

## DEFINITIONS OF FEE TYPES

Colorado State University special course fees are categorized into four types. Examples of costs for which special course fees may be assessed are included with the definition for each fee type. All fees will be collected in the COURSE sub-fund (25 account). The fees may be assigned to individual accounts or to an account that encompasses related courses, e.g., sculpture, first aid, etc. (Refer to pages 7-9 for examples of justifications and the Collection and Distribution Procedures.)

### **Type A Course Fee**

Each student enrolled in the course pays a fixed or variable fee to cover the costs incurred by the University on a semester-by-semester, or within the academic year basis (Fall, Spring and Summer sessions), for:

1. The rental and/or use of nonacademic facilities and equipment (e.g., ice skating rinks, bowling alleys, scuba diving gear).
2. The institutional costs for field placements, including long-distance phone calls and postage, and travel costs of the Colorado State coordinator.
3. The costs of: providing livestock and laboratory animals; live models used in art; special equipment and materials or services.
4. The transportation of students and their accompanying supervisor for courses requiring off-campus trips.

Notes:

- a. May **not** include honoraria for off-campus instructors or supervisors.
- b. May not include housing or per diem food expenses for accompanying instructors or supervisors.
- c. May not include per diem food expenses for students.

### **Type A Justification**

#### **Examples**

This fee is requested to cover the costs of providing and maintaining animals assigned to the student for laboratory use.

Animal purchase	\$2350
Caretaking costs	\$2900
TOTAL	\$5250 ÷ 150 students = \$35 per student

OR

This fee is requested for field trips to local areas and Cameron Pass to measure snow pack and liquid water content. Estimated cost:

• 3 half-day field trips: van for half day is \$25 x 3 trips	=	\$75
• Estimated 60 miles/trip - 60 mi. x .17/mile x 3 trips	=	\$30.60
• 2 full-day field trips: van for 1 day is \$33 - \$33 x 2 trips	=	\$66
• Estimated 100 miles/trip - 100 mi. x .17/mile x 2 trips	=	\$34
• Park fees on full-day field trips	=	\$ 4

TOTAL = \$209.60 ÷ 8 students = \$26.20 per student

## Type B Course Fee

Each student enrolled in the course pays a fixed or variable fee based upon her/his actual use of expendable materials. These materials are generally of one of the two following types:

1. Materials actually used by the student in the creation, construction, and/or fabrication of a class project (e.g., canvas for painting, wood or stone for sculpting, film for documentaries and artistic films, etc.) that leads to a product which becomes the student's property.
2. Materials supplied by the department because of the inability to make individual purchases economically (e.g., photo processing chemicals, materials for physiological testing, etc.), or other **unusual** costs associated with a course offering.

## Type B Justification

### Examples

Students enrolled in this course use studio facilities, tools, and consumable materials which are purchased in bulk and made available for students in the production of art which becomes the student's property.

• Dye room materials	\$ 60.00
• Fabric for dye and print tests	\$ 70.00
• Dynex for silkscreen	\$ 30.00
• Printing inks and extender	\$150.00
• Print table maintenance	\$ 10.00
• Photo-emulsion and sensitizing chemicals	\$ 20.00
• Wax	\$ 20.00
• TOTAL	\$360.00 ÷ 10 students = \$36 per student

OR

Providing students with materials to do stress testing; body fat analysis; pulmonary function testing; metabolic testing; blood lipid analysis; cardiovascular evaluation. Materials must be purchased in quantities and are difficult to purchase retail.

### **Type C Course Fee**

Students pay a variable fee based upon damage to and/or non-return of equipment used in the course, e.g., glassware and/or specialized instruments used in a laboratory. The fee will be assessed at the beginning of the semester (or as arranged for the specific needs of the departments), and those students who have returned the equipment undamaged will receive a credit in the amount of the assessed fee.

#### **Type C Justification**

For Type C fees, the justification must include how and when the fee will be assessed. For example, if the fee is for damage and/or non-return of equipment and is assessed by means of an advance deposit, the justification must state this method of collection. Any monies not used for these purposes will be refunded by a credit to the student's account through Student Accounts Receivable.

#### **Example**

Each student is issued laboratory glassware valued at \$100-\$200. Each student buys a \$10 breakage card at the beginning of the semester. When broken items are replaced, the value of the item is punched from the card. At the end of the semester or year, the student may redeem the card for value remaining on the card, and the remaining value will be credited to the student's University account.

### **Type D Course Fee**

This type of fee is paid by each student as a fixed fee to provide funds for replacement or upgrade of equipment, purchased originally through department funds, that has more than a one-year useful life. The amount of the fee must be based on a multiyear amortization schedule that identifies the year in which the replacements/upgrades are expected to occur.

Type D course fees are the only course fees designed to roll over a number of years. Funds accumulated through Type D fees are audited annually to assure that they are being accumulated and expended according to the amortization schedule provided in the fee proposal.

#### **Type D Justification**

Students pay a fixed fee based on amortized depreciation of specialized equipment used in the course, e.g. technical instruments used in a laboratory. Each fee collected will be

based on the percentage to which the equipment's use is dedicated to instruction in the course(s) to which the fee is attached and to the anticipated lifetime of the specialized equipment. An amortized cost per student based on these two factors will be assessed and retained against future upgrade or replacement. The fee will be assessed as a fixed fee and retained in an account held by the department for the defined lifespan of the specialized equipment, and then expended for the upgrade or replacement of that equipment. Fees collected may be used for no other purpose than replacement or upgrade of the specialized equipment approved in the original request, except in the case of the discontinuance of a specific course. If the course (for which a Type D fee is approved) is discontinued (or substantively changed relative to the use of the specialized equipment) prior to the upgrade or replacement of the equipment, a request may be made by the department to the Office of the Provost to use those collected funds for other defined educational or technology equipment intended predominantly for student instruction and training within the department collecting the Type D fee.

**Example**

This fee is requested to cover the costs of upgrading a light microscope essential to this course, but used only 60% for instruction. The light microscope is replaced with the newest version every three years. With 50 students a year taking this course and the microscope costing at least \$3000, this fee is requested to be set at \$12 per student.

• Light Microscope	\$3000
• % Instructional Use	<u>x .60</u>
• Amount to Accumulate over 3 years	\$1800
• Divided by # of Years	<u>/ 3</u>
• Amount Per Year	\$ 600
• Divided by # of Students Per Year	<u>/ 50</u>
• Cost Per Student	\$ 12

**Other Definitions**

- a. **Fixed** fees are set amounts that are the same for each student enrolled in the course. Indicate the amount to be assessed per student (or per credit) per term. Fixed fees are assessed through the registration system.
- b. **Variable** fees are those assessed each student enrolled in the course based on expenses that fluctuate, e.g., expendable materials, damage to and/or non-return of equipment. These fees may vary by student and/or by term.

In some cases, e.g., travel expenses that may vary from one term to the next, a variable fee is requested. The actual amount, determined and assessed by the department in a given term, would be the same for each student enrolled in the course for a particular term.

For variable fees, indicate the anticipated **average** per student (or per credit) per term and the anticipated **maximum** per student (or per credit) per term. There may be a

range of \$x/credit to a maximum of \$y, in which case both areas would need to be completed.

Variable fees are assessed by the department through Student Accounts Receivable. (Refer to pages 11-12 for Collection and Distribution Procedures)

### **MINIMUM REVENUE LIMIT**

Each special course fee must exceed \$200 in annual revenue in years when the course is offered.