



TUITION & FEES ADMINISTRATIVE MANUAL

Academic Year 2018-2019
Updated November 21, 2018

Summary of Tuition, Fees and Other Charges
Associated Policy: 10.028, Tuition and Fee Billing

Table of Contents

I.	Executive Summary	3
II.	Tuition	4
	State Tuition	
	Designated Tuition	
	Differential Tuition	
	Fixed Tuition – Eagle Express	
III.	Mandatory Fees	7
	Mandatory - Statutory	
	Mandatory - Incidental	
IV.	Discretionary Fees	10
	Discretionary - Incidental Fees	
V.	Program Fees	13
	College of Business Graduate Program Fee – Masters	
	College of Information Ph.D. Learning Technology - Online students	
	College of Education - Educator Preparation Program	
	Out-of-State-Teaching Fee (OSTF)	
VI.	Maintenance of Fees	14
	Review and Handling of Incidental Fees	
	Adding, Changing, or Inactivating a Fee	
	Annual Fee Process	
VII.	Appendix	20
	Statutory Authorization Reference for fees	
	International Education Fee, Medical Services Fee, Recreational Facility Fee, Student Services Fee, Student Union Fee, Mandatory Incidental Fees, Environmental Services Fee, Intercollegiate Athletics Fee, General Deposits Fee	

Executive Summary

All tuition, fees, rates, and charges of the University of North Texas are charged and collected under specific authorization of the laws of the State of Texas, including, but not limited to, the authorization in Texas Education Code Section 54.504, Section 54.017, Section 54.0513, Section 55.16, and other applicable sections.

The Board of Regents has delegated to the President of the University of North Texas the authority to establish waiver and exemption criteria and waiver and exemption approval procedures for the fees, rates, and charges in accordance with state laws, including, but not limited to, Texas Education Code, Section 54.218, Section 54.5035, and Section 54.0513.

Rates established within this Document are effective for the academic year beginning with the Fall 2018 semester and through Summer 2019.

Tuition

State Tuition

State Tuition - Undergraduate, Graduate

Rate listed below is applied per semester credit hour for all university students based on the student's residency classification and applicable state waivers. The President of the University of North Texas is authorized, in accordance with state statutes, to establish non-resident tuition at the rate determined by the Texas Higher Education Coordinating Board.

STUDENT LEVEL	RESIDENCY	AY 2018-2019
Undergraduate	Residents*	\$ 50.00
	Oklahoma Residents	\$ 100.00
	Non-Residents & Foreign	\$ 465.00
Graduate	Residents*	\$ 50.00
	Oklahoma Residents	\$ 100.00
	Non-Residents & Foreign	\$ 465.00

* The President of the University of North Texas is authorized (Texas Education Code Section 54.014) to charge resident undergraduate students who repeat courses or have excessive hours to pay a rate in excess of the resident rate of tuition, but not to exceed the non-resident rate, regardless of residency.

** The President of the University of North Texas is authorized (Texas Education Code Section 54.012) to require resident graduate students who exceed the cap on maximum doctoral hours to pay the non-resident rate of tuition regardless of residency.

Designated Tuition

Designated Tuition - Undergraduate and Graduate

Rate listed below is applied per semester credit hour for all university students based on the College providing the course.

DESIGNATED TUITION	FY 2019
Undergraduate Designated Tuition – Traditional Plan	\$ 230.11

DESIGNATED TUITION	FY 2019
Graduate - Designated Tuition	\$ 177.79
Graduate - Board Authorized Tuition*	\$ 50.00
Board Designated Graduate Tuition*	\$ 25.00

** In addition to Designated Tuition, Graduate students are also charged Board Authorized Tuition and Board Designated Graduate Tuition. Graduate students do not pay the Undergraduate Advising fee.*

Differential Tuition

Differential Tuition - Undergraduate and Graduate

Differential tuition is an additional charge that relates the rate of tuition to the cost of instructional delivery based on the college providing the course. Rates listed below are charged, in addition to other tuition rates, per semester credit hour for each specific university students based on the College providing the course.

UNDERGRADUATE STUDENTS

COLLEGE	FY 2019
College of Business	\$ 15.00
College of Engineering	\$ 10.00
College of Music	\$ 15.00

GRADUATE STUDENTS

COLLEGE/PROGRAM	FY 2019
College of Business	\$ 50.00
College of Engineering	\$ 60.00
College of Music	\$ 45.00
Exec Masters CS Frisco	\$ 523.00

Eagle Express Fixed Tuition Option

Fixed Designated Tuition - Undergraduate

Rate listed below is applied per semester credit hour for 12 consecutive terms for undergraduate university students who elect the Eagle Express fixed tuition option.

FIXED TUITION TYPE	FALL 2018 COHORT
Designated Tuition – Eagle Express	\$ 251.77

Full-Time, Flat Rate Undergraduate Tuition

Full-Time, Flat Rate Undergraduate Tuition

A student is considered full-time once they register for 12 hours or more at UNT. Along with other institutions in our state, the Board of Regents approved in 2006 to implement a tuition and fee incentive program to encourage an undergraduate student to register for 15 credit hours for a semester. This program provides the student with “Flat” non-statutory tuition and mandatory fees charges between 12 and up to 15 credit hours.

Because tuition charges at Texas public universities consists of state and designated tuition, a student will still have to pay an additional \$50 per credit hour of statutory tuition for each credit hour they take above 12 credit hours. The course-specific fees, which vary by discipline, also will be added to their overall student bill.

Mandatory Fees

Mandatory – Statutory

The following fees are assessed for university-related services available to students and made statute by the University of North Texas Board of Regents.

International Education Fee

Flat Fee – A fixed international education fee is collected from each enrolled student to be used in support of an international education financial aid fund. This fund allows an equal opportunity for all students to participate in student exchange and study abroad programs.

- Students will be charged a \$4 fee per term. Prorated in Summer sessions

See Appendix, page 13 for specific statutory authority language

Medical Services Fee

Flat Fee – The fixed medical services fee is used solely to provide medical services to students enrolled at the university.

- Students will be charged a \$66.85 per semester. Prorated in Summer sessions

See Appendix, page 13 for specific statutory authority language

Recreational Facility Fee

Flat Fee – A fixed Recreational Facility fee is collected from each enrolled student for the purpose of constructing and operating the Recreational Facility on campus

- Students will be charged \$85.78 per semester. Prorated in Summer sessions.

See Appendix, page 14 for specific statutory authority language

Student Services Fee

Student service fees are assessed in proportion to the number of semester credit hours for which a student registers to cover the cost of student services that directly involve or benefit students, including, but not limited to, recreational activities, artist and lecture series, cultural entertainment series, debating and oratorical activities and student government.

- Students will be charged a \$12.41 fee per hour

See Appendix, page 14 for specific statutory authority language

Student Union Fee

Flat Fee – A fixed Student Union fee is collected from each enrolled student for the purpose of operating, maintaining, improving and equipping the Student Union. Activities financed by the student union fee are limited to those in which the entire student body is eligible to participate.

- Students will be charged \$167.00 per semester. Prorated in Summer sessions.

See Appendix, page 15 for specific statutory authority language

Mandatory - Incidental

The following fees are authorized under TEC §54.504 and TEC §55.16 (*See Appendix, page 16*). The rate of the fee must reasonably reflect the actual cost to the University Associated Materials or services.

Incidental fees do not include a fee for which a governing board makes a charge under the authority of any other provision of the law (statutory fees).

Environmental Services Fee

Flat Fee – The Environmental Services Fee is used to fund environmentally related projects/activities on campus such as energy and water conservation, waste reduction and recycling, sustainable campus dining and student projects. The fee is waived for students taking all of their courses off campus and is not charged for summer sessions.

- Students will be charged \$5.00 fee per semester

See Appendix, page 17 for specific statutory authority language

Intercollegiate Athletics Fee

Per Semester Credit Hour Fee – This fee is assessed in proportion to the number of semester credit hours for which a student registers to cover the cost of UNT athletics programs, capped at 15 hours.

- Students will be charged \$16.25 per semester credit hour

See Appendix, page 18 for specific statutory authority language

Library Use Fee

Per Semester Credit Hour Fee – The library use fee is collected in proportion to the number of credit hours for which a student registers to support the development and maintenance of Library collections, as well as to provide expanded operating hours and other services to meet student needs.

- Students will be charged \$21.00 per semester credit hour.

Publication Fee

Flat Fee – A fixed publication fee is collected from each enrolled student to defray costs associated with publication and distribution of schedules of classes, catalogs, tuition and fee registers and other publications available to all students.

- Students will be charged \$20.00 per semester. Prorated in Summer sessions.

Technology Use Fee

Per Semester Credit Hour Fee – Technology use fees are collected in proportion to the number of credit hours for which a student registers to defray costs associated with the addition of instructional equipment in classrooms and student computer laboratories, development of the degree audit system and instruction-related activities in the Computing Center and classroom technology support.

- Students will be charged \$13.00 per semester credit hour.

Transportation Fee

Per Semester Credit Hour Fee – The transportation fee supports the shuttle bus systems that transports students to, and around, various locations on campus.

- Students will be charged \$3.50 per semester credit hour

Undergraduate Advising Fee

Per Semester Credit Hour Fee – The undergraduate advising fee supports the advising function for undergraduate courses.

- Students will be charged \$5.50 per semester credit hour.

Discretionary Fees

Discretionary - Incidental Fees

The Board of Regents has delegated to the President of the University of North Texas the authority to approve all discretionary, incidental fees. Approved fees are published on the [UNT Student Accounting](#) website.

Admission Application Fee

Flat Fee - This fee provides funds to support costs associated with providing, receiving, and processing student admissions and financial aid operations.

- Students will be charged a \$75 fee non-refundable fee (undergraduate & graduate)

Late Application Fee

\$90 for undergraduate students.

Property Damage Deposit

All students, except those enrolled in only off-campus courses or covered by other specific waivers, must pay a \$10.00 General Property Deposit at the time of first registering at the university. The deposit may be forfeited to cover any outstanding financial obligation at the university. The fee will otherwise be refunded to the student upon withdrawal or graduation from the university. If the deposit has not been refunded to the student within 4 years of the last enrollment, it will be forfeited as specified by state law. *See Appendix, page 19 for specific statutory authority language*

Late Registration Fee

A flat fee of \$75.00 will be charged to students registering at any time during the designated late registration period.

Credit & Debit Processing Service Fee

A 2.7% service fee will be assessed on all payments made by credit and debit card.

National Student Exchange fee

A flat fee of \$200.00 will be charged to students who apply for an exchange to another university through National Student Exchange.

Credit by Exam Fee

UNT awards undergraduate college credit on the basis of local and national examinations, subject to general limitations. Examinations are offered by several UNT departments. A \$53.00 fee is collected from those students who take credit by examination at UNT.

University Center at Dallas Fee

Students enrolling for upper-division undergraduate courses or graduate courses offered by the partner universities of the University Center at Dallas, may enroll at their home institution for courses offered by the other UCD universities. UCD is located in downtown Dallas. A \$15.00 per hour fee is collected from students who are enrolled at UCD.

Collin Higher Education Center Fee

Through Collin College, UNT offers one bachelor's degree, 2 master's degrees and 2 doctoral degrees at the Collin Higher Education Center. A \$30.00 per hour fee is collected for students enrolled in UNT classes there.

North Central Texas College Math Fee

A fee collected for students enrolled in NCTM math courses through North Central Texas College which pays for UNT instruction. The fee is charged as follows: In-District (Cooke County Residents) \$91 per hour, Out-of-District (In-State) \$171 per hour, and Out-of-State \$276 per hour.

International Student Health Insurance

Health insurance is required for international students and will be assessed automatically at the time of registration for classes. For further information, please contact the UNT Student Health and Wellness Center.

Optional Practical Training Fee

All F-1 international students who choose to apply for Optional Practical Training (OPT), will be required to pay the OPT Case Management Fee. This fee is separate from the USCIS application fee. This fee will be used to subsidize the costs associated with the mandatory case management for students on Optional Practical Training after graduation.

12 Month Post-Completion OPT: \$100

17 Month OPT STEM Extension: \$100

Distance Education Fee

A distance education fee of \$35 per semester credit hour will be assessed to all distance education courses to support and enhance instructional design, management, delivery, maintenance, coaching and technology for distance education courses. The fee will be capped at \$210 per semester.

School of Journalism Field Trip Fee

The School of Journalism faculty led field trip fee of \$1,345.29 is assessed to students who participate in a trip to New York to study the city's advertising industry. The fee covers lodging and limited group meals (Effective Fall 2018).

Proficiency Exam Fees

Student Use of English: \$15.00

Foreign Language Exam (Graduate): \$15.00

GED Exam (Cash Only)

\$46.00

Placement Service Fee

\$20.00 (for 6 months/former students)

Returned Check Service Charge

\$25.00 per Occurrence

Installment Plan Fee

\$20.00 per Semester

Late Payment Fee

\$25.00 per Occurrence

Replacement Student ID Card Fee

\$10.00 per Occurrence

Graduation and Regalia Fees

Degree candidates who are planning to attend the commencement exercise must acquire the appropriate regalia from the UNT Bookstore.

Late Filing Fee: \$25.00

Teacher Certification: \$75.00

Microfilm Master's/Doctorate: \$25.00

Program Fees

Program fees may be determined to be non-refundable by the administering department based on the occurrence of previously committed expenses and as published in program documentation.

College of Business – Masters Graduate Program Fee

This fee provides funds to support the expenses of Master’s programs offered in the College of Business. Expenses may include, but are not limited to, professional development activities, materials, and faculty and administrative support. This fee will only be charged to graduate students enrolled in a Master’s program within the College of Business.

- Students enrolled in nine or more semester credit hours will be charged a fee up to \$1,000 per term.
- Students enrolled in less than nine semester credit hours will be charged a fee up to \$500.00 per term.

College of Information - Ph.D. Learning Technology online distance delivered students

This program is a cohort based program consisting of up to seven semesters (including summer). These students are charged a Distance Delivered Fee. The fee is \$892.00 per course. The purpose of the fee is to provide enhanced support services.

College of Education - Educator Preparation Program

The Texas Education Agency – Educator Preparation Program has implemented a \$35 per admitted candidate accountability system for its technology fee. This fee is collected by the College of Education and paid directly to the state.

Out-Of-State-Teaching Fee (OSTF)

Non-resident students living outside of Texas while taking UNT courses (typically online) are charged an Out-of-State Teaching Fee in lieu of tuition and instructional fees. This fee must cover the cost of instruction and is set by each academic department annually. The OSTF rates (per semester credit hour) effective for Fall 2018-Summer 2019 can be found in the Explanation of Fees webpage on the [Student Financial Services](#) website.

** The following fees are waived if students are only enrolled in courses at locations other than the Denton campus: Property Deposit, Medical Service Fee, Student Union Fee, Recreational Facility Fee, Transportation Fee, Environmental Services Fee and Intercollegiate Athletics Fee.*

Maintenance of Fees

Review and Handling of Incidental Fees:

Instructional Fees (academic and lab) are reviewed and revised once-per-year. Presently this review occurs in January.

Academic fees directly support classroom instruction and support supplemental activities and services that enhance classroom activities and learning. Current examples of the latter include tutors, graders, help centers, and resource centers.

Academic fees will be calculated and generally applied on a college-wide basis, rather than on a course-by-course or section-specific basis.

Units will continue to review and revise fee budgets to comply with the statute that requires the fee to “reasonably reflect the actual cost to the university of the materials or services for which the fee is collected.”

An academic fee will be charged at the college/school level and it can be:

- One fee, charged by the credit hour to *all students* enrolled in courses in the college/school, or
- One fee for *all undergraduate students*, charged by the credit hour to all students enrolled in undergraduate courses in the college/school (no charges for graduate students), or
- One fee for *all graduate students*, charged by the credit hour to all students enrolled in graduate courses in the college/school (no charges for undergraduate students), and/or
- Two fees, *one undergrad and one graduate*.
- A very limited alternative to request *differential fees* within a college/school, as approved by Academic Resources.

Colleges/Schools will:

- Annually review expenditure categories and amounts to most accurately predict a total expense budget.
- Calculate fees per credit hour by dividing total requested budget by total estimated credit hours to be generated over a 12-month period.
- Complete Excel® spreadsheet template (or other forms, as provided by Academic Resources) to submit budget requests for Academic Fees.
- Submit Lab Fee Forms as needed.

Lab Fees *must* be charged separately from an academic fee when appropriate under Statute. Courses for which students must register for a lab section are required to charge a lab fee per Section 54.501 of the Higher Education Code. All organized lab course(s) set-up through the Registrar’s Office must be charged a separate fee from the Instructional fees.

Academic and lab fee submissions will be reviewed and approved by Academic Resources, Provost, and by the President or his or her designee.

Deans' Offices may request to increase the fee amounts to include collecting money for centralized instructional goods and services that support classroom instruction, and retain those funds in the Dean's Office to be managed centrally. This is in addition to fees collected to support departmental/unit instructional activities and must be in accord with the first principle above.

Colleges/departments in possession of depreciable equipment are required to maintain and update depreciation schedules to manage equipment purchasing and replacement. The schedules must be kept up-to-date by the departments and submitted with the annual fee revision forms.

Prudent reserves maintained in the fund balance may include a modest amount of up to 10% 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.

Refunds will not be provided. If fiscal year expenses are less than 90% of available funds, the fee will be reduced in the upcoming year to bring the balance back in compliance. A Dean may submit a justification for a fee adjustment that leaves some of the unused money in the college's chart field string to be used in the next year (e.g. because some costs have risen or a piece of instructional equipment is being requested).

Academic Fee budget requests can include an expense line for purchase of new (not just replacement) instructional equipment in the upcoming fiscal year. Academic Resources will request justification at the time the fee amount is submitted.

Historically, the equipment reserve funds were maintained on the General Ledger and balances were only available by requesting that information from the Budget Office. As of FY 2016, the equipment reserve funds are part of the balance of available funds in the primary college or departmental fee chart field string (it is up to the Dean's Office to decide where the equipment reserves will be held).

Academic Fees will be deposited at the college/school level so a beginning budget is required. If the Dean will distribute money from the college/school's fee chart field string to departments/units, then budgets must be created for those units. The budget at the college/school level would only be for the amount that the college or school intends to retain for centrally-managed items. Budgets at the departmental or unit level would only be for the amount that the college/school expects to distribute to that unit. This method prevents double-counting of revenues and expenses.

Instructions for the annual university budget planning process and the fiscal year budget data entry will come from the Budget Office through the VPAA Office. The total revenues and total expenditures must net to zero for each Academic or Lab Fee as entered in this process.

Academic and Lab Fee budgets will be entered in the University's budgeting system of record (Hyperion as of FY17) at the same time as all other budget items for the next future fiscal year.

Academic Fee balances will carry-forward from year-to-year, but balances (including the equipment reserve amount) that exceed 10% of the fiscal year revenues must be justified to the Provost's Academic Resources Office. Colleges may be required to adjust the instructional fee for the following fiscal year if the balance cannot be appropriately justified.

Adding, Changing, or Inactivating a Fee:

Requests to change either type of instructional fee must be submitted to Academic Resources for review.

Academic Resources ensures that all requests comply with state statutes and university policies regarding Incidental Fees and Laboratory Fees and that the amounts requested are accurately computed and reasonable. A spreadsheet template has been made available by Academic Resources in preparation for a new Instructional Fee or to change an existing Instructional Fee. Lab Fees will be submitted on the form that has been designated for this purpose. The forms/spreadsheets are reviewed, edited if needed, and approved copies are returned to the college or school.

Academic Resources will obtain final approval from the Provost and President or his or her designee and submit the approved Academic and Lab Fee rates to Student Accounting and University Cashiering Services (SAUCS) and to the Budget Office prior to the initiation of fall registration, in order to establish the academic and/or lab fees to be charged for the following fiscal year. These steps comply with our policy and State Statute.

Academic fees and lab fees may be added or changed only once per year. Academic Resources will annually distribute specific instructions and timetables for revising academic and lab fees.

In accordance with state statute, fees must be set at the time that students begin registering for a session. Fees must remain fixed for the entire academic year once registration begins for the fall semester.

Additional information about the submission of fees, review of fees, approval of fees, and posting of fees to the billing system are in the policy.

Annual Fee Process:

Below is a tentative schedule of activities for the instructional fee format.

December:

- Provost finalizes decisions regarding special requests related to 90% rule violations, accumulating balances, charging fees for future purchases, etc.
- Departments and colleges review current status of fees and instructional need, and ending balances of all academic fee chart field strings that rolled forward from the prior fiscal year. Gather additional needed information from faculty or staff.
- Departments update depreciation schedules in preparation for fee revisions.
- Academic Resources distributes forms and sets the deadlines for submission of new requests and revisions to existing fees.
- Departments check for deficit lines and correct them.

January:

- Departments and colleges submit requests for new fees and revisions of fees via the fee request Excel[®] spreadsheet.
- Late January and early February, Academic Resources reviews requests, requests updated depreciation schedules, requests job descriptions (as needed), and reviews balances that rolled from prior fiscal year.
- Departments check for deficit lines and allow ability and make any corrections.

February:

- Academic Resources continues review.
- Academic Resources submits fees to President (or designee) for approval.
- After fees are approved, Academic Resources forwards fee information to Student Accounting and University Cashiering Services (SAUCS) for posting and to the Budget Office, as required by policy.
- Departments and colleges check academic fee chart fields for excess revenues and prepare an ABA, as necessary. The ABA will route through the Provost's Office for approval. The actual transaction will be processed by the Budget Office, as with any ABA. To "budget" the excess revenue, the department identifies the amount by which the Revenue budget is to be increased and the individual Expense lines to be increased by the same total amount.
- Colleges distribute spring revenues to units as appropriate.
- Departments check for deficit lines and allow ability and make any corrections.

March:

- SAUCS posts the fees.
- SAUCS asks departments and colleges to proof the postings.
- SAUCS makes any necessary corrections.
- Summer and fall registration begins.
- Departments check for deficit lines and allow ability and make any corrections.

April:

- Departments check for deficit lines and allow ability and make any corrections.

May:

- Departments check for deficit lines and allow ability and make any corrections.

June:

- Departments check for deficit lines and allow ability and make any corrections.

July:

- Departments and colleges check academic fee chart field strings for excess revenues and prepare an ABA, as necessary. The ABA will route through the Provost's Office for approval. The actual transaction will be processed by the Budget Office, as with any ABA. To "budget" the excess revenue, the department identifies the amount by which the Revenue budget is to be increased and the individual Expense lines to be increased by the same total amount.
- Late July, colleges distribute summer revenue to units as appropriate.
- Departments check for deficit lines and allow ability and make any corrections.

August:

- Departments and colleges/schools fix all deficit lines and bottom line deficits for year-end.

September:

- Budget Office and Financial Reporting will close the books for the prior fiscal year during September/October.
- Late September or early October, colleges distribute fall revenue to units, if applicable.

October:

- Balances from prior year will roll in October or November.
- Once balances roll from the prior year, Academic Resources will audit for 90% rule violations, including review of the prior audit to check for violations that are for a second consecutive year.
- Departments/units should check staff lines to see if the budgeted amount matches the actual person in the position (Note – repeat this process if raises are granted mid-year):
 1. If not balanced, determine the reason (different person, merit raise, equity raise, vacant and set to entry, etc.)
 2. Determine the appropriate method to fix the balance on the staff line (ABA or HRM-4 or waiting for vacancy to be filled). The Budget Office can advise on this procedure.
 3. Correct it, as appropriate.
- If school/college's available funds (fund balance) exceed 10% of annual revenues, there are two options:

1. Plan to reduce the fee for next fiscal year to reflect having too large a starting balance in the academic fee chart field string.
 2. Provide justification for excess revenues, for example, due to equipment reserve balance, and submit no later than October 31.
- Departments check for deficit lines and correct them, but in the context of whether or not the Dean's Office transfers have been completed.

November:

- Academic Resources reviews current lab fee forms and the current instructional fee spreadsheets with the budget officers to determine if any changes are needed.
- Academic Resources makes decisions regarding special requests related to accumulating balances, charging fees for future purchases, etc. (October/November/December).
- Departments check for deficit lines and correct them.

Appendix

International Education Fee:

Authorized under TEC §54.5132.

- a) The governing board of an institution of higher education, other than The University of Texas at Austin, may charge and collect from students registered at the institution a fee in an amount not less than \$1 and not more than \$4 for each semester or summer session. The amount of the fee may be increased only if the increase is approved by a majority vote of the students at the institution participating in an election called for that purpose.
- b) Fees collected under this section shall be deposited in the institution's international education financial aid fund, a fund outside the state treasury. Money in the fund may be used only to assist students participating in international student exchange or study programs.
- c) The international education financial aid fund shall be used in accordance with guidelines jointly developed by the student governing body of the institution and the administration of the institution. If an institution does not have a student governing body, the president may appoint a committee of students to assist with the development of the guidelines.
- d) The fee imposed under this section may not be considered in determining the maximum student services fee that may be charged students enrolled at the institution under Section 54.503(b) of this code.

Medical Services Fee:

Authorized under TEC §54.5081.

- (a) The board of regents of the University of North Texas System may charge each student registered at a component institution of the University of North Texas System a medical services fee not to exceed \$75 for each semester of the regular term or 12-week summer session and not to exceed \$37.50 for each six-week or shorter term of the summer session.
- (b) Before charging a medical services fee at a component institution, the board must give students and administrators an opportunity to offer recommendations to the board as to the type and scope of medical services that should be provided.
- (c) The board may not increase the amount of the medical services fee charged at a component institution by more than 10 percent from one academic year to the next unless the amount of the increase is approved by a majority of the students at the institution voting in a general election held at the institution for that purpose.
- (d) A medical services fee charged at a component institution of the University of North Texas System under this section may be used only to provide medical services to students registered at that component institution.
- (e) The fee imposed under this section may not be considered in determining the maximum student services fee that may be charged students enrolled at a component institution of the University of North Texas System under Section 54.503(b).

Recreational Facility Fee:

Authorized under TEC §54.5091.

- (a) If approved by a majority vote of those students participating in a general election held at the university for that purpose, the board of regents of the University of North Texas may impose a recreational facility fee on each student enrolled in the university in an amount not to exceed \$75 per student for each semester of the regular term or 12-week summer session and not to exceed \$37.50 per student for each six-week or shorter term of the summer session. The fee may be used only for constructing, operating, maintaining, improving, and equipping a recreational facility or program at the university.
- (b) Revenue from a fee imposed under this section shall be deposited to the credit of an account known as the "University of North Texas recreational facility fee account" under the control of the student fee advisory committee established under Section 54.5031.
- (c) The student fee advisory committee annually shall submit to the board of regents a complete and itemized budget for the recreational facility with a complete report of all recreational facility activities conducted during the past year and all expenditures made in connection with those activities. The board may make changes in the budget that the board determines are necessary. After approving the budget, the board, in accordance with this section, may impose the recreational facility fees for that year in amounts sufficient to meet the budgetary needs of the recreational facility. If the budget approved by the board contains an expenditure for the construction of a facility, the board may contract for the construction of the facility.
- (d) The board may not increase the amount of the recreational facility fee by more than 10 percent in any academic year unless the amount of the increase is approved by a majority of the students participating in a general election held at the university for that purpose.
- (e) A fee imposed under this section is in addition to any other use or service fee authorized to be imposed.
- (f) A fee imposed under this section may not be considered in determining the maximum student services fees that may be imposed under Section 54.503(b).

Student Services Fee:

Authorized under TEC §54.503.

- (a) For the purposes of this section:
 - (1) "Student services" means activities which are separate and apart from the regularly scheduled academic functions of the institution and directly involve or benefit students, including textbook rentals, recreational activities, health and hospital services, medical services, intramural and intercollegiate athletics, artists and lecture series, cultural entertainment series, debating and oratorical activities, student publications, student government, the student fee advisory committee, student transportation services other than services under Sections 54.504, 54.511, 54.512, and 54.513 of this code, and any other student activities and services specifically authorized and approved by the governing board of the institution of higher education. The term does not include services for which a fee is charged under another section of this code.
 - (2) "Compulsory fee" means a fee that is charged to all students enrolled at the institution.

- (3) "Voluntary fee" means a fee that is charged only to those students who make use of the student service for which the fee is established.
- (b) The governing board of an institution of higher education may charge and collect from students registered at the institution fees to cover the cost of student services. The fee or fees may be either voluntary or compulsory as determined by the governing board. The total of all compulsory student services fees collected from a student at an institution of higher education other than The University of Texas at Austin or a component institution of the University of Houston System for any one semester or summer session shall not exceed \$250. All compulsory student services fees charged and collected under this section by the governing board of an institution of higher education, other than a public junior college, shall be assessed in proportion to the number of semester credit hours for which a student registers. No portion of the compulsory fees collected may be expended for parking facilities or services, except as related to providing shuttle bus services.
- (c) The provisions of this section do not affect the building use fees or other special fees authorized by the legislature for any institution for the purpose of financing revenue bond issues.
- (d) All money collected as student services fees shall be reserved and accounted for in an account or accounts kept separate and apart from educational and general funds of the institution and shall be used only for the support of student services. All the money shall be placed in a depository bank or banks designated by the governing board and shall be secured as required by law. Each year the governing board shall approve for the institution a separate budget for student activities and services financed by fees authorized in this section. The budget shall show the fees to be assessed, the purpose or functions to be financed, the estimated income to be derived, and the proposed expenditures to be made. Copies of the budgets shall be filed annually with the coordinating board, the governor, the legislative budget board, and the state library.
- (e) Repealed by Acts 2011, 82nd Leg., R.S., Ch. 359, Sec. 16(2), eff. January 1, 2012.
- (f) If the total compulsory fee charged under this section is more than \$150, the increase does not take effect unless the increase is approved by a majority vote of the students voting in an election held for that purpose or by a majority vote of the student government at the institution. In subsequent years, an election authorizing a fee increase must be held before the fee can be increased by more than 10 percent of the fee approved at the last student election.
- (g) If a student registers at more than one institution of higher education within a college or university system under concurrent enrollment provisions of joint or cooperative programs between institutions, the student shall pay all compulsory student services fees to the institution designated as the home institution under the joint or cooperative program. The governing board of the college or university system may waive the payment of all compulsory student services fees at the other institution or institutions.
- (h) Except for Subsection (g) of this section, this section does not apply to The University of Texas at Austin or a component institution of the University of Houston System.
- (i) General revenue appropriations, other educational and general income, and funds appropriated under Article VII, Section 17 or 18, of the Texas Constitution may be expended on a proportional use basis to support the services, activities, and facilities provided for in this section to the extent that the use of such funds is not otherwise restricted by the Texas Constitution or general law.

Student Union Fee:

Authorized under TEC §54.515.

- (a) The governing board of each institution of higher education may charge each student registered at the institution a student union fee not to exceed \$20 for each regular semester and not to exceed \$10 for each term of the summer session for the sole purpose of financing, constructing, operating, maintaining, and improving a student union building. The fee may not be imposed, and may not be increased above \$10 for each regular semester and \$5 for each term of the summer session, unless the imposition or increase is approved by a majority vote of those students participating in a general election. The fees authorized by this section are in addition to any other use or service fee authorized by law to be charged and collected by the institution.
- (b) The fees collected under Subsection (a) of this section shall be deposited in a designated account and shall be placed under the control of and subject to the order of a student advisory committee. The student advisory committee annually shall submit to the governing board of the institution a complete and itemized budget to be accompanied by a full and complete report of all activities conducted during the previous fiscal year and all related expenditures made during that year. The governing board shall make any changes in the budget as it considers necessary before approving the budget and shall charge and collect the fees as provided by this section in amounts sufficient to meet the budgetary needs of the student union building and within the limits authorized by this section.

Mandatory - Incidental Fees:

Authorized under TEC §54.504.

- (a) The governing board of an institution of higher education may fix the rate of incidental fees to be paid to an institution under its governance by students and prospective students and may make rules for the collection of the fees and for the distribution of the funds, such funds to be accounted for as other designated funds. The rate of an incidental fee must reasonably reflect the actual cost to the university of the materials or services for which the fee is collected. In fixing such rate, the governing board may consult with a student fee advisory committee which the governing board may establish if such student committee does not presently exist.
- (b) The board shall publish in the general catalog of the university a description of the amount of each fee to be charged.
- (c) In this section, "incidental fees" includes, without limitation, such fees as late registration fees, library fines, microfilming fees, thesis or doctoral manuscript reproduction or filing fees, bad check charges, application processing fees, and laboratory breakage charges, but does not include a fee for which a governing board makes a charge under the authority of any other provision of law.

Board Responsibility:

Authorized under TEC §55.16.

- (a) Each board shall be authorized to fix and collect rentals, rates, and charges from students and others for the occupancy, services, use, and/or availability of all or any of its property, buildings, structures, activities, operations, or other facilities as provided by this section.
(Text of subsec. (b) as amended by Acts 2001, 77th Leg., ch. 769, Sec. 13)
- (b) Unless it is expressly provided by law that specified funds under the control of a board are not considered revenue funds, a provision in this title or another law that limits the purpose for which funds under the control of the board may be spent does not impair a board's ability to pledge and use all

revenue funds under the board's control to secure and pay obligations of the board under this chapter or other law.

(Text of subsec. (b) as amended by Acts 2001, 77th Leg., ch. 1432, Sec. 2)

- (b) Unless expressly provided by law that specified money under the control of a board is not considered revenue funds, a provision of this title or another law that limits the purposes for which money under the control of the board may be spent does not impair the board's authority to pledge and use any revenue or money under the board's control to secure or pay obligations of the board under this chapter or other law.

(Text of subsec. (c) as amended by Acts 2001, 77th Leg., ch. 769, Sec. 13)

- (c) A board shall fix each rental, rate, charge, or fee that the board has authority under this title to fix in an amount determined to be necessary to pay or provide, for each activity or service, all associated capital costs, including debt service, operation and maintenance costs, including associated overhead costs of a system or institution, and prudent reserves. Except as otherwise provided by Subsection (e), this section does not authorize a board to impose a rental, rate, charge, or fee at an amount exceeding a limit imposed by another provision of this title.

(Text of subsec. (c) as amended by Acts 2001, 77th Leg., ch. 1432, Sec. 2)

- (c) A board shall fix each rental, rate, charge, or fee that the board is authorized by this title to fix in an amount the board determines necessary to pay or provide, for each activity or service for which the rental, rate, charge, or fee is imposed, all associated capital costs, including debt service, operation and maintenance costs, including associated overhead costs of a system or institution, and prudent reserves. Except as otherwise provided by Subsection (e), this section does not authorize a board to impose a rental, rate, charge, or fee in an amount that exceeds any applicable limit imposed by another provision of this title.

(Text of subsec. (d) as amended by Acts 2001, 77th Leg., ch. 769, Sec. 13)

- (d) For billing and reporting purposes, a board shall accumulate all mandatory fees or charges provided for by this section or Chapter 54 as a separate facilities and services charge.

(Text of subsec. (d) as amended by Acts 2001, 77th Leg., ch. 1432, Sec. 2)

- (d) For billing and reporting purposes, a governing board may accumulate all mandatory fees or charges authorized by this section or by Chapter 54 as a separate facilities and services charge.
- (e) If bonds have been or are issued pursuant to this title, or secured or to be secured by a pledge of part or all of the board's revenue funds, and if, at the time of authorizing the issuance of the bonds, (1) the estimated maximum amount per semester hour of such pledged revenue funds (based on then current enrollment and conditions) during any future semester necessary to provide for the payment of the principal of and interest on the bonds when due, together with (2) the aggregate amount of all such pledged revenue funds which were levied on a semester hour basis for the then current semester to pay the principal of and interest on all previously issued bonds, do not exceed the amount permitted by this title, then any necessary fees, tuition, rentals, rates, or other charges constituting revenue funds shall be levied and collected when and to the extent required by the resolution authorizing the issuance of the bonds in any amount required to provide revenue funds sufficient for the payment of the principal of and interest on the bonds, regardless of any other provision or limitation provided by this title.
- (f) A board is not required to charge students enrolled in different degree programs at the institution the same rentals, rates, charges, and fees under this section.

Environmental Service Fee:

Authorized under TEC §54.5041.

- (a) The governing board of an institution of higher education may charge each student enrolled at the institution an environmental service fee, if the fee has been approved by a majority vote of the students enrolled at the institution who participate in a general student election called for that purpose.
- (b) Unless increased in accordance with Subsection (d), the amount of the fee may not exceed:
 - (1) \$5 for each regular semester or summer term of more than six weeks; or
 - (2) \$2.50 for each summer session of six weeks or less.
- (c) The fee may be used only to:
 - (1) provide environmental improvements at the institution through services related to recycling, energy efficiency and renewable energy, transportation, employment, product purchasing, planning and maintenance, or irrigation; or
 - (2) provide matching funds for grants to obtain environmental improvements described by Subdivision (1).
- (d) The amount of the fee may not be increased unless the increase has been approved by a majority vote of the students enrolled at the institution who participate in a general student election called for that purpose. The fee may not be increased under this subsection if the increase would result in a fee under this section in an amount that exceeds:
 - (1) \$10 for each regular semester or summer term of more than six weeks; or
 - (2) \$5 for each summer session of six weeks or less.
- (e) An institution that imposes the environmental service fee may not use the revenue generated by the fee to reduce or replace other money allocated by the institution for environmental projects.
- (f) Any fee revenue that exceeds the amount necessary to cover current operating expenses for environmental services and any interest generated from that revenue may be used only for purposes provided under Subsection (c).
- (g) The fee is not considered in determining the maximum amount of student services fees that an institution of higher education may charge.
- (h) The fee may not be charged after the fifth academic year in which the fee is first charged unless, before the end of that academic year, the institution has issued bonds payable in whole or in part from the fee, in which event the fee may not be charged after the academic year in which all such bonds, including refunding bonds for those bonds, have been fully paid.

Intercollegiate Athletics Fee:

Authorized under TEC §54.5191.

- (a) The board of regents of the University of North Texas System may charge each student enrolled at the University of North Texas an intercollegiate athletics fee in an amount not to exceed \$10 per semester credit hour for each semester or summer session unless the amount is increased as provided by Subsection (g).
- (b) A student enrolled in more than 15 semester credit hours shall pay the fee in an amount equal to the amount imposed on a student enrolled in 15 semester credit hours during the same semester or session.
- (c) The fee may not be charged before the first semester a new football stadium is available for use at the university.

- (d) If compulsory student services fees are charged to students enrolled at the university under Section 54.503, the total amount of those fees charged to a student shall be reduced by \$3 per semester credit hour for the first semester in which an intercollegiate athletics fee is charged under this section.
- (e) Revenue from the fee charged under this section may be used only for financing, constructing, operating, maintaining, or improving an athletic facility or for operating an intercollegiate athletics program at the university.
- (f) The fee may not be charged unless approved by a majority vote of the students enrolled at the university who participate in a general student election held for that purpose. The ballot for the election to approve the fee must state a maximum amount of the fee that may be charged per semester credit hour, not to exceed the maximum amount prescribed by Subsection (a).
- (g) The amount of the fee may not be increased to an amount that exceeds by 10 percent or more the amount of the fee as last approved by a student vote under Subsection (f) or this subsection unless the increase has been approved by a majority vote of the students enrolled at the university who participate in a general student election held for that purpose.
- (h) The chief fiscal officer of the university shall collect the fee and shall deposit the revenue from the fee in an account to be known as the intercollegiate athletics fee account.
- (i) A fee charged under this section is not considered in determining the maximum amount of student services fees that may be charged each student enrolled at the university under Section 54.503.
- (j) The fee may not be charged after the fifth academic year in which the fee is first charged unless, before the end of that academic year, the university has issued bonds payable from the fee, in which event the fee may not be charged after the academic year in which all such bonds, including refunding bonds for those bonds, have been fully paid.

General Deposits:

Authorized under TEC §54.502.

- (a) An institution of higher education may collect a reasonable deposit in an amount not to exceed \$100 from each student to insure the institution against any losses, damages, and breakage for which the student is responsible and to cover any other amounts owed by the student to the institution. The institution shall return to the student the deposit, less any such amounts owed to the institution by the student. The deposit must be returned within a reasonable period after the date of the student's withdrawal or graduation from the institution, not to exceed 180 days, that provides the institution with sufficient time to identify all amounts owed and to determine that the student does not intend to enroll at the institution in the semester or summer session immediately following the student's withdrawal or graduation or, if the student withdraws or graduates in the spring semester, in the next fall semester.