

**LONGWOOD UNIVERSITY
COURSE FEE REQUEST FORM**

This form should be completed for each course (or set of courses with common rationale) on which a new fee, revised fee, or removed fee is proposed.

Check one:

New Fee

Revised Fee

Removed Fee

1. Course Prefix, Number and Title: Example: ART 130 Drawing I (If there are multiple courses with a common rationale, list all of them in a separate attached appendix.)

2. If this is a new or revised fee, describe the expenses associated with it (e.g., nature of the item and the costs). See pages 3 and 4 for more information.

3. For the proposed new, revised, or removed fee, provide the following:

- a. **Currently approved fee amount:**
- b. **Recommended new fee amount:**
- c. **Flat Fee or Per Credit Hour:**
- d. **Budget unit to which fee will be deposited:**
- e. **Revenue collected in current fiscal year:**
- f. **Estimated revenue for upcoming fiscal year:**
- g. **Rationale for the new, revised, or removed fee: (If the fee is new or revised, include the purpose of the expense, and reasons for why the (change in) fee is needed at this time. If the fee is to be removed, explain what has changed.)**

4. If the fee is new or revised, explain why the expenses cannot be supported by the department budget and belong more appropriately as a course fee. If applicable, also describe the materials and supplies that students will be responsible for purchasing themselves.

APPROVALS:

Department Chair _____ **Date**

Dean _____ **Date**

Graduate Dean (if relevant) _____ **Date**

Vice President, Academic Affairs _____ **Date**

Board of Visitor Approval Date: _____

For this fee to be implemented for the next Academic year this form must be approved by the Vice President of Academic Affairs by the first Monday in February.

Course Fees Purpose and Definition

Course fees may be established for costs associated with teaching courses as follows:

- A. Costs associated with materials and supplies. See definition below.
- B. Costs associated with external placements and practica, but only to the extent of covering needed travel expenses for supervisors or other university-sanctioned personnel or license costs for virtual observations.
- C. Cost associated with private (applied) lessons in music and student teaching supervisors.

The purpose of charging a fee for Materials & Supplies (M & S) is to

- enable the department to be a more effective or convenient purchaser than individual students (e.g., bulk purchases of consumables, such as ink and charcoal, or software licenses);
- purchase items that are not or cannot be purchased by individuals (e.g., chemicals and solutions, copyrighted clinical assessments, electronic clinical platforms, clinical simulations, durable goods or equipment that will last longer than one year and are under \$500 per unit);
- purchase materials that are consumable during the class or clinic (e.g., gloves, clinical protocols)
- update clinical assessments;
- ensure uniform and consistent quality of M & S; and
- ensure materials are available for use by each student at the beginning of the semester.

The following expenses should be paid by the university, not through course fees:

- A. Equipment maintenance and calibration expenses;
- B. Materials or supplies that should be purchased from department funds (e.g., office supplies, paper);
- C. Professional development and research expenses for faculty (e.g., travel, conference registration, licensure expenses, publication fees);
- D. Paying instructors or personnel (with few exceptions, such as applied music lessons and student teaching); and
- E. Meal events.

Fees of less than \$25 are discouraged.

Fee approval process:

1. The program coordinator/director, working with the program faculty, identifies the need for a fee and submits the *Course Fee Request Form* to the department chair.
 - a. The *Course Fee Request* includes:
 - i. Course or courses if the fees are program-wide (e.g., lab or practica courses)
 - ii. Detail of associated expenses (e.g., nature of expense item and cost)
 - iii. Purpose of the expense
 - iv. Explanation of why the fee cannot be supported by the existing department budget
 - v. When applicable, the M & S the students will be responsible for purchasing themselves
 - b. A copy of sample syllabi are attached
2. The department chair, academic dean, graduate dean (for graduate and professional courses), and provost approve the *Course Fee Request Form*.
3. If this is a new course or a revised course with accompanying curriculum change, attach the *Course Fee Request Form* to the curriculum form in Curriculog.
4. The provost submits course fee requests to the Budget Office, which submits to the Board of Visitors for approval.

Fee management process:

1. Each department and dean shall keep a record of the approved expenses associated with courses.
2. The department chair approves purchases from course fees when requested purchases are consistent with intention of the approved proposal. The chair will use alternate funding sources for any request inconsistent

with the approved expenses. For graduate course fees, the chair may delegate approval to the program director. The Dean of CGPS also approves the course fee expenditures for graduate and professional courses.

3. Course fee funds shall not be used by departments for any purpose not approved by the Provost/VPAA on the original Course Request Form.

Fee review process:

In the event that revenue generated exceeds the expenses by over 10% for 3 out of 5 years, the department shall evaluate whether the fee should be reduced. On an annual basis, the college dean will provide department chairs with course fee usage data.

Course fee adjustment and removal:

When there is a need to increase or decrease the course fee or significantly change the expenses associated with the course, the program coordinator/director will complete the *Course Fee Request Form*.

The *Course Fee Request Form* is approved by the chair, academic dean, and provost. The Board of Visitors will approve all increases or decreases in course fees, as well as all course fee removals.

When a course is deleted or put into storage, it will be accompanied by the *Course Fee Request Form*, which shall be forwarded by Academic Affairs to the Budget Office.