

# Shawnee State University

POLICY TITLE:	TUITION, ACADEMIC FEES, OTHER STUDENT FEES, AND FINES AND CHARGES
POLICY NO. :	4.90REV
ADMIN CODE:	3362-4-60
PAGE NO.:	1 OF 2
EFFECTIVE DATE:	04/14/17
NEXT REVIEW DATE:	04/2020
RESPONSIBLE OFFICER(S):	VPF&A
APPROVED BY:	BOARD OF TRUSTEES

## 1.0 PURPOSE

The purpose of this policy is to direct the adoption, management, and review of all fees and charges assessed by the University to students and to ensure compliance with applicable state regulations.

## 2.0 TUITION AND OTHER STUDENT FEES

Tuition, and Academic Fees, as defined in this policy, that will be assessed to students must receive prior approval from the Board of Trustees and follow parameters established in the state biennial budget bill or other state law.

## 3.0 Definitions:

3.1 Tuition – Fees charged to all students each term on a per-credit-hour basis, based on their enrollment status.

3.1.1 Instructional, general, and technology fees; fees assessed to high school students (college credit plus), graduate workshop credit fee, fees assessed to all students for a specific purpose (e.g., University Center bond fee), and any future fees meeting this definition.

3.2 Course Fees – Fees charged only to students enrolled in courses for which a supplemental fee has been established to defray the cost of lab supplies, technology needs, or other special requirements of the course.

3.3 Academic Program Fees – Fees charged only to students who have been accepted into an academic program that requires specialized supplies, equipment, or individualized services. Examples may include studio-based programs, programs requiring state-of-the-art equipment, and programs with clinical requirements.

3.4 Other Student Fees – Fees assessed to various groups of students that support the delivery of academic services and activities and programs expressly offered for student outreach experiences and student life activities and programs (e.g. health sciences application fee, health and wellness fee, residential student programs, etc.).

#### 4.0 FINES AND COST RECOVERY CHARGES

4.1 Fines and cost recovery charges that may be assessed to students must be approved by the President and will be shared with the Board of Trustees annually.

4.2 Definitions:

4.2.1 Fines – Fines assessed to students as a result of disciplinary action.

4.2.2 Cost Recovery Charges – Charges assessed to students to defray the cost of providing an optional service (e.g. express mail charge for a rush transcript).

#### 5.0 PROCEDURES

Procedures that address the management and use of Board-approved fees and to otherwise effectively administer this policy shall be established.

#### History

Effective: 11/02/12

Revised: 01/15/16, 04/14/17

Applicable Procedures: [4.90:1 Course Fees – Management and Use](#)  
[4.90:2 Program Fees – Management and Use](#)