

Board of Trustees of the Nebraska State Colleges

Business and Finance

POLICY NAME: Student Fees, Charges and Fines

POLICY NUMBER: 6501

A. PURPOSE

To identify the approved student fees and authorize the campuses to assess charges and fines.

B. DEFINITIONS

- 1. Course Fees:** Required fees assessed on courses in high-cost disciplines to support the purchase of instructional equipment or materials, and/or cover extraordinary operating costs related to offering the courses, all for the benefit of students enrolled in the courses.
- 2. On-Campus Fees:** Required fees charged to all on-campus students to support campus operations.
- 3. Off-Campus Fees:** Required fees charged to all students taking an extended campus course, to support the cost of running an extended campus operation.
- 4. Miscellaneous Fees:** Fees assessed under various circumstances related to academic services.
- 5. Charges:** Charges relate to an elected activity or service requested by a student.
- 6. Fines:** Fines are assessed against students for damages or policy violations.

C. POLICY

1. On-Campus Fees

The Board shall set the rates and authorize the Colleges to collect required on-campus fees, with the exception of course fees and lab fees which will be set by the Colleges. The Colleges shall not assess any required fee for any special purpose unless authorized by the Board, with the exception of course fees. Information about approved fees shall be available on the College websites.

- 1.1. College Support Fee – The per credit hour College Support Fee will be assessed on all on-campus courses and will be reflected on the student bill. Each year the Board will approve the College Support Fee rate and the components of the fee. The fee will be the aggregate of the following mandatory student fees:
 - College Event Fee - The College event fee will assist in supporting College-sponsored events.
 - Facilities Fee - The facilities fee will assist in paying the cost of operating and maintaining College facilities. The fee will be credited to the cash fund of the institution or the revenue bond fund as approved by the Board.
 - Technology Fee - The technology fee will assist in covering the costs of acquisition, support and maintenance of technology at the College.
 - Capital Improvement Fee - Revenues generated by this fee are deposited into the State College System Facility Fee Fund (Capital Improvement Fund) and may be used for paying the cost of capital improvement projects approved by the Board of Trustees for facilities at the Colleges or lands owned or controlled by the Board. No Capital Improvement Fee funds shall be expended for capital improvement projects relating to revenue bond facilities and all projects and related budgets must have prior approval of the Board.
- 1.2 Student Activity - Student activity fees are designated for student activities, which are managed by student groups. The funds shall be distributed according to an annual budget developed by the appropriate student government organization at each College and approved by the President.
- 1.3 Student Health – A health fee shall be levied to assist in the cost of providing students with first aid, physical, and mental health care while enrolled at one of the colleges.
- 1.4 Miscellaneous Fees - The Board shall approve the miscellaneous fees related to late payment and reinstatement that apply to all students.
 - Late Payment Fee – The Board will establish a consistent late payment fee to be assessed when payments are not received within the established schedule. The late payment fee shall be a percentage of the outstanding tuition, specific fee, room and/or board charges.
 - Reinstatement Fee - The Board shall establish a consistent fee to be assessed to students who have been administratively withdrawn and then become eligible to be reinstated within the same term.
- 1.6 Parking Permits – All parking permit rates for staff are to be approved by the Board. The monies received from the fee will be distributed to cash

funds and/or the revenue bond fund, as appropriate. The funds received from revenue bond parking may be used for the development and improvement of revenue bond parking lots.

- 1.7. Housing and Food Service – The Board shall approve all food service plans and housing options and related fees for standard semesters.
- 1.8. Course Fees – High-cost disciplines may have additional fees assessed on courses to support the purchase of instructional equipment or materials, and/or pay extraordinary operating costs related to offering the courses, all for the benefit of students enrolled in the courses.
 - Approval of Course Fees - The discipline prefix codes and the course fee rates will be part of the Board’s annual tuition and fee setting process each year. A recommendation for revisions or additions to the existing course fee rates can be forwarded to the Chancellor for consideration by the Council of Academic Officers each spring. The actual courses that are assessed the fees will be managed and approved by the Vice Chancellor for Academic Affairs and the Council of Academic Officers.
 - Course Fees Tied to Third Party Charges - Increases in course fees needed as a result of cost changes made by outside parties or vendors can be approved by the CAO and reported to the Chancellor each spring, with supporting documentation of the change in cost. These include such costs as increased software licenses and culminating examination or assessment costs.

2. Off-Campus Fees

The Board shall set the rates and authorize the Colleges to collect required off-campus fees at extended campus locations.

- 2.1 Extended Campus Fee – The per credit hour Extended Campus Fee will be assessed on all courses offered at delivery sites beyond the main College campus and will be reflected on the student bill.
- 2.2. Self-Supporting - Off-campus offerings are intended to be self-supporting. The per credit hour fee rate will be set based on the on-campus College Support Fee components for Capital Improvement Fee, Event Fee, Facilities Fee, Student Record Fee, and Technology Fee. The Colleges can decide how to allocate the revenues.

3. Charges

The Colleges may assess a charge for an elected activity or service requested by a student. Charges will ordinarily be for requested services, materials furnished, or use of specialized equipment.

- 3.1. Field Trip Charges - The Colleges may assess students incidental charges for field trips. The charge can be assessed to cover the direct

costs of the field trip including transportation, meals, lodging and the price of admission.

- 3.2. Study Tour Charge - The Colleges may assess students a study tour charge to cover the costs of studying abroad for Board approved study tour programs. The covered costs may include transportation, meals, lodging, and other incidentals for students and faculty involved in the study tour.

4. Fines

Fines as determined by the Colleges may be assessed against students for damages or policy violations.

5. Publication and Notification of Fees, Charges and Fines

All fees, charges and fines will be published in College catalogs. Details of all the fees charges and fines shall be available on the College website

FORMS/APPENDICES:

None

SOURCE:

Legal Reference:

Neb. Rev. Stat. 85-307	State colleges; president; collection of fees.
Neb. Rev. Stat. 85-311	State colleges; matriculation fees; institutional cash fund.
Neb. Rev. Stat. 85-328	State college facility fee fund; created; use; investment.
Neb. Rev. Stat. 85-503	State educational institutions; tuition.

Policy Adopted: January 1977

Policy Revised: March 1988, March 1994, September 1997, April 2000, February 2004, January 2008, November 2011, June 2012, May 2016, June 2019, January 2020, June 2022, January 2024