

University of Illinois at Chicago Course Fee Policy & Guidelines

I. Policy

Tuition is expected to cover the costs of instruction, especially in cases where a college or program imposes a tuition differential. Course fees are allowable in limited circumstances and only to recover the cost of materials consumed during the progress of the course or for items that students take away with them at the end of the course. Course fee revenue cannot exceed the cost of making the product available to the student, and course fees should not be requested in response to reductions of General Revenue Fund support.

II. Guidelines

A. Process

The unit completes a course fee request form for any new fee or any change to an existing fee. A copy of the form can be found here: www.uic.edu/depts/oaa/bpa/

After department head and dean office review, the form is electronically submitted to the Office of Budgeting and Program Analysis (BPA) to BPA@uic.edu. The form must be submitted at least six weeks prior to pre-term registration. Staff in BPA may follow up with the proposing college to address any questions regarding a course fee proposal.

Upon approval of the course fee, BPA will send electronic copies of the approved form to the Office of Classroom Scheduling, the college academic fiscal officer, and the originator of the course fee request.

The Office of Classroom Scheduling will update the registration schedule for the new fee and create the billing prompt for student assessment (which will route the funds to the C-FOAPAL identified on the course fee form). ***The requesting unit is required to check that the course fee has been implemented correctly in The Schedule of Classes prior to the start of pre-registration. If a college fails to notify Classroom Scheduling (prior to students registering for course) that the course fee amount is incorrect, the fee will not be updated until the following term.*** Once a student has registered for a class, the course fee listed at that time is the course fee that will be implemented for that term.

B. Allowable Uses

Allowable course fee expenses are items consumed in the progress of the course or for items that students take away with them at the end of the course. The charge cannot exceed the cost of making the product available to the student.

Examples of allowable expenditures include:

- Supplies used and/or retained by the student, e.g., latex gloves, cadavers, drafting paper, canvas, crafting supplies such as dowels, felt, paint, etc.
- Field trips
- Equipment that is purchased for and retained by the student after the course is completed, e.g., safety glasses, Mock Trial Association membership, personal samples of earth materials, DVDs, CDs, Mini Discs, software or software licensing agreements for students' personal computers/laptops, etc.

- Copying charge where the student is the recipient of copied material and permission has been secured from the publisher at the department level (e.g., course packet of journal articles, sheet music, etc.).

Course fees may NOT be charged for the following:

- Personal services, including faculty, staff, and teaching assistants' salaries and benefits. Guest lecturers paid an honorarium will be considered on a case-by-case basis (excludes any UIC employees).
- Equipment that is used by all students and remains with the college or department such as lab tables, lab computers, practice room instruments, etc.
- Software that is used by students but retained by the department (e.g., software loaded to computer lab computers only).
- Rental fees for short-term use of facilities not controlled by the department
- Commercially available books (including e-books). Special reprints of copyrighted publications, e.g. scripts and journal articles, are allowed. Software purchased in bulk at a discount may be allowed if retained by the student at the completion of the course. Case-by-case exceptions may be granted for materials not readily available to students on the open market.

C. Timing of Requests

Course fees must be requested well in advance of pre-registration for the academic term. To allow for sufficient time for review and implementation, the request must be sent to BPA no later than mid-February for the Fall term and mid-September for the Spring term. Course fees will not be imposed after the term begins. Students must receive adequate notice in the course catalog that a particular course carries this additional fee.

Once a student registers for a course with a course fee, the fee assessment will be added to the student's account receivable. Collection of course fees in the classroom is never allowed.

D. Financial Aid

Units should be aware that, while the course fee is a cost of the students' education, it is not part of the calculation for financial aid awards. Students must pay such fees out of their own pocket, even if they qualify for need-based financial aid. Therefore departments should be extremely judicious in deciding which courses truly require a unique fee.

E. Accounting & Review

Course fee revenue is deposited into revolving funds established to record this financial activity. The revolving fund can be set up at the college, department, or program level, but not for a specific course.

The Office of Business & Financial Services assesses revolving fund balances not only for deficit balances, but also for excess funds. Over-recovery or under-recovery of costs is to result in an adjustment to the course fee.

Prepared by:
Office of Budgeting & Program Analysis
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