

Davis Technical College

Student Fee Policy

Effective Date: 28 March 2024

1. Purpose

To establish the process for establishing, reviewing, revising, and repealing student fees for Davis Technical College (College).

2. References

- 2.1. Utah System of Higher Education Policy R516, General Student Fees
- 2.2. Utah System of Higher Education Policy R517, Course and Program Fees
- 2.3. Utah Code Title 53B, Chapter 1, Governance, Powers, Rights, and Responsibilities

3. Definitions

- 3.1.1. **Course Fees** - Fees established to cover allowable costs of a particular course not covered by tuition.
- 3.1.2. **Program Fees** - Fees established to cover allowable costs of a particular program of study not covered by tuition.
- 3.1.3. **General Student Fees** - Institution-wide mandatory fees assessed to students upon registration to benefit students broadly and to support student inclusion, enrichment, and success as a campus community.
- 3.1.4. **Other Student Fees** – Specific fees assessed to students not based upon their course or program that are instituted to recover costs of materials, services, or activities.
- 3.1.5. **Inclusive Access Fees** – Specific fees for digital or online course materials in lieu of printed textbooks.

4. General Principles

- 4.1. Davis Tech may assess fees for students established in accordance with this policy. This policy does not apply to courses or programs that do not charge approved tuition such as workforce education or self-supporting type courses.
- 4.2. The Utah Board of Higher Education has established affordability as a strategic priority. To support that priority Davis Tech will consider the impact fees have on the cost of attendance before the implementation of new fees.
- 4.3. Davis Tech is not authorized to assess general student fees.
- 4.4. Course fees and program fees may be instituted to cover direct costs essential to the educational outcomes for specific course or program offerings, and often include materials that cannot be purchased by individual students or for which bulk purchases reduce the cost to students. Such direct costs include course materials, chemicals, tooling, uniforms, laundry, testing, off-site instructional activities, supplies used in instruction; instructional equipment; student licensure and certifications; maintenance of laboratory equipment, computer software, subscriptions, or transportation in which the entire class participates.

- 4.4.1. Course and program fees should cover only the specific costs associated with the particular course or program.
- 4.4.2. Course or program fees cannot be created for costs that are incurred across all programs.
- 4.4.3. Course and program fees are to recover costs when no other dedicated funds are available for that purpose.
- 4.4.4. Course and program fees are to be based on the cost of the activity or service for which the fee is levied.
- 4.4.5. Course and program fees are only to support the activity or service for which the fee is being charged.
- 4.4.6. Course and program fees shall be tracked and accounted for in such a way that the proper use of revenue can be evaluated or audited.
- 4.4.7. Except for equipment replaced on a rotating schedule, course and program fees should be used each academic period for the benefit of the students who paid the fees.
- 4.4.8. Course and program fees shall not be used to pay instructional services rendered by faculty, staff, and teaching assistants.
- 4.4.9. Course and program fees should not be used to pay for materials that can be purchased directly by students through campus stores or other approved institutional entities.
- 4.4.10. Exceptions to these general principles shall be documented by the institution and reviewed periodically by the institution's course and program fee committee.

4.5. Institution Course and Program Fee Committee

- 4.5.1. The course and program fee committee will be chaired by the Vice President and Chief Financial Officer, or their designee, and members will contain the academic program directors, representatives from the student services and financial aid offices, and one or more student representatives may be invited to participate.
- 4.5.2. The course and program fee committee shall oversee the establishing, revising, maintaining, or repealing course and program fees.
- 4.5.3. The course and program fee committee shall ensure that course fees and program fees are justifiable, reasonable, and necessary for the specific course or program for which they are proposed.
- 4.5.4. The committee shall review all proposals to establish new course and program fees to ensure the proposals meet the general principles of this policy and are supported by a demonstrated need, a clear statement describing the purpose of the fee, and a sound budget plan. If the committee determines the proposed fee meets these criteria, it may forward the proposal to the board of trustees. The board of trustees shall review the proposed fee in accordance with the criteria in this policy and the institution's program and course fee policy and, if satisfied, may approve the new fee.

4.5.5. Each institution's course and program fee committee shall review each course and program fee at least once every three years to ensure the fee still meets established objectives. As part of this review, the committees shall review fund balances for fees and ensure that the funds generated are used for their approved purpose.

4.5.6. Sunset of Course Fees: Course fees and program fees shall be repealed after a period prescribed by the institution's policy if not reviewed and renewed by the course and program fee committee.

4.6. Notice to Students

4.6.1. The College shall provide information about approved course and program fees to students prior to registration. Any changes to course and program fees must be approved and published for the academic period in which the change shall be effective. Only published course and program fees may be assessed for the academic period.

4.7. Other Student Fees

4.7.1. Other student fees may be implemented to recover costs of materials, services, or other activities related to a student's enrollment but not to a specific course or program. (i.e. annual secondary student fees, student organization fees, graduation fees, transcript fees, etc.)

4.7.2. Other student fees may be recommended by the course and program fee committee or college executive committee.

4.7.3. Approval and reviews for these fees will be the same as for course and program fees.

4.8. Inclusive Access Fees

4.8.1. The College shall assess inclusive access fees or any fees that are related to specific digital or online course materials at the time of course registration.

4.8.2. The College will provide fee waivers for these materials for secondary students who receive fee waivers at their high school.

4.8.3. Due the unique nature of online materials, pricing will be at rates as negotiated by the bookstore or college departments and may change at any time.

4.9. Assessing Fees

4.9.1. The College shall assess fees subject to the same billing, refund, and collections process as tuition and shall be accounted for through the institutionally authorized student and financial systems.

4.9.2. The College will provide fee waivers for secondary students who receive fee waivers at their high school.

4.9.3. All fees shall be allocated for the approved purpose and accounted for within the institution's financial system in a manner to facilitate audit verification.

4.10. Board of Trustees Oversight and Review

4.10.1. The board of trustees shall at least annually review the recommendations of the institution's course

and program fee committee for requests to establish, revise, or repeal course, program, and other fees.

5. Approval and Notes

Board of Trustees Approval: 28 March 2024
President's Council Approval: 04 March 2024