

STUDENT COURSE FEE PROCEDURE William Paterson University

NJ Rev Stat Section 18A: 64-14

Each State college may require students to furnish such textbooks and incidental supplies and to pay such general school fees as may be fixed by the board of trustees.

NJ Rev Stat Section 18: 64-6

The board of trustees of a State college shall have general supervision over and shall be vested with the conduct of the college. It shall have the power and duty to... [f]ix and determine tuition rates and other fees to be paid by students.

INTRODUCTION

1. Types of Fees:

a. Tuition related fees:

- i. Tuition related fees are **mandatory** for all undergraduate, graduate and doctoral students as these fees support instruction, academic support, student services and other general operations of the University.
- ii. **Student Government Association Fee** is collected by WPU on behalf of the Student Government Association (SGA) who is responsible for the allocation and management of the funds. This fee supports all clubs, organizations and committees chartered through the SGA.
- iii. **Student Services Fees** includes the Athletic Fee which supports WPU's athletic programs and facilities. (*Fee is not charged to graduate students*), the Health and Wellness Fee which supports the programs and services offered by the Counseling, Health and Wellness Center, Information Technology Fee which supports the University's computing infrastructure, providing students with access to instructional and administrative technologies, such as Blackboard, library services, registration, advisement, grading and billing.
- iv. **Campus Facilities Fees** supports the improvement, operations, debt service, repair and renovation of University buildings and grounds.

b. University services fees:

- i. University services fees support the cost of specific university services, including administrative services including but not limited to orientation, transportation, and late payment/registration.

c. Course fees:

- i. Course Fees support activities and items such as the cost of disposable supplies, purchase and maintenance of instructional, technical, scientific, laboratory or clinical equipment, and to provide stipends to cooperating teachers. These fees include but are not limited to: Distance Learning Fees, Lab Fees, Music Practice Room Fees, Private Lesson Fees and Student Teaching Fees. These fees are tied to specific university courses of study and other curricular activities.

2. Process for setting fees:

a. Tuition related fees:

- i. Tuition related fees are established by the Board of Trustees as part of the annual tuition and fee process. The Board of Trustees holds an annual Tuition Hearing during spring term at which the William Paterson University community

may comment upon proposed changes to the tuition and fee structure for tuition related fees.

- b. University services fees:
 - i. University services fees are reviewed by the university administration on an annual basis to consider the need for continuation, reduction or increase to existing services fees, and to consider the addition of any new university services fee. Final fee structures are set by the Board of Trustees prior to the start of fall semester.
- c. Course fees:
 - i. Departments seeking to establish or adjust a course fee shall submit a Request and Approval Form for Student Course Fees to the Office of the Provost. The proposal shall include
 - 1. Justification for the fee and rationale for fee amount
 - 2. Course name(s) and designator(s)
 - 3. Duration of the fee (is this a one-time fee? Should it continue into future terms?)
 - ii. The Provost (or designee), in consultation with the Vice President for Administration and Finance (or designee) shall review the request and notify the department if the fee has been approved via a signed proposal sheet. Once approved, departments will need to work with Administration and Finance to confirm the appropriate FOAP.
 - iii. Review of Course fees:
 - 1. No later than October 15 of each year, the Office of the Provost shall send a notice to all departments with course fees. The notice will ask departments to:
 - a. Verify the continuance of annual fees
 - b. Note any fees to discontinue
 - c. Note any changes in the amount of the fee (minimal changes will be approved through this review process; significant changes will require the completion of a request for a new fee)

William Paterson University
Request and Approval Form for Student Course Fees

Rationale: Under limited circumstances, specific fees for costs associated with a course or courses may be charged to students. These fees must be tied to a specific educational activity that is not already covered by existing tuition and fees. These fees must be reviewed by the Department, Dean, Office of the Provost, Administration and Finance, and the Cabinet. Final decision on fees is made by the Board of Trustees.

Proposals must be received by:
March 1 for a new or revised fee starting the following Fall term

Name of Department requesting the fee:

Dept. Contact for questions about this request.

Amount of fee Request: _____

Year and Term for which the fee applies: _____

How should the fee be charged?

_____ Amount charged per credit for the course

_____ Amount charged as a flat rate for the course no matter how many credits are tied to the course

_____ One time charge to be combined with a group of classes.

What is the reason for the fee?

How was the total fee amount determined?

How will the funds be spent?

Course(s) to which fee is/are to be applied:

Course Designator	Section(s)	Course Name	Duration of the fee
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

APPROVAL

Chairperson of department	Signature	Date
Dean of College	Signature	Date
Administration and Finance	Signature	Date
Office of the Provost	Signature	Date
President	Signature	Date
Board of Trustees	Signature	Date

Departments should contact Administration and Finance to confirm FOAP:

FOAP: _____

FOAP Name: _____

Once signed by Office of the Provost, request will be taken to Cabinet for review. If Cabinet approves, request will be submitted to the Board of Trustees for final decision. Once decision is reached, completed form will be sent by the Office of the Provost to: Department/College requesting the fee; Administration and Finance; Office of the Registrar; Financial Aid