

# DEPAUL UNIVERSITY

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## Student Fees

**Category:** Academic Affairs - Operational

**Responsible Department:** Academic Affairs

**Responsible Officer:** Provost

**Effective Date:** 9/12/2017

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### Policy Summary

The University has a long-standing practice of charging student fees through the student financial system to augment and or cover costs related to pass-thru services and special programs, and to promote timely payments and specific actions, particularly where there is a direct benefit to students. As of July 1, 2014, course and class fees are eliminated however three specific instances of fees persist: 1) flat fees, or those which are assessed through registration events 2) application fees to apply to the University or one of its colleges/schools or programs and 3) fees which effectively assess tuition through the fee mechanism of the student financial system. Course and class fees, or those which had previously been attached to a course or a specific section of a course such as lab fees, material costs or breakages fees, are discontinued.

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### Scope

This policy affects the following groups of the University:

- Entire University Community

This policy affects all members of the university community.

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### Policy

All DePaul "student fees" collected from students must be processed through the enterprise-wide student financial system. Proposed fees assessed related to pass-thru services and special programs require approval from the Provost or his/her designee. At no time should fees be collected directly from students by instructors or faculty.

Fees referenced in this policy relate to flat fees that are assessed by registration events or other billings which assess tuition through the fee mechanism of the student financial system, such as but not limited to, the Institute for Professional Development (IPD) courses, Certified Public Accountant (CPA) Review courses, and Study Abroad courses.

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## Procedures

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The University has a formal process to approve proposals to add, delete, or modify student fees.

Academic Affairs coordinates the annual and off-cycle fee proposal review and approval processes. Fee proposals should be planned and requested during the annual fall planning cycle.

In preparation of the annual fall planning cycle, Academic Affairs communicates existing fees to each area. In cases where a new fee is desired or there is a need to modify an existing fee, a *Fee Proposal Form* should be submitted by the applicable department, approved by the appropriate Dean or Vice President and communicated to Academic Affairs by the designated deadline.

Annually, Academic Affairs coordinates a review of all fee proposals for the Tuition Pricing Subcommittee for Fees and Other Charges. The Subcommittee vets proposals and makes recommendations to the full body of the Tuition Pricing Committee (TPC). The full Committee will either ratify or modify its position on the proposed fees and make a recommendation to the Provost. The Provost, as Chair of the Tuition Pricing Committee, reserves the right to accept/reject, either in part or in full, the recommendation of the Committee as Academic Affairs prepares its recommendation surrounding fees for consideration by the Strategic Resource Allocation Committee (SRAC).

Fees which are approved or modified through the above process are communicated by the Provost, annually, to Student Financial Accounts who then effectuates the necessary actions in the student financial system to support assessment and collection. Academic Affairs also communicates approvals/denials back to each proposing area and ensures the appropriate budget implications are included during the planning process of SRAC, as applicable.

An off-cycle process also exists for fees which were not anticipated during the traditional planning process. Typically, fee proposals of an off-cycle nature relate to new programs and are true exceptions. As with all student fees, the Provost reserves the right to deny off-cycle consideration especially if the proposed fee appears material either in monetary amount or precedent and the timing or visibility to the fee is deemed insufficient in any respect. Requests for off-cycle consideration should be submitted to Academic Affairs, using the *Fee Proposal Form* (*see appendix*). If approved, an email communication from Academic Affairs will be sent to Student Financial Accounts to effectuate the necessary changes to the enterprise-wide student financial system. If a proposal is denied or deferred until the forthcoming traditional planning cycle, Academic Affairs will communicate with the proposing unit to ensure appropriate handling of the request.

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## Divisional Collaborations

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Academic Fiscal Administration  
Controllers Office  
Student Financial Accounts

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## Contact Information

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## Appendices

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None.

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## History/Revisions

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Origination Date: 09/30/2014  
Last Amended Date: 09/12/2017  
Next Review Date: N/A