



TEXAS TECH UNIVERSITY HEALTH SCIENCES CENTER EL PASO

Operating Policy and Procedure

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

PURPOSE: The purpose of this Texas Tech University Health Sciences Center El Paso (TTUHSC El Paso) Operating Policy and Procedure (HSCEP OP) is to outline the policy and procedure for obtaining proper authorization and approval of all Discretionary Incidental student fees at TTUHSC El Paso. 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 El Paso administration.

REVIEW: This HSCEP OP will be reviewed October 1 of every odd-numbered year by the Managing Director of Student Business Services and the Assistant Vice President (AVP) for Finance and Administration, with recommendations for revisions submitted to the Chief Financial Officer (CFO), or his/her designee, by October 15.

POLICY/PROCEDURE:

- I. 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, distance education 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.
- II. 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 policy or state law. The fee request will then be forwarded to the CFO, or his/her designee, for analysis and approval. The president of TTUHSC El Paso and the CFO, or his/her designee, are authorized to set discretionary incidental fees for credit courses and fees for non-credit courses, workshop(s), seminar(s), and other meetings.
- III. A fee shall be assessed for all non-credit courses, workshops, seminars, and other meetings utilizing facilities, personnel, and services of TTUHSC El Paso. Fees charged shall be sufficient to cover all direct and indirect costs incurred by TTUHSC El Paso as a result of offering and conducting the course, workshop(s), seminar(s), and other meetings.
- IV. 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 a cost analysis on these fees to validate that the rate reflects actual costs for which the fee is charged. Discretionary incidental

fees should be submitted and approved according to the following schedule:

- Fall: Prior to March 1
- Spring: Prior to October 1
- Summer: 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.

- V.** No subject fee may be announced or charged until it has been approved in accordance with the terms of this HSCEP 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.
- VI.** 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, including comparisons to peer institutions to the extent available.
- VII.** The Office of Student Business Services will maintain the Global Fee Document Supplement of all fees approved under this policy. Documentation will include the fee name, purpose and amount for the applicable academic year. Such list will be reviewed and, if changes are necessary, approved prior to the start of the applicable academic year.
- VIII.** Fees for special activities conducted under the sponsorship of Continuing Professional Education and sales of goods and services by auxiliary enterprise operations are exempt from this HSCEP OP.