

Clemson University

Budget Office
G06 Sikes Hall
Clemson, SC 29634

Student Fee Policy & Procedure

Effective January 15, 2024



Student Fee Policy

Owner: Budget Office

Effective: January 15, 2024

[Related Procedure](#)

[Related Definitions](#)

Purpose

Clemson University's Student Fee policy defines fee categories and establishes authority, responsibility, and accountability for all student fees. The Student Fee process is a mechanism for communication, review, and approval of student fees. Additionally, it provides a basis for estimating revenue for effective budgeting and planning. Budget Centers are encouraged to seek student referenda and/or appropriate and meaningful consultation with student government or other constituencies affected by the proposed increase or change in any student fees. The Board of Trustees has the statutory authority to approve fees.

Policy

Chapter VI of the Clemson University Board of Trustees (BOT) manual provides that the Board of Trustees retain the authority to approve academic and student room and board fees which include: matriculation fees, full-time student, part-time student, graduate, graduate assistant and off-campus academic fees, tuition fees, laboratory fees, residence hall fees, meal plan fees, and all other fees applicable to students. This authority to approve is not limited to any particular system in which fees are used to bill students.

Each year, the BOT establishes the fees charged to students. All fees established shall be based upon the recommendation of the Executive Leadership Team. The final decision regarding the submission of fee proposals to the BOT remains with the President.

I. The Student Fee process is required of departments or divisions charging mandatory or non-mandatory fees to enrolled students. New fees and changes to existing student fees must be submitted to the Student Fee Committee in accordance with the process required for the fee category and approved by the designated authorities as described in the [Student Fee Procedures](#). All student fees are subject to annual review as prescribed in section IV. A student fee, for the purposes of this document, is defined as any fee and/or charge applied to students (i.e., student activity fee, technology fee, etc.).

II. Each Budget Center is required to appoint a student fee liaison(s) to ensure effective communication throughout the student fee process. Student fee liaisons are the Budget Center Business Officers. The recent Budget Center Business Officer list can be found [here](#). If, upon review, the Budget Center Business Officer list needs to be updated, please email Michael Doheny at mdoheny@clermson.edu or Jessica Marchant at jstoots@clermson.edu to discuss. Each student fee liaison should be knowledgeable of the courses or other requirements for their Budget Center. Each student fee liaison is responsible for coordinating student fee proposals for new and existing student fees in collaboration with Vice Presidents, Deans, Department Chairs and faculty within the respective Budget Center, as well as student government and/or advisory groups, and submitting proposals to the Student Fee Committee as prescribed in the [Student Fee Procedures](#).

III. Student Fee Categories shall be defined as follows:

Category	Title	Definition
ACADEMIC		
I	Undergraduate Full Time & Part Time	Mandatory student fees paid by enrolled students supporting the general operations of the University. Includes the Base Academic Fee, Tuition, and Other Debt & Retirement.
II	Graduate Full Time & Part Time	Mandatory student fees paid by enrolled students supporting the general operations of the University. Includes the Base Academic Fee, Tuition, and Other Debt & Retirement.
III	Graduate Health Insurance	Non-mandatory fee charged to graduate assistants for health insurance. The majority of the insurance cost is subsidized by the University in order to incentivize the graduate assistantship program. The amounts of the student fee and subsidy are determined each year based on the increase in cost to provide the insurance.
IV	Off Campus/Online Full Time & Part Time	Mandatory student fees paid by enrolled students supporting the general operations of the University. Includes the Base Academic Fee, Tuition, and Other Debt & Retirement.

V	Mandatory Lab Fees	Course fees used specifically for materials and services used in concert with the basic foundation of an academic course offering. Course fees support classroom and laboratory instructional activities by providing tangible materials and services that would otherwise be unavailable to students, and which allow students to meet the educational objectives of a given course. The current lab fee revenue allocation policy dictates that 50% of revenues will be allocated to colleges, and the remaining 50% will be allocated to the Provost for further distribution on specific lab and classroom projects.
VI	Mandatory Activity/Program Fees	Mandatory student fees paid by enrolled students supporting specific activities. Includes Matriculation and Student Activity, Software License, Medical, Career Services, Transit, and Information Technology Fees.
VII	Differential	Non-mandatory differential base academic fees paid by students enrolled in specific programs. For example, students in Behavioral Sciences or Business pay differential tuition for 300/400 level courses. Mandatory student fees paid by enrolled students supporting specific activities. Including; Nursing Program and Cardiovascular Technology fees among others.
VIII	Elective Other	Non-mandatory fees for special programs or courses. Ex.: International Affairs, Music
Category	Title	Definition
NON-ACADEMIC		
VIII	Room & Board	Room and Board Fees paid by enrolled students to reside in University properties and/or receive meals at University dining halls.
IX	Billing Rate	Fees paid by enrolled students to receive materials and/or services, or for the use of facilities provided by the University. Includes late fees, misuse of property fees and Cooperative Education Fee. These fees fall under the billing rate process.

X	Billing Rate-Auxiliary	Fees paid by enrolled students to self-supporting programs or auxiliaries, such as Parking Services and Housing. Includes fees such as materials & services fees, user fees, fines, and deposits. These fees fall under the billing rate process.
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Note: Cycle times and required approvals for each category are provided in the [Student Fee Procedures](#).

IV. In concert with the Provost and Central Budget Offices and Internal Audit, the Student Fee Committee will conduct an internal change management assessment to evaluate changes in student fees in Banner versus the approved fee schedule. Revenue collected, unexpended balances, and expenditure plans for Category V, VI, and VII fees will be reviewed on a randomly selected basis. If significant unexpended balances exist without a detailed and acceptable expenditure plan, the fee should be reduced, suspended, or eliminated. Fees should be used for supporting programmatic expenditures. Fee requests that would cause the accumulation of fund balance are not permissible. Budget Center Business Officers (i.e., student fee liaisons) are accountable for ensuring fee revenues are spent in accordance with their stated purpose.

Student Fee Procedures

Effective January 15, 2024

Introduction

Oversight of the tuition and fee recommendation process rests with the Student Fee Committee. The Student Fee Committee consists of representatives from the Budget Office, Office of the Executive Vice President for Academic Affairs and Provost, Student Affairs, Student Financial Services, Controller's Office, and the Office of the Vice President for Finance and Operations. Current members of the current Student Fee Committee are as follows:

- Jessica Marchant, Director of Budget (jstoots@clermson.edu)
- Sherri Rowland, AVP University Controller (sherrir@clermson.edu)
- Perryn Freeman, Director of Information Systems Enrollment Management (perryn@clermson.edu)
- Christopher Wood, Academic Affairs Financial Officer (wood6@clermson.edu)
- Rebecca Pruitt, Director of Student Financial Services
- Beverly Leeper, Director of Tax and Cost Accounting (bkl@clermson.edu)
- Lisa Bona, Chief Business Officer, Student Affairs (lspower@clermson.edu)
- Tyler Saas, AVP Budget Financial Planning and Analytics (saas@clermson.edu) - (Advisor)

The Student Fee Committee serves as an important governance role in the evaluation and recommendation of student fees. Requests to create a new fee or change an existing fee must be reviewed by the Student Fee Committee. Do not contact Student Financial Services directly about creating or changing a fee.

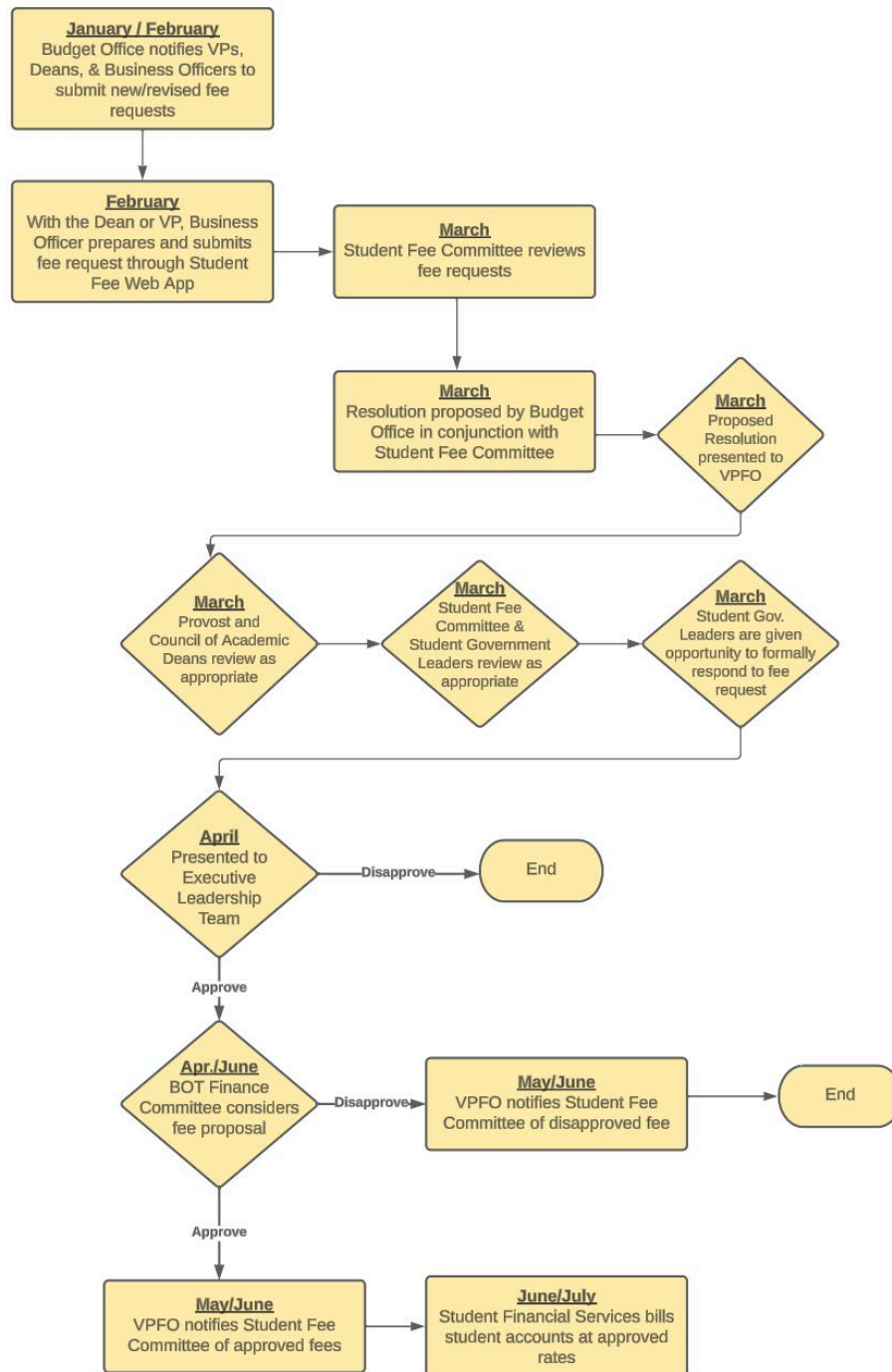
Attached are detailed flowcharts showing the timing and steps needed to recommend an addition or elimination of a fee or a change in an existing fee. These procedures exclude the recommendation of general tuition and auxiliary-related fees. The requests detailed in this procedure manual, are submitted via the Student Fee Request Web Application which can be accessed here: https://rpfa.clemson.edu/fees_portal/home/

The screenshot shows the top section of the Student Fee Request Web Application. At the top left is a purple button labeled 'New Request'. Next to it is a search bar with a magnifying glass icon and the text 'Search...'. To the right of the search bar is a 'Go' button. Further right is an 'Export' button with a download icon. On the far right is a 'Status' button with a left-pointing arrow. Below these buttons is a light blue header bar with the text 'Upcoming Fiscal Year' and a right-pointing arrow. Below the header bar is a table with the following columns: 'Fee ID', 'Fee Name', 'Owner', 'Apply Date', 'Status', and 'Lock'. Each column has a dropdown arrow. Below the table is a section labeled 'Other Fiscal Years' with a right-pointing arrow.

For assistance with fee requests, please contact Jessica Marchant (864-656-8931), Michael Doheny (864-656-9816) or a member of the Student Fee Committee.

ACADEMIC FEE PROCESS

(applies to Category V, VI, VII only)



LAB FEES:

Process to Establish a New Fee Course OR

Change an Existing Course to a Course with Fee

1. Login to <https://clemsun.curriculog.com>. This is Clemson University's online workflow process for approving course and curriculum additions, changes, and deletions.
2. When adding a new course, you will select the most appropriate schedule type for the course. If the schedule type is being changed so a course fee may be charged, you will change the existing schedule type to Lab With Fee (LWF) or other appropriate schedule type. Other schedule types may be considered to be interchangeable with Lab With Fees and may be allowed to charge a fee that conforms to the current approved lab fee ranges (\$75 - \$200). Schedule types that may be considered are Tutorials (TUT), Studios (STU), Independent Studies (IND), Lecture (LEC), Field Courses (FLD), Seminar (SEM) or Internships (INT). For one of these schedule types to be eligible to charge a course-related fee, the "Additional fee for Non-lab Course" in Curriculog will need to be marked "Yes" and an additional justification added in the fields provided. Additional information will be requested during the Lab Fee Approval Process to make a final determination if the course will be eligible to charge a lab-related fee.
3. Once you have completed and approved the form in Curriculog, the form will automatically move on to the appropriate person or committee. In most cases, this will be the department curriculum committee.
4. As each person or committee representative in the process approves the form, it will continue to move forward automatically in the workflow process. If the form is rejected at any step, it will automatically return to the person or committee at the previous step.
5. The University-level curriculum committee (undergraduate and/or graduate) is the final approval step before the course form goes to the Provost or the Provost's designee for final University approval.
6. The University Undergraduate Curriculum Committee (UCC) meets the first Friday of each month from September through April. However, the March meeting of the UCC is the last meeting of the academic year at which the committee reviews course forms for the following academic year.
7. The University Graduate Curriculum Committee (GCC) meets the second Friday of each month from September through April or May. However, the March meeting of the GCC is the last meeting of the academic year at which the committee reviews course forms for the following academic year.
8. Upon the approval of the appropriate University Curriculum Committee and based on the effective term listed on the course form, the course is entered or changed in iROAR, and university publications for the following academic year are updated to reflect the course as a lab with fee (LWF) or other acceptable course as outlined above.

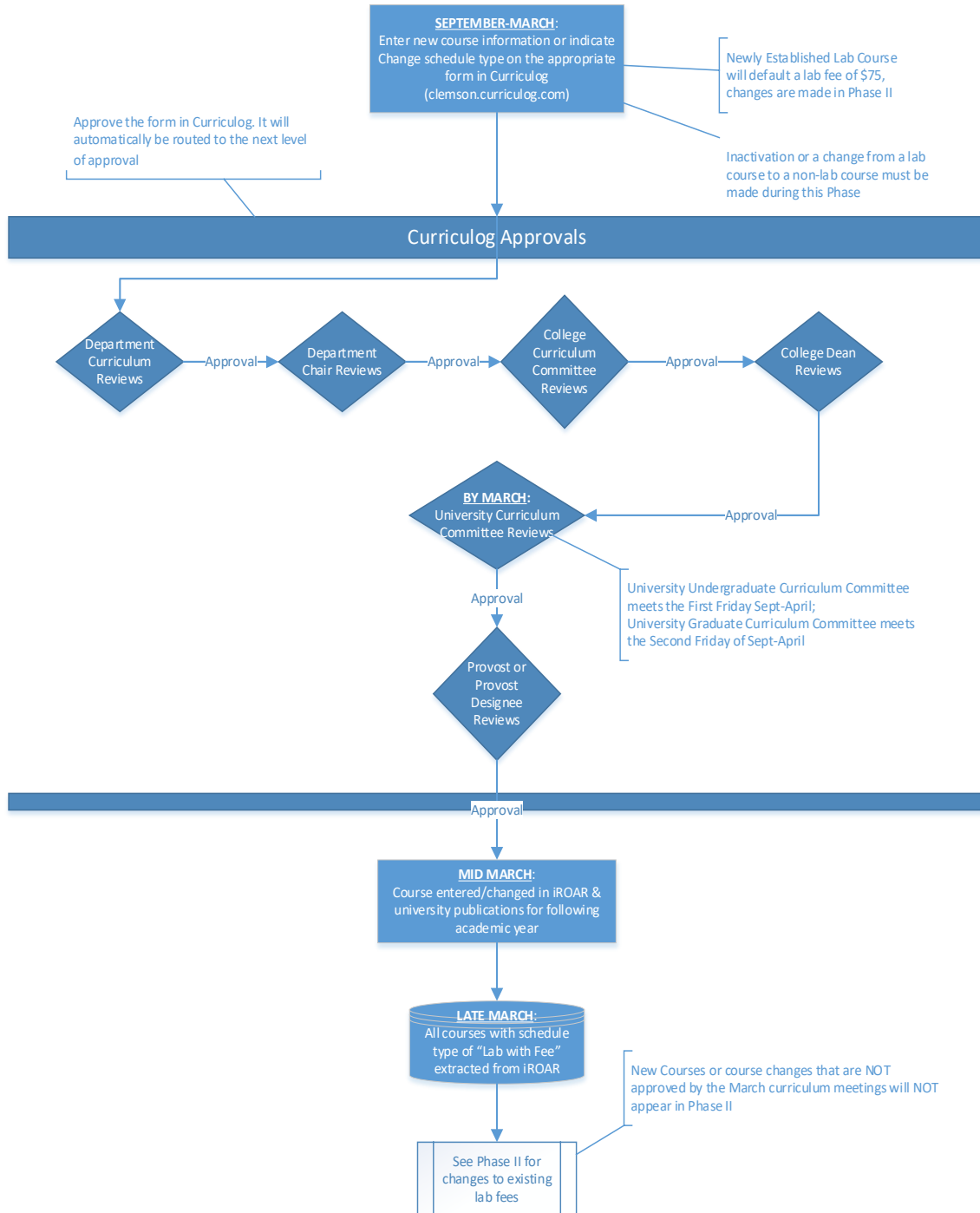
9. All approvals for the next academic year must be completed by the March curriculum committee meetings in order for the course to be picked up as a lab with fee (LWF) or have an attribute that would allow a fee for the next academic year.
10. In late March, all lab with fee (LWF) and other identified courses requesting a fee are extracted from iROAR. Each college is provided a list of all courses identified for potential fee assessment so college business officers and leadership can review the courses and their associated fees. A newly established lab /fee course is assigned a default fee of \$75.00. Requests for changes in the amount of lab/other fees can be made on the spreadsheet provided to each college.
11. Lab/other associated fees cannot be inactivated during this review process, nor can the schedule type of a course be changed to or from “Lab With Fee” or other as identified above during this review and update process. Inactivation of a lab fee or a schedule type change can only be made via the same process outlined in steps 1-9 above (Curriculum Process)

The Student Fee Committee will request a list of all lab/ fees that have moved through the above process. These lab fees may undergo further review by the Student Fee Committee in preparation for the formal request to Board of Trustees for approval.

LAB FEES (up to \$200)

Phase I

(applies to Category V-New Course or Change to existing Course)



LAB FEES (up to \$200) Phase II

(applies to Category V-Rate Changes Only)

