

## II-13 Procedure for Requesting to Add or Change Lab or Course Fees

## NORTHWESTERN STATE UNIVERSITY

### Procedure for Requesting To Add or Change Lab or Course Fees

**I. Purpose and Scope:** This procedure outlines the information that must be supplied by University employees when a Request to Add or Change Lab or Course Fees is made. This information is needed to comply with University of Louisiana Systems procedures.

**II. Reference:** University of Louisiana Systems for State Colleges and Universities.

***NOTE:** All links for **supporting documents** are found at the end of this policy.  
See *Supporting Documents used to process the Procedure for Requesting to Add or Change Lab or Course Fees.**

### III. Procedure:

#### NSU Employee Requesting To Add or Change Lab or Course Fees

1. Forwards a memo to the Appropriate Vice President requesting to add or change Lab or Course Fee. The memo must include the following data:
  - a. Student Affected - Should include all types of students proposed to be affected. i.e.: students with a specific home campus only; full-time students only; students enrolled in a certain number of hours only; students enrolled in a certain major or class only; or any combinations of types of students.
  - b. Term of Assessment - Period of time the assessment is being requested for i.e.: 1 year, 3 years perpetual, etc.
  - c. Estimated Total Annual Revenues to be Generated - Requestor is to estimate revenues based upon student enrollments for the types of students to be assessed the fee. Business Affairs must recalculate and proof the requestor's estimate based on historical data and enrollment trends.
  - d. FOP in which Revenues will be Recorded - Requestor must advise which FOP or FOP they recommend the Revenue to be deposited. Also, proposed account title and number must be given, if already established.
  - e. What is the current balance in this Fee FOP. The balance is to be supplied by the requestor, if available. Business Affairs must verify balances to current accounting records.
  - f. If this proposed Fee replaces other assessed fee(s) or charges, what is the amount of the foregone revenues? Requestor must identify any fee or charge being replaced and document lost revenue, if records available. Business Affairs must verify lost revenue by researching financial records.
  - g. If fee is requested to offset specific costs associated with SACS Outcome Assessments, give a description of the expenses requiring these additional revenues. Business Affairs staff to verify expenses to financial records and supply correct function.

- h. If this is a Request to increase an existing fee, explain why increase is needed and amount of increased revenues to be generated. Requestor must explain why the increase is needed and supply revenue estimates. Business Affairs staff to verify estimates based on enrollment history and trends.

### **Appropriate Vice President**

2. Reviews data supplied by requestor for accuracy and conformity with university policy and procedure.
3. If approved, prepare correspondence to be submitted to the ULS Board of Supervisors for staff approval. If does not approve to be presented to University of Louisiana Systems, returns to requestor with explanation.
4. Forwards correspondence to the ULS Board of Supervisors for staff approval. See attachment for required document.

### **ULS Board of Supervisors – Staff**

5. Reviews request. Returns approved or unapproved request to the appropriate Vice President.

### **Appropriate Vice President & Business Affairs**

6. Maintains file on all correspondence relating to lab and course fee approvals.

***See Supporting Documents used to process the Procedure for Requesting to Add or Change Lab or Course Fees:***

[ULS Notification of Service Charge](#)