

## C-9a PROCEDURE Tuition and Fees for Credit-Based Courses

### **Tuition and Student Fees**

In October or November, the Vice President of Administrative Services (“VPAS”) will prepare a review of historical tuition and fee trends, comparative data for peer institutions, FTE audit, anticipated state appropriations, fee fund balances, anticipated fee expenditures, and property tax levy and valuations. The College’s Administrative Team will consider this information and make a recommendation to the President for Tuition Rates and Student Fees for the upcoming academic year.

The Vice President of Student Success will present the recommendation to the Student Senate for comment in November or December.

The President and the VPAS will present the Tuition Rates and Student Fees recommendation to the Board of Governors generally at the Boards meeting in November or December prior to the academic year in which the fees will be effective.

The approved Tuition Rates and Student Fees will be posted on the College’s website and forwarded to both the Administrative Director of Financial Aid and the Administrative Director of Student Accounts. This information will be used in the calculation of Cost of Attendance associated with Title IV funds.

The public may access information regarding Tuition Rates and Student Fees on [www.southeast.edu/costs](http://www.southeast.edu/costs). See related policy and procedure on Consumer Information for supporting information.

### **Housing and Dining Plan Fees**

In October or November, the Vice President of Administrative Services (“VPAS”) in conjunction with the VP of Student Success, will review housing and dining operations for the current fiscal year. Calculations will be made for projected revenues and expenses due to enrollment, contractual obligations, inflationary costs, maintenance, etc. Historical housing and dining plan trends and comparative data for peer institutions will also be compiled. The VPAS will prepare Statements of Net Position and Statements of Revenues and Expenditures for both Housing and Dining funds including comparative actual, budgeted and forecasted statements.

The College’s Administrative Team will consider this information and make a recommendation to the President for Housing and Dining Plan fees for the upcoming academic year. The VPAS is responsible to ensure that Housing and Dining Plan fees are set to ensure compliance with applicable bond covenants, contractual obligations and other regulatory requirements.

The President and VPAS will present the Housing and Dining Plan fees recommendation to the Board of Governors generally at the Boards meeting in November or December prior to the academic year in which the fees will be effective.

The approved Housing and Dining Plan fees will be posted on the College’s website and forwarded to both the Administrative Director of Financial Aid and the Administrative Director of Student Accounts. This information will be used in the calculation of Cost of Attendance associated with Title IV funds.

The public may access information regarding Housing and Dining Plan fees at [www.southeast.edu/costs](http://www.southeast.edu/costs). See related policy and procedure on Consumer Information for supporting information.

### **Special Course Fees**

A Program Chair or Academic Dean may recommend applying a Special Course Fee to a credit course to cover instructional and other related costs in excess of course costs covered by tuition and student fees. Special Course Fees may include but are not limited to costs associated with courses with intensive supervision, support or additional technical expertise required for delivery of the course, specialized insurance coverage premiums, consumable materials and supplies, field trips, applied music, clinical practices, etc.. Special Course Fees may also be assessed for projects that result in items retained by students (e.g., materials for a millwork or art project), class supplies, course-specific software, or specialized equipment (e.g., welding equipment and materials, or third-party charges for use of a facility such as golf).

The Special Course Fee must be based on anticipated actual expenditures incurred by the College on behalf of the enrolled student, or to fund a specific service. Special Course Fees should be assessed to cover only expenditures in excess of tuition and student fees and not to create revenues in excess of costs.

In January prior to the academic year in which the fees will be effective, the Program Chairs will review the Special Course Fee Master List with each Dean or responsible Administrator.

1. The area/program responsible for the special course fee will review the fund balances, the amount of the fee, the account to which fees are posted, and the expenditures from the fee accounts.
2. Any requested adjustments (i.e., increase, decrease, or elimination) to the special course fee will be initiated from this review.

In February prior to the academic year in which the fees will be effective, the Program Chairs will complete a Special Course Fee proposal for all Special Course Fees within a program and this will be routed for approvals/rejection to the Academic Dean. The Dean will compile all divisional requests and submit to the Vice President of Instruction ("VPI"). All proposals must include a rationale and justification, documentation of how the fee was determined and the proposed date for implementation or cessation.

The VPI will combine all Special Course Fees into a "Special Course Fees Master List" that includes supporting documentation and submit this list to the Vice President of Administrative Services ("VPAS") for review. The Vice President of Student Success will present the Special Course Fees Master List to the Student Senate for comment in February.

The College's Administrative Team will review the Special Course Fees Master List and supporting documentation and make a recommendation to the President for approval by March 15.

Once approved, administrative oversight of fee account activities and fee balances shall be the responsibility of the Program Chair/Academic Dean.

A link to the approved Special Course Fees Master List will be posted on the College's website and included in the Fees section of the College Catalog. The Special Course Fees Master List will be forwarded to both the Administrative Director of Financial Aid and the Administrative Director of Student Accounts. This information will be used in the calculation of Cost of Attendance associated with Title IV funds.

Fees may be added or adjusted during the academic year by the VPAS in consultation with the Academic Dean and approved by the President. The Special Course Fee Master List will be updated to reflect these changes.

The public may access the Special Course Fees Master List at [www.southeast.edu/costs](http://www.southeast.edu/costs). See related policy and procedure on Consumer Information for supporting information.

**Related Policy:** C-9

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