

CLEMSON UNIVERSITY
BUDGET OFFICE
G12 SIKES HALL
CLEMSON, SC 29634

STUDENT FEE POLICY & PROCEDURE
EFFECTIVE JANUARY 7, 2019



Student Fee Policy

Owner: Budget Office

Effective: January 7, 2019

[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 for mandatory student fees in Category V.

Policy

Chapter VI of the Clemson University Board of Trustees (BOT) manual provides that the Board of Trustees retain the authority to establish 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, and meal plan fees.

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 only 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. The liaison should be knowledgeable of the courses or other requirements for the budget center. The 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. Current lab fee revenue allocation policy dictates that 50% of revenues will be allocated to colleges and 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.

Note: Cycle times and required approvals for each category are provided in the [Student Fee Procedures](#).

IV. The Student Fee Committee will review the revenue collected, unexpended balances and expenditure plans for Category V fees on an annual basis and Category V, VI, and VII fees 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.

STUDENT FEE PROCEDURES

EFFECTIVE JANUARY 7, 2019

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 Financial Services, Controller's Office, and the Office of the Vice President for Finance and Operations. Members of the current Student Fee Committee are as follows:

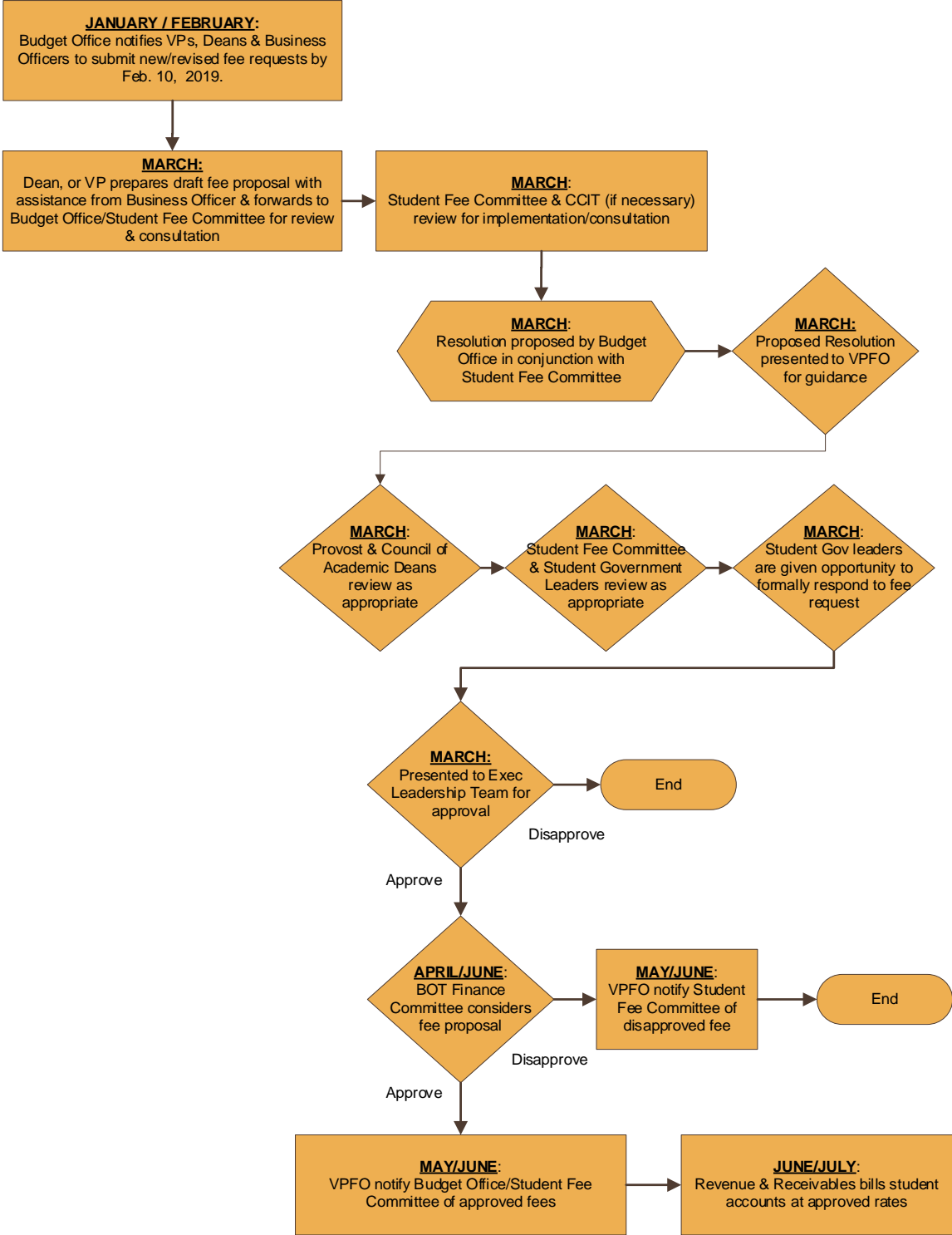
- Virginia Baumann, University Budget Director (vbauman@clemson.edu)
- Christopher Wood, Academic Affairs Financial Officer (wood6@clemson.edu)
- Kathy Dively, Director of Business Enhancement Strategies Team (dively@clemson.edu)
- Linda Henderson, Director of Student Financial Services (lindah@clemson.edu)
- Sherri Rowland, Accounting Services (sherrir@clemson.edu)
- Beverly Leeper, Director of Tax and Cost Accounting (bkl@clemson.edu)

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 request detailed in this procedure, are submitted via the Student Fee Request Web Application which can be accessed from the Budget Office website (<http://www.clemson.edu/finance/budgets/>)

For assistance with fee requests, please contact Virginia Baumann (656-2422) or a member of the Fee Committee.

ACADEMIC FEE PROCESS

(applies to Category V, VI, VII only)



LAB FEES - PHASE I:

Process to Establish a New Course with a Lab OR

Change an Existing Course to a Lab

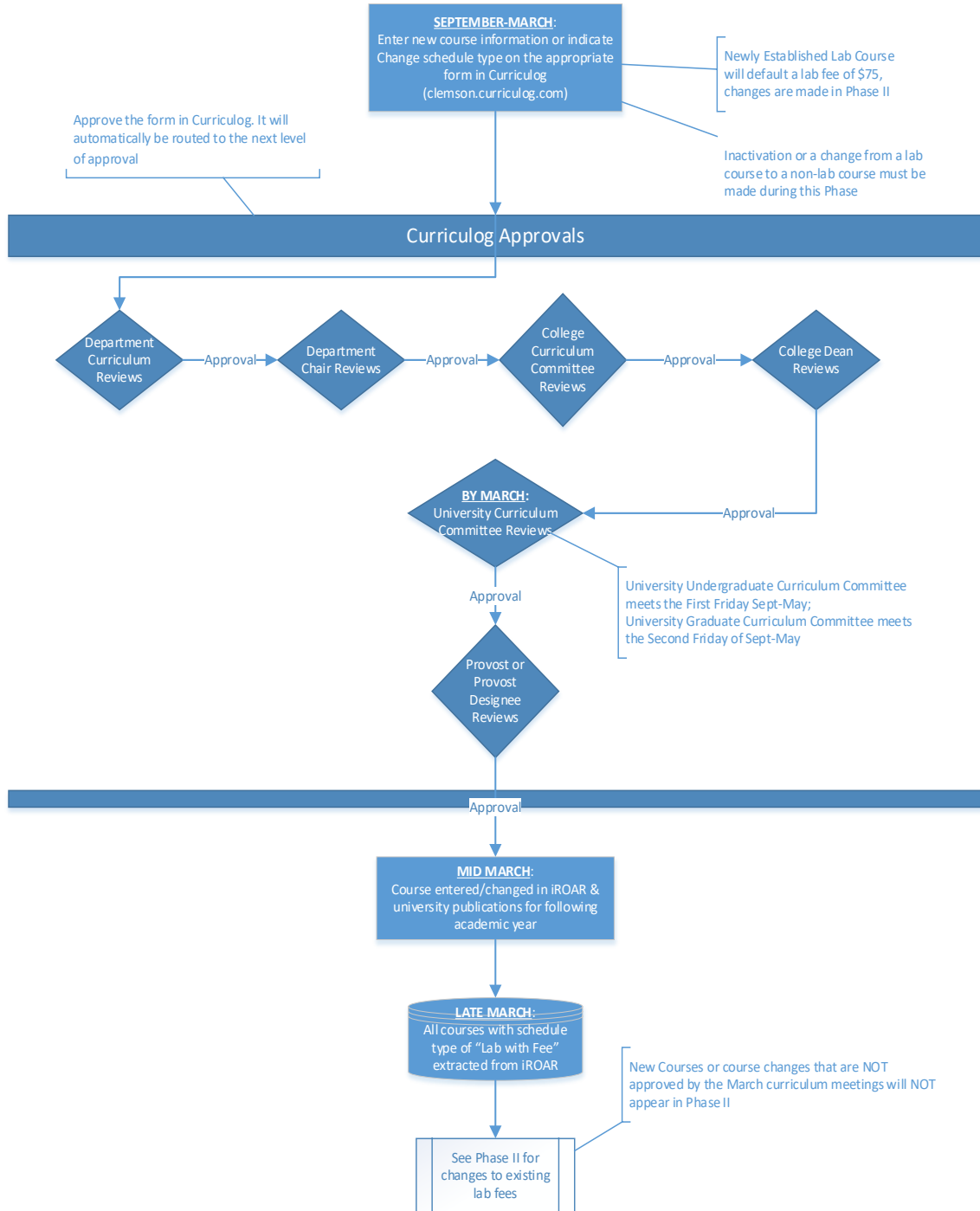
1. Login to <https://clemsun.curriculog.com>. This is Clemson University's online workflow process for approving course and curriculum additions, changes and deletions.
2. When adding a new course, you will select Lab With Fee (LWF) as the schedule type. If the schedule type is being changed so a lab fee may be charged, you will change the existing schedule type to Lab With Fee (LWF).
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) course.
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) course for the next academic year.
10. In late March, all lab with fee (LWF) courses are extracted from iROAR. Each college is provided a list of all courses designated as lab with fee (LWF) so college personnel can review the courses and their associated lab fees. A newly-established lab course is assigned a default a lab fee of \$75.00. Requests for changes in the amount of lab fees can be made on the spreadsheet provided to each college.
11. Lab fees cannot be inactivated during this review process. Nor can the schedule type of a course be changed to or from "Lab With Fee" 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.

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)

