

## College Operating Procedures (COP)



**Procedure Title:** Establishment and Revision of Student  
**Procedure Number:** Fees 04-0302  
**Originating Department:** Office of Financial Services

**Specific Authority:** 1001.64, 1009.23  
Board Policy 6Hx6: 4.17  
Florida Statute 1001.64, 1009.23  
Florida Administrative Code 6A-14.054

**Procedure** Adopted: 07/93; 06/09

**Actions: Purpose** Fees are established by the Florida SouthWestern State College District Board of Trustees and are communicated both internally and externally to ensure the proper collection and reporting of revenue.

**Statement:**

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### Guidelines:

This procedure applies to all fees charged by the College to both students and non-students

### Procedures:

#### I. STUDENT TUITION FEES

A. Standard tuition rates related to credit and credit hour equivalent instruction are prescribed by Florida Statute. Tuition and fees shall increase each fall term at a rate equal to inflation, unless otherwise provided in the General Appropriations Act.

B. The Florida SouthWestern State College District Board of Trustees may establish tuition fees that vary no more than 10 percent below and 15 percent above the standard tuition as prescribed by the State. Proposed tuition and fees for the following academic year are published in the College's Annual Operating Budget for approval by the Board of Trustees. The approved Tuition fees will be effective with the fall term unless the proposed fees are approved for a different amount by the Legislature. If the Legislature approves different fee amounts, the Vice President of Financial Services will notify the Executive Vice President of the fee revisions. The Executive Vice President will make a recommendation pertaining to tuition fee revisions to the President for presentation to the Board of Trustees.

#### II. STUDENT FEES AUTHORIZED BY STATUTE

##### A. FLORIDA STATUTE SPECIFICALLY AUTHORIZED FEES

Florida Statutes authorize the following fees as a specific percentage of tuition:

1. Financial Aid Fee [§1009.23(8) ]
2. Student Activity and Service Fee [§1009.23(7)]
3. Capital Improvement Fee [§1009.23(11) ]
4. Other User Fees [§1009.23(12), §1009.22(9)]
5. Distance Learning Fee  
[§1009.23(16)]
6. Technology Fee  
[§1009.23(10)]

The Vice President of Financial Services will make a recommendation pertaining to revisions to the above fees, generally through the proposed Operating Budget, to the Executive Vice President for presentation to the President and District Board of Trustees.

## B. OTHER FEES

The Board may establish user fees and fines in addition to tuition for courses and other instructional and non-instructional services. User fees include, parking fees and fines, library fees and fines, fees and fines relating to facilities and equipment use or damage, access or identification cards, duplicating, photocopying, binding, microfilming, testing, diploma replacement, transcript, graduation, application, late fees related to registration and payment and lab fees. These user fees shall not exceed the cost of services provided and shall only be charged to persons receiving the service.

Lab/Course fees are assessed to courses or programs and are defined as any and all variable costs associated with the conveyance of instruction that exceed the direct cost of the instructor's salary and benefits and the use of existing College facilities in which the instruction takes place. The lab/course fee must support the direct instruction specific to a course and/or program. These costs include, but are not limited to:

1. Personnel costs above and beyond the direct cost of the instructors salary and benefits
2. Consumable goods and services
3. Cost of additional instructional support services incurred by the College from third-party providers
4. Costs incurred by the College on behalf of the student
5. Cost of equipment, software, licenses, maintenance and associated support costs provided to the student

User fees will be reviewed annually by the appropriate department. A User Fee Approval Form # BO-031 must be completed for new fees, deletion of a fee or any changes to existing fee amounts. All forms must be approved by the appropriate District Dean and District Vice President for Academic and Student Affairs and reviewed by both the Vice President of Financial Services and Executive Vice President. All fees require Board approval prior to assessing the fee.

C. CONTINUING EDUCATION

*Contract Instruction*

The college may enter into a contract with an external agency or company for instructional courses and programs at rates that vary from the college's approved credit and credit hour equivalent tuition fees. Contracted instructional fees must generate revenue at least equal to the full cost of such instruction. The Continuing Education Department will negotiate fees for each course that takes into account the full cost of instruction. The courses and programs funded from these negotiated fees shall not be reported for state funding purposes.

*Recreation and Leisure*

Recreational and leisure time instructional fees must generate revenue at least equal to the full cost of such instruction which takes into account the full cost of instruction and the minimum class size necessary to recover such costs. Approval of such fees has been delegated by the District Board of Trustees to the District Dean of Professional and Technical Studies. Recreational and leisure time course fees are published in the Continuing Education Catalog.

III. BOARD APPROVAL AND NOTIFICATION OF APPROVED FEES -

All fees must be approved by the Board before they can be imposed.

The Board may approve fees in conjunction with their approval of the Annual Operating Budget that includes fees for the upcoming fiscal period. The Board may also approve fees presented at any District Board of Trustees meeting. Upon Board approval of a fee or fee revision the Vice President of Financial Services will notify the Dean of Student Services and the District Registrar, either through distribution of the approved Annual Operating Budget or otherwise in writing, of the new fee(s).

The District Registrar is responsible for disseminating student fee information to students and the public.

IV. UPDATING FEES IN THE COLLEGE'S ADMINISTRATIVE SYSTEM

The Office of Financial Services is solely responsible for updating all fees in the college's registration and billing system (Banner). No other college staff is permitted to make any fee changes without written approval of the District President or designee.

V. OFFICE OF FINANCIAL SERVICES FEE SCHEDULE

The Office of Financial Services will maintain a fee schedule of all approved fees and will be responsible for providing each Cashier's Office and the Budget Manager with the latest schedule. The Budget Manager will incorporate the fee schedule as part of the Annual Operating Budget in order to facilitate Board approval.

VI. STUDENT FEE VERIFICATION

The Bursar will check several student fee schedules each term to verify that the correct student fees are being charged.