

TEMPLE UNIVERSITY

POLICIES AND PROCEDURES MANUAL

Title: Student Fees
Policy Number: 05.30.11
Issuing Authority: Office of the President
Responsible Officer: Chief Financial Officer

Date Created: February 16, 1990
Date Last Amended/Reviewed: November 2019
Date Scheduled for Review: August 2024
Reviewing Office: Office of the Bursar

Scope of Policy & Rationale:

This policy sets forth the process for approval of and adjustments to student fees, and standardizes the accounting and reporting for these fees.

This policy applies to all fees imposed on students except for Mandatory Student Fees (as defined below).

Definitions

“Student Fees” are any supplemental charges to students in excess of tuition or the University Services Fee, such as any charges required by schools, colleges, departments, or individual courses. Student Fees also include charges assessed to students for services or supplies applied by administrative offices such as the Bursar or Registrar.

“Mandatory Student Fees” are fees charged to all students and labeled a single University Service Fee. The University may assess additional Mandatory Student Fees from time to time, upon the recommendation of the President and approval of the Board of Trustees. These additional Mandatory Student Fees may or may not be included in the University Services Fee.

The “University Services Fee” helps fund a number of university services provided to students, including:

- Computer equipment and technologies to support students’ academic experiences, including lab facilities;
- Availability of student activities, low or no-cost campus events and a variety of recreational facilities;
- Expansion and maintenance of recreational and academic facilities; and
- Availability of basic student health and treatment services provided by nurses, clinicians, physicians and mental health providers on campus.

The “University Fee Committee” will be made up of at least six individuals. Two shall be students designated by the vice president for student affairs from nominees identified by Temple Student Government; one shall be the designee of the provost; one shall be the designee of the university administrator responsible for enrollment management; one shall be the designee of the Faculty Senate; and one shall be the designee of the chief financial officer, which designee shall also be the chair of the committee. The president will retain discretion to authorize or appoint additional members to the University Fee Committee.

Policy Statement

I. Authorization of Student Fees

All proposals for new Student Fees or changes in existing Student Fees shall be submitted by each dean and budget unit head to the University Fee Committee no later than the date determined by the committee each academic year. Each Student Fee proposal must demonstrate that the applicable Student Fee (1) covers consumable materials used in the course or program, such as art supplies or chemicals; (2) covers breakage of equipment or materials expected in the normal process of teaching the course or program, such as a fee that covers anticipated breakage of test tubes, beakers, etc. in laboratories (the amount of the Student Fee, new or adjusted, must be shown to be related to the replacement cost for items broken); (3) covers documented costs associated with processing student applications; or (4) is otherwise justified.

The University Fee Committee will examine any proposal for a new or adjusted Student Fee to determine whether the amount of the proposed new or adjusted Student Fee should and can be borne by the budget of the college, school, or department.

With respect to each proposal for new or adjusted Student Fees, the University Fee Committee shall submit recommendations to the president. Until a particular Student Fee proposal has been approved by the president, no such Student Fees may be imposed or collected. The University Fee Committee will also recommend the manner in which student fees are to be collected. The chair of the University Fee Committee will notify the applicable dean or officer of Student Fee proposal outcomes within two weeks of the president’s decision.

The student fees of a college, school or department will be reviewed by the University Fee Committee approximately every five years. The specific schedule for review will be determined by the chair of the University Fee Committee. These periodic reviews will be “zero-based,” meaning that the justification for each existing Student Fee will be assessed, and Student Fees not found to have a continuing justification may be recommended for elimination. The University Fee Committee will then make its recommendations to the president. The

president may authorize a zero-based review of any existing Student Fees at a time other than the regular five-year cycle.

II. Collection and Deposit of Student Fees

All Student Fees, as well as the Mandatory Student Fees, will normally be billed as part of the students' tuition bills and credited to the appropriate schools, colleges, departments or units. Individual units may not collect approved Student Fees unless the method and process for collection of those fees has been approved by the Bursar, who must be satisfied that the unit can adequately safeguard the funds and deposit them in a timely manner. All Student Fees collected must be transmitted daily to the Bursar's Office. See Administrative policy #05.20.12, Cash Handling Policy and Procedures.

The Bursar's Office will deposit all Student Fees in an authorized revenue account or in such other account approved by the controller.

III. Budgetary Handling of Student Fees

All Student Fees collected by a school or college will be credited to the respective school's or college's revenue account. All monies credited to a school's or college's account may be expended by the school or college for operating purposes consistent with the authorization of the particular Student Fee being expended and other applicable university policies relating to expenditures.

All Student Fees of a general nature, and Student Fees associated with a central administrative office (e.g., transcript fees, late payment fees, etc.) will be credited to a central budget and will not be used to offset an individual department's budget.

IV. Exceptions

Any requests for an exception to this policy must be submitted in writing to the University Fee Committee for recommendation to and approval by the president. The University Fee Committee will provide written notice of approval or rejection of such requests.

Notes

1. Dates of official enactment and amendments:

Approved by the president in cabinet on February 16, 1990, superseding Presidential Policy Statement I-10 approved by the president in Executive Cabinet on September 10, 1985, and applicable parts of Presidential Policy Statement No. 4-14, approved by the president in cabinet on October 30, 1974.

Amended by the president in cabinet on November 1, 1991.

Amended by the president on December 20, 2002.

Updated by the Board of Trustees on May 13, 2008 and June 17, 2010.

Amended by the president in November 2019.

2. History:

This policy was formerly designated as Presidential Policy Statement No. I-10.

The November 1, 1991 amendment modified committee membership.

The December 20, 2002 amendment further modified Committee membership; removed mandatory student fees having university-wide application from the scope of the policy; added strict criteria for the imposition of student fees and fee increases; provided that the chair of the University Fee Committee will notify deans which fee requests were denied and which were authorized and approved within two weeks of the approval of fees by the president; and provided for zero-based review of all existing student fees every five years.

The May 13, 2008 amendment changed names to reflect current practice.

The June 17, 2010 amendment reflected the combination of all fees into a single mandatory fee, the University Services Fee.

Updated November 2019.

3. Cross References/Appendix:

Board of Trustees policy #05.30.01, Student Charges and Refunds

Administrative policy #05.20.12, Cash Handling Policy and Procedures