Administrative Regulation — Student Fees

The University of Kentucky 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 and applies to all units of the University.

I. Approvals Required

The Council on Postsecondary Education (CPE) has the authority to determine the tuition rates and mandatory fees at public colleges and universities in Kentucky.[1] The Board of Trustees retains the authority to recommend to the CPE tuition and mandatory fees for the University.

The Board of Trustees has the authority to approve additional program, course or other fees. The President will submit these program, course or other fees to the Board of Trustees for approval as part of the operating budget of the University.

II. Definitions

A. Tuition and Mandatory Fees

The CPE has the authority to determine tuition and mandatory fees for resident and non-resident students enrolled in degree programs. The CPE also defines residency status for tuition and mandatory fee purposes.

As defined by the CPE, a mandatory fee is a distinct charge applied to students as a condition of enrollment, regardless of degree level or program, and is required of such a large proportion of all students that a student who does not pay the fee is an exception. Typically, mandatory fees support a specific purpose, activity or service that is available to all students attending the institution.

At the University of Kentucky, mandatory fees are charged to all full-time students. However, the Board may adopt a mandatory fee schedule for a given academic year that exempts full-time students taking all classes online or outside of Fayette and contiguous counties from all or some of the mandatory fees. The Board may also adopt a mandatory fee schedule that requires any other student (e.g., part-time) who wants to utilize the services supported by mandatory fees to pay all or a portion of the mandatory fees charged to full-time students.

B. Additional Program, Course or Other Fees

Fees required for particular programs, courses or activities in which students choose to participate are called additional fees. Additional fees may include one or more of the following types of fees:

1. Program Fees

Program fees are those charged to students in a particular program or major. These fees are usually for all students enrolled in a particular college or degree program.

2. Course Fees

Course fees are those 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

Enrichment fees are those charged to students participating in an activity or event (usually not course-specific) such as orientation fees, 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

Administrative or service fees are those charged to students for administrative activities or for a particular service provided by the University (e.g., late payment fees, library fines, application processing fees). Disciplinary fines and parking fines are specifically excluded from the definition of additional fees.

III. Criteria for Determining and Recommending Student Fees

When determining or recommending student fees, the following criteria apply:

A. Reasonable Opportunity

Students have a reasonable opportunity to benefit directly and equally from the fee.

B. Relationship to Cost

The fee should be sufficient to cover the cost (direct and indirect) of providing the product, service or activity to the student.

C. Appropriate Reasons for Fees

Appropriate reasons for recommending student fees may include the following:

- Atypical costs associated with a specific course or program;

- 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

- Costs of providing an administrative activity or service such as late payment fees, or processing fees for applications or transcripts.

IV. Responsibility for Fee Assessment and Collection

The Executive Vice President for Finance and Administration (EVPFA), through the Treasurer, will centrally assess and collect all student fees unless there is a determination by the EVPFA that it is not feasible to do so.

Departments seeking to establish a student fee can do so through the procedures outlined in the *Business Procedures Manual (BPM)*.

[1] KRS § 164.020