the course of several semesters or years (e.g. computers, printers, mannequins).

Course fees cannot be used to save for future purchases to replace depreciable equipment. Students should receive an immediate and direct benefit during the semester their fees are collected.