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)
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:
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<tr>
<th>Course Designator</th>
<th>Section(s)</th>
<th>Course Name</th>
<th>Duration of the fee</th>
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**APPROVAL**

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<tr>
<th>Chairperson of department</th>
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<td>Dean of College</td>
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<td>Administration and Finance</td>
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<td>Office of the Provost</td>
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<td>President</td>
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<td>Board of Trustees</td>
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**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.