

# **Student Lab and Miscellaneous/Equipment Fee Guidelines**

BOG Regulation states in part,

*(1) The Board of Governors must authorize all fees assessed to students. Accordingly, the specific fees listed in the section, and the tuition and associated fees defined in Regulation 7.001, are the only fees that may be charged for state fundable credit hours without the specific approval of the board, except as authorized in Regulation 8.002*

## **Course Specific Fees**

### **Material and Supply Fees (i.e. Lab Fees)**

*(7) Material and Supply Fees – Each university board of trustees is authorized to assess Material and Supply Fees not to exceed the amount necessary to offset the cost of materials or supply items which are consumed in the course of the student’s instructional activities, excluding the cost of equipment and equipment repairs and maintenance. Revenues from such fees shall be budgeted in the Auxiliary Trust Fund.*

Allowable uses include but not limited to consumables such as:

- Breakable lab materials such as beakers
- Chemicals
- Food (for use in lab setting)
- Paper or other classroom materials
- Lab supplies
- Art supplies
- Other consumable items for classroom instruction purposes

Unallowable uses include:

- Equipment
- Capital items
- Software
- Travel
- Salaries (both budgeted and OPS)
- Services
- Professional development
- Registration fees

### **Facilities/Equipment Fees (i.e. Miscellaneous)**

*(18) Each university board of trustees is authorized to assess the following fees which will have varied amounts:*

...

*(e) Fees and fines relating to the use, late return, and loss and damage of facilities and equipment.*

Allowable uses include but not limited to:

- Equipment
- Instruments
- Machinery
- Computers for classroom/lab use
- Software if necessary to use equipment
- Other capital type items
- Performance type uniforms/costumes
- AV equipment
- Non consumable safety equipment for use of allowable items
- Expenses related to the maintenance or repair of allowable items
- Consumables as would be allowed through a lab fee

Unallowable uses include:

- Travel
- Software (unless necessary to operate equipment)
- Salaries (both budgeted and OPS)
- Scholarships
- Contractual services
- Professional development
- Registration fees
- Food (could be allowable through a lab fee as consumable)
- Items for sole use by faculty
- Items only for the benefit of a few students instead of the entire class

### **Other Types of Fees/Charges to Students:**

In addition to course fees, we do have the ability to handle other types of purchases or fees. These include the following and may or may not be tied to a specific course:

#### **Facilitating the Purchase for Students**

We can collect money from students if it makes the purchase more economical or to expedite the purchase. Examples of this include setting up agency funds (pass through accounts) for student travel, collecting money for testing, background checks, or music accompanist.

#### **Non-academic fees**

*(19) Each university board of trustees is authorized to assess reasonable fees for incidental non-academic services provided directly to individuals. This could include, but not be limited to, fees for duplicating, lost keys, copyrighted material, breakage, standardized tests, library loans.*