COURSE FEE CATEGORIES

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 would include costs of transportation: from Warrensburg to CSC and CSC to Warrensburg; for optional field trips; for 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 funds 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 the 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 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 fees are nonrefundable if course is dropped after the add/drop period.