

Texas A&M University-Texarkana Guidelines for Assessing and Expenditure of Course Fees

Course Fees may be collected from students under the authority of the Incidental Fee Bill (Texas Educ. Code Ann. § 54.504). The fee must not be for materials or services that the university has or will otherwise assess the student. The rate of the fee charged must reasonably reflect the actual costs of the materials or services for which the fee is collected. The current cap for Course Fees at A&M-Texarkana without approval by The Texas A&M University System Board of Regents is \$30 per course.

All new and revised Course Fees must be approved by the administrative council. The Fee Request Form located at <http://www.tamut.edu/admissions/Forms/Fee%20Request%20Form%205.10.pdf> must be completed by the faculty member proposing the fee and approved by the respective college dean and provost prior to being submitted to the administrative council for consideration.

All Course Fees related to a general discipline (e.g., biology) are placed in a budget and assigned to the respective college dean for expenditures related to the intended purpose. Although unexpended Course Fees roll over from one year to the next, accumulation of Course Fees become an audit exception. Therefore, deans must carefully watch account balances and recommend a reduction of Course Fees as appropriate.

Course Fees will be due at the time of registration or the payment deadline for early registered students. Course Fees will be refundable according to the university refund policy. Information on the amount of individual Course Fees will be made available in each academic department and in the admissions office.

The following guidelines should be used in justifying Course Fees and can be paid from Course Fees:

1. Consumable Supplies – Materials used by the student in the classroom and/or taken by the student from the classroom. Materials may include copying charges for syllabi and tests, diskettes, wood, clay, etc. (Copying costs of classroom materials contribute directly to consumable supplies taken by the student from the classroom.)
2. Equipment – These items must relate directly to student participation in the classroom and lab.
3. Service Contracts – May include maintenance of instructional equipment. Copier rental, to the extent that copies are distributed to students, is also allowable.
4. Wages – Employment of students and others to assist students in the instructional process. Wages may include payment of tutors for labs, graders, and lab assistants who assist in the operation of a lab, assistance in the preparation and distribution of classroom materials, etc.
5. Student Travel – A Course Fee for a course that requires student travel may be assessed. If in excess of \$30 per student, special approval is required by the TAMUS Board of Regents. (Contact the Provost's office for further directions.)

Costs which contribute only indirectly to the instructional process are **not allowed**. Examples:

1. Faculty (including Teaching Assistant salaries, travel, and/or professional development)
2. Maintenance costs for student files
3. Computers and other equipment located outside the classroom or lab and their related maintenance.