

The University of North Texas at Dallas Policy Manual	Chapter 7
7.023 Instructional Fees	Student Affairs, Education, and Funding

Policy Statement. The University of North Texas at Dallas (UNT) is authorized by state law to collect instructional fees from students to help fund academic instructional expenditures directly associated with classroom activities.

Instructional fees at UNTD may be collected under authority of the Incidental Fee statute (Academic Fees) or under authority of the Laboratory fee statute (Laboratory Fees). Academic and Laboratory Fees must reasonably reflect the actual costs to the University for materials, equipment, and instructional services provided.

Application of Policy. Total University.

Definitions.

1. **Academic Fee Assessments.** “Academic Fees Assessments” means academic fees that are assessed at the college/school level based on the estimated costs of goods and services related to instruction at the college/school level.
2. **Academic Fee Expenditures.** “Academic Fee Expenditures” means expenditures for consumable supplies, syllabi, tests, classroom guest lecturers, salaries and wages of employees who assist in the preparation, distribution, and supply of classroom materials and some equipment purchases related directly to student participation in the classroom. Academic Fee expenditures may not include salaries or wages for the Instructor of Record.
3. **Laboratory Fees.** “Laboratory Fees” means fees assessed to cover the general cost of laboratory materials and supplies used by a student.
4. **Instructor of Record.** “Instructor of Record” means the individual designated by the academic unit as responsible for the course, including developing its content, assignments, and grades.

Procedures and Responsibilities.

Academic Fees

1. The Provost's Office will evaluate and monitor the assessment of Academic Fees in accordance with the procedures outlined in this policy and detailed guidelines published in a separate document. The Provost will submit recommended annual Academic Fee assessments for the President to approve. The Provost's Office will:
 - a. Annually communicate to colleges/schools the submission, review, and approval deadlines and forms for requesting new Academic Fees or changes to existing Academic Fees.
 - b. Review Academic Fee requests from the colleges/schools to ensure projected revenue and expenses reasonably reflect the actual cost to the University for the materials or services provided to the students incurring the fee. Prudent reserves maintained in the fund balance may include a modest amount of up to 10% of the of the annual Academic Fee revenue, inclusive of equipment reserve funds. Annual unexpended fund balances in excess of the 10% reserve must have written justification approved by the Provost.

Responsible Parties: President, Provost and the Provost's Office.

2. Colleges/schools will gather information required by the Provost's Office for the assessment of Academic Fees and will ensure accurate and timely submission of Academic Fee requests. In determining the amount of the Academic Fee, colleges/schools may determine certain program groups that have substantially higher or lower costs than the average for all programs in the college/school. Academic Fees may be set by program groups that include differentiations for undergraduate and graduate; or programs with higher than the college/school average classroom costs such as Biology and Chemistry, or lower than the college average costs such as Foreign Language or Dance. Each Academic Fee assessed will be maintained in a separate fund and may not be co-mingled. The Dean of the college/school or his or her appointed designee will:
 - a. Provide projected expenses (costs allowed for the assessment of Academic Fees) and projected Student Credit Hours (SCH) from departments and instructional programs to the Provost's Office.
 - b. Ensure the projected revenue budget and expenditure budget reasonably reflect the actual cost to the University for the materials or services provided to the students incurring the fee.
 - c. Prepare written justification for annual fund balances in excess of 10% of the annual Academic Fee revenue. In determining the fund balance, the calculation will include the most recent year end fund balance as reported in the Annual Financial Statement, projected revenues and expenses of the current year, and requested revenues and expenses for the upcoming budget year.

Responsible Party: Deans, or designees of colleges/schools.

Laboratory Fees

A Laboratory Fee may be set at an amount not less than \$2 nor more than \$30 for any one semester or summer term for any student in any one laboratory course, but shall not exceed the cost of actual materials and supplies used by the student. The fund balance for Laboratory Fees does not carry forward from year to year.

1. Colleges/schools will gather information required by the Provost's Office for the assessment of Laboratory Fees and will ensure accurate and timely submission of Laboratory Fee requests. The Dean or his or her designee will:
 - a. Provide projected expenses (cost allowed for the assessment of Laboratory Fees) and projected laboratory course enrollments from departments and instructional programs to the Provost's Office. The information will be used to calculate a single fee charged to students in accordance with state law and UNT guidelines governing the assessment of Laboratory Fees

Responsible Party: Deans, or designees, of colleges/schools.

Approval Process

1. The President or his or her designee will approve recommended annual Academic Fee assessments submitted by the Provost.
2. The Provost or his or her designee will approve, revise, or deny Academic and Laboratory fee requests from the colleges/schools.
3. The Provost's Office will convey approved Academic and Laboratory Fees and related information to Student Accounting and University Cashiering Services (SAUCS) and the Budget Office, and return finalized copies of approved fees to the colleges/schools.

Responsible Party: President, Provost, Provost's Office

4. Student Accounting will process new and revised Academic and Laboratory Fees for student billing.
5. New and revised Academic and Laboratory Fees will be posted before registration begins for each new academic year.

Responsible Party: Student Accounting

References and Cross-references.

Texas Education Code, Section 54.501, Laboratory Fees.
Texas Education Code, Section 54.504, Incidental Fees.
Texas Education Code, Section 54.009, Increase in Tuition Rate or Fees.
Texas Education Code, Section 55.16 (c), Board Responsibility
UNT System Regents Rule 07.403

Forms and Tools. N/A

Approved: 9/15/16

Effective: 9/15/16

Revised: