

	<b>ADMINISTRATIVE PROCEDURE MANUAL</b>		
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## Purpose

The purpose of this procedure is to outline the process for the change or addition of user fees.

## Background

Florida Statutes 1009.22(9) *Workforce development postsecondary student fees* and 1009.23(12) *State college student fees* allow the assessment of user fees. State Board Rule 6A-14.054(6) provides that user fees may be established in addition to tuition fees for that incur unusual costs. Such user fees shall not exceed the cost of goods or services provided and shall only be charged to students or agencies receiving those goods or services.

## Procedure

A. User Fee Types - there are six (6) types of user fees assessed by the College:

1. Lab Fees: These fees reimburse the College for laboratory costs incurred in conjunction with a course. Laboratory fees may also be assessed for courses without formal laboratory schedules. These costs may include: (The first three (3) items should be assessed on an amortized basis over the life of the equipment or agreement).
  - a. Specialized software
  - b. Specialized equipment
  - c. Equipment and software maintenance agreements
  - d. Tutors, student assistants and lab assistants
  - e. Pass-through costs from third parties
  - f. Instructional videos or tapes
2. Testing Fees: These fees reimburse the College for the cost of a test, as well as the cost of administering and processing a test.
3. Kits: These fees reimburse the College for the cost of any kits required for a course.
4. Materials: These fees reimburse the College for any consumable materials required for a course.
5. Insurance: These fees reimburse the College for the cost of providing insurance coverage for the student in conjunction with a course.
6. Other: Any fee to reimburse the College for costs associated with a course that is not covered above.

B. At least forty-five (45) days before the District Board of Trustees (DBOT) meeting at which the fee request is to be presented, a [User Fee Request Form](#) (UFRF) is to be completed.



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1. A User Fee Request which involves a curriculum action should be sent directly to Curriculum Services for review. Upon completion of the review Curriculum Services will forward the UFRF, with a recommended effective term, to the Director of Accounting.
2. A User Fee Request which does not involve a curriculum action and is only a fee adjustment with a recommended effective term, should be sent directly to the Director of Accounting via a UFRF.
3. After review by the Director of Accounting and the Associate Vice President of Finance, an Administrative Procedure Act (APA) item will be prepared and submitted to the College President and Cabinet for approval.
4. Upon approval by the Cabinet, the fee will be presented to the DBOT at an upcoming meeting.
5. Upon approval by the DBOT, the new fee will be added to the College operating system.

REFERENCES: F.S. 1001.64, 1001.65, 1009.22(9), 1009.23(12), SBE Rule 6A-14.054(6)

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Revision Date: December 16, 2014, April 10, 2017