



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER

Operating Policy and Procedure

HSC OP: 50.16, Changes to and Approval of Discretionary Incidental Student Fees

PURPOSE: The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to outline the policy and procedure for obtaining proper authorization and approval of all discretionary incidental student fees at Texas Tech University Health Sciences Center. A discretionary incidental student fee may not be established and/or charged for any function, activity, or program unless the activity has been approved by TTUHSC administration.

REVIEW: This HSC OP will be reviewed on October 1 of each odd-numbered year (ONY) by the Managing Director of Student Business Services and the Associate VP for Business Affairs, with recommendations for revisions forwarded to the Executive Vice President for Finance and Operations (EVPFO) by October 15.

POLICY/PROCEDURE:

1. A discretionary incidental student fee is any fee that is not specifically required by action of the State Legislature or the Board of Regents, but which is permitted by applicable state law and Board policy to be charged to students. This includes, but is not limited to, special instruction fees and fees for non-funded courses.
 - a. Special costs may result from a requirement to offer a particular course at a particular time.
 - b. Special costs may result from a requirement to pay allowable instructor travel expenses not covered from other funds.
 - c. No costs may be included in the determination of special instruction fees if funds have previously been appropriated to cover such costs.
2. Requests for proposed new fees, or changes in fees, should be submitted to the Managing Director of Student Business Services. The Managing Director of Student Business Services will examine each request to determine whether or not the proposed fee or change would violate institutional policy, Board of Regents policy or State law. The fee request will then be forwarded to the Provost's Office and the EVPFO for analysis and approval. The President of TTUHSC is authorized to fix discretionary incidental fees for credit courses and fees for non-credit courses, workshops, seminars and other meetings.
3. A fee shall be assessed for all non-credit courses, workshops, seminars and other meetings utilizing facilities, personnel and services of Texas Tech. Fees charged shall be sufficient to cover all direct and indirect costs incurred by Texas Tech as a result of offering and conducting the course, workshop, seminar and other meeting.
4. Discretionary Incidental Fee requests should be submitted using the appropriate form (Attachment A). Discretionary Incidental Fees will be assessed for certain credit courses for which special costs are incurred. The academic areas must be able to provide cost analysis on these fees to validate that the rate assessed reflects actual costs for which the fee is charged. Discretionary Incidental fees should be submitted and approved no later than the following:

- Fall: Prior to March 1
- Spring: Prior to October 1
- Summer I: Prior to March 1
- Summer II: Prior to March 1

This schedule allows sufficient time to enter data into the Banner Student System and test for accurate fee assessment prior to student registration and billing.

5. No subject fee may be announced or charged until it has been approved in accordance with the terms of this HSC OP. It is the responsibility of the academic area to communicate these fees to the students, including providing students with the purpose of the fee.
6. In addition to the procedures described above, each request for a **fee increase** must be accompanied by thorough documentation justifying the need for an increase.
7. Please use Attachment B for assistance in determining if your request is for a discretionary incidental fee. Contact the Managing Director of Student Business Services if you need help making this determination.
8. Fees for special activities conducted under the sponsorship of the Division of Continuing Education and sales of goods and services by auxiliary enterprise operations are exempted from this HSC OP.