

UNIVERSITY OF KENTUCKY ADMINISTRATIVE REGULATIONS	IDENTIFICATION	PAGE
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	DATE EFFECTIVE	SUPERSEDES REGULATION DATED
	12/17/08	N/A

TUITION AND STUDENT FEES

I. Purpose

The University is obligated to ensure that all fees charged to students are reasonable and properly approved. This regulation defines the authority for the approval of student fees, departmental responsibility for reporting fee information, and the criteria of reasonableness in setting fees.

II. Approval Authority

KRS 164.020 gives the Council on Postsecondary Education the authority to determine the tuition rates at public colleges and universities in Kentucky. The Council has determined that their statutory authority to set tuition also includes the setting of mandatory fees. The University of Kentucky Board of Trustees recommends tuition and mandatory fees to the Council. The Board has the authority to approve other student fees.

III. Definitions

A. **Mandatory student fees** are assessed for all full-time students, with the exception of those students who take all courses via internet or off-campus (outside of Fayette and its contiguous counties). Part-time students are assessed certain mandatory fees.

B. **Non-mandatory (or other) fees** are required for particular courses, programs, or activities in which students choose to participate. Non-mandatory fees may include one or more of the following types of fees:

1. **Program Fees.** Fees charged to students in a particular program(s) or major(s). These fees are usually college-wide for all students enrolled in a particular college or degree program to cover specialized provisions needed by students in order to graduate from that college or degree program.
2. **Course Fees.** Fees charged to students in a particular course(s). These fees cover costs incurred for materials, labs, equipment, supplies, and other costs associated with a course.
3. **Enrichment Fees.** Fees charged to students participating in an activity or event (usually not course specific) such as advising conferences, camps, workshops, or

instrument rentals. Typically, the students receive direct benefit from materials, instruction, and other consumables purchased with the assessed fees and participate in these activities at their option.

4. Administrative or Service Fees. Fees charged to students for administrative activities or for a particular service provided by the University. For example, late payment fees, fees for taking an exam administered by the University, fees for processing an application, or printing a student's transcript. Disciplinary fines and parking fines are specifically excluded from the definition of non-mandatory fees.

IV. Evaluation Criteria

Fees shall comply with the following:

- A. Students have a reasonable opportunity to benefit directly and equally from the fee.
- B. The fee does not exceed the cost (direct and indirect) of providing the product, service, or activity to the student.
- C. The fee covers:
 - 1. atypical costs associated with a specific course or program;
 - 2. costs of providing any activity or event such as advising conferences, camps, workshops, or instrument rentals. Typically, the student receives direct benefit from materials, instruction, and other consumables purchased with the assessed fee and participates in these activities at their option; or,
 - 3. costs of providing an administrative activity or service such as late payment fees, fees for taking an exam administered by the University, or fees for processing an application or printing a student's transcript.

V. Payment and Reporting of Fees

Centralized assessment of fees allows the maximization of financial aid awards and streamlines payments to the University. Additionally, internal controls and reporting capabilities are increased. All student fees shall be assessed and paid through Student Billing Services unless an exception is granted. Examples of fees not reasonably billed and collected by a central service are library fines, student id's, etc. Exception requests shall be approved by the Executive Vice President for Finance and Administration or appropriate designee.

VI. Procedures

Refer to Business Procedure E-20-1, University of Kentucky – Approval of Student Fees for procedural steps in establishing student fees for approval.