



Student Fees

Index

[Introduction](#)

[Entities Affected](#)

[Approval Authority](#)

[Definitions](#)

[Evaluation Criteria](#)

[Payment and Reporting of Fees](#)

[Procedures](#)

I. Introduction

The University is obligated to ensure that all fees charged to students are reasonable and properly approved. This regulation defines the authority for the approval of student fees, departmental responsibility for reporting fee information, and the criteria of reasonableness in setting fees.

II. Entities Affected

This Administrative Regulation applies to all units of the University.

III. Approval Authority

Kentucky Revised Statute (KRS) §164.020 gives the Council on Postsecondary Education (CPE) the authority to determine the tuition rates at public colleges and universities in Kentucky. The CPE has determined that their statutory authority to set tuition also includes the setting of mandatory fees. The Board recommends tuition and mandatory fees to the CPE. The Board has the authority to approve other student fees.

IV. Definitions

A. Mandatory student fees

Mandatory student fees mean fees that are assessed to all full-time students, with the exception of those students who take all courses via Internet or off-campus (outside of Fayette and its contiguous counties). Part-time students are assessed select mandatory fees associated with enrollment status.

B. Non-mandatory course, program, or other fees

Non-mandatory fees are required for particular courses, programs, or activities in which students choose to participate. Non-mandatory fees may include one or more of the following types of fees:

1. Program Fees

Fees charged to students in a particular program(s) or major(s). These fees are usually for all students enrolled in a particular college or degree program.

2. Course Fees

Fees charged to students in a particular course. These fees cover costs incurred for materials, labs, equipment, supplies, and other costs associated with a course.

3. Enrichment Fees

Fees charged to students participating in an activity or event (usually not course specific) such as advising conferences, camps, workshops, or instrument rentals. Typically, the students receive direct benefit from materials, instruction, and other consumables purchased with the assessed fees and participate in these activities at their option.

4. Administrative or Service Fees

Fees charged to students for administrative activities or for a particular service provided by the University. For example, late payment fees, fees for taking an exam administered by the University, fees for processing an application, or printing a student's transcript. Disciplinary fines and parking fines are specifically excluded from the definition of non-mandatory fees.

V. Evaluation Criteria

The following rules shall apply to all fees:

- A. Students have a reasonable opportunity to benefit directly and equally from the fee.
- B. The fee shall not exceed the cost (direct and indirect) of providing the product, service, or activity to the student.
- C. The fee shall cover:
 - 1. Atypical costs associated with a specific course or program;
 - 2. Costs of providing any activity or event such as advising conferences, camps, workshops, or instrument rentals. Typically, the student receives direct benefit from materials, instruction, and other consumables purchased with the assessed fee and participates in these activities at their option; or,
 - 3. Costs of providing an administrative activity or service such as late payment fees, fees for taking an exam administered by the University, or fees for processing an application or printing a student's transcript.

VI. Payment and Reporting of Fees

All student fees shall be centrally assessed and paid through the Office of Student Account Services unless there is a determination by the University Budget Office that it is not feasible to do so.

VII. Procedures

In accordance with University Business Procedure E-20-1, individual departments seeking to establish a student fee shall submit a request, including a thorough description and justification, through the Provost or appropriate Executive Vice President, to the President for approval. If approved by the President, a proposed fee will be submitted to the Board of Trustees for approval as part of the operating budget for the next fiscal year and then to the Executive Vice President for Finance and Administration for implementation. Refer to Business Procedure E-20-1, University of Kentucky - Tuition and Student Fee Policy for more detailed procedural steps in establishing student fees for approval.

References and Related Materials

KRS 164.020, Powers and Duties of Council (CPE)

Business Procedure E-20-1, Tuition and Student Fee Policy

Revision History

12/17/2008, 8/24/2016

For questions, contact: [Office of Legal Counsel](#)