

Volume A2 Academics	A2.03.3 Course Fees Effective Date: 08/15/2016	Responsible Office: Academic Affairs
Chapter 03 General		Responsible Officer: Provost

POLICY STATEMENT

Northeastern Illinois University (the "University") charges course fees for course materials and/or services to support student learning in accordance with this policy. Course fees will not be charged for courses that do not meet the conditions stated.

PURPOSE OF THE POLICY

This policy defines the items, circumstances, and processes departments/programs use to determine course specific fees. Expenditures from fees support student learning, provide students with consumable materials, and allow departments to supplement the maintenance and repair of specialized studio equipment.

WHO IS AFFECTED BY THIS POLICY

Students and departments/programs offering courses/services toward degree completion at the University.

PROCEDURES

1. APPROVALS AND NOTIFICATIONS

The department chair/program director/coordinator should consult with faculty in the affected disciplines when new course fees are proposed. A written application for new course or program fees will be submitted to the appropriate dean. Upon approval of the dean the request will be forwarded to the Office of the Provost.

During the approval process, questions concerning course fees should be directed to the chair/program director/coordinator of the originating department/program.

Completed applications will be submitted by the department chair or program director to their Dean's office. Deans will review applications and submit approved applications to the Office of the Provost. The Office of the Provost must approve the establishment or deletion of a course fee or any change in an established fee amount. Completed fee applications for new fees are due to the Office of the Provost before January 15th, immediately preceding the fall semester in which the course fee will first be charged.

If an application is denied at any time during the review process, the originator of the application may ask for reconsideration from the denier.

Departments and the University shall notify students of all approved fees in the university catalog, schedule of classes and department web sites. Students must be notified at least one semester prior to the implementation of any new course fees. When new fees are implemented, every effort should be made to notify students as soon as possible so that students can incorporate estimated expenses into their financial planning.

Applications will consist of:

- Program/Department
- Course/Program Name and Number
- Request: New Fee; Fee Adjustment; Deletion of Fee
- Fee Amount
- Detailed justification for the fee
- Materials and services to be acquired/rendered



2. FEE COLLECTION

Students shall be billed through the university billing process. The department is prohibited from collecting special course fees in the classroom; faculty or instructors may not collect fees from students.

GUIDELINES

Course Fees may be used for:

- materials and supplies consumed, retained, or used by the student, including but not limited to: chemicals, solutions, gloves, filters, biological specimens, artists' media, glassware, photographic chemicals, software retained by the student and specialized materials that are not easily available;
- maintenance, purchase, and replacement of specialized instructional equipment: copier/printer leasing, to the extent that copies/prints are only used by students, and service contracts for the repair and maintenance of studio/lab equipment;
- employment of student workers to support students in the instructional process, including the payment of tutors, lab assistants who assist in the operation of a lab, assistance in the preparation and distribution of classroom materials, etc.

Accountability

Income from course fees must be used as intended and recorded in departmental income accounts. The department will maintain records of all expenses charged to the fee account.

Course fees are not intended to be a substitute for obtaining adequate regular budget support for a course. Northeastern Illinois University does not charge special course fees for costs that should reasonably be covered by the institution's regular instructional/maintenance budget.

APPENDIX

Appendix A - Fee Request Form

CONTACT INFORMATION

Please direct questions or concerns about this policy to:

Contact	Phone	E-Mail
Provost /Vice President for Academic Affairs	773.442.5420	academic-affairs@neiu.edu

DISCLAIMER

The University reserves the right to modify or amend sections of this policy at any time at its sole discretion. This policy remains in effect until such time as the Responsible Officer calls for review. Requests for exception to any portion of this policy, but not to the policy statement, must be presented in writing to the Responsible Officer.



APPENDIX A



Course/Program Fee Request

Fee Information

Date: _____

Department/Program: _____

Course/Program Name and Number: _____

Type of Fee Requested:

New Adjustment Deletion

Fee Amount: _____

Justification: Please provide detailed reason for request.

Originator Signature *Date*

Approval

Comments:

Chair Signature *Date*

Dean Signature *Date*

Provost Signature *Date*

Approved
 Rejected