

## IX-1 Procedure for Requesting to Add to Change Administrative and Student Fees Assessed ALL Students

**NORTHWESTERN STATE UNIVERSITY**  
**Procedure for Requesting To Add or Change**  
**Administrative and Student Fees**  
**Assessed All Students**

- I. Purpose and Scope:** This procedure outlines the information that must be supplied by University employees when a **Request to Add or Change an Administrative or Student Fee Assessed All Students** 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 “*Summary of Information Required When Requesting Permission to Assess, Increase, and/or Renew Administrative/Student Fees*” dated June 7, 1994.

**III. Procedure:**

**Generally Fees and Assessments Affected and Not Affected**

This procedure applies only to requests for administration or student fees to be assessed all students.

This procedure **DOES NOT** include Student Self Assessed Fees. All requests or inquiries concerning Student Self Assessed Fees should be processed in accordance with Procedure for Requesting to Add or Change Lab or Course Fees in the Fiscal Policy and Procedure User Guides.

This procedure **DOES NOT** include Laboratory Fees. All requests or inquiries concerning Laboratory Fees should be processed in accordance with Procedure for Creating or Changing Student Self-Assessed Fees in the Fiscal Policy and Procedure User Guides.

This procedure **DOES NOT** include fees charged for non-credit activities. All requests or inquiries concerning non-credit activity fees should be directed to the Director of Continuing Education, your Budget Unit/Division Head, the Office of the Vice President of Academic Affairs or your appropriate Vice President.

This procedure does include “administrative” fees such as application fee, student records fee, test assessment fee, etc. which are assessed all students registered and those fees specifically identified in Board Rules or directives.

The Board assessed fees include the general registration fee, out-of-state fee, etc. All Board assessed fees are controlled by the Board. The University must have Board approval to increase, decrease, waive or otherwise alter the assessment of Board fees including fees identified as “administrative fees”.

**NSU Employee Requesting**

1. Forwards a memo to the appropriate Vice President requesting to add or change an administrative or student Fee. The memo must include the following data:
  - a. **Student Affected** - Should include all types of students proposed to be affected. i.e.: All students; 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. **Funds and Accounts in which Revenues will be Recorded** - Requestor must advise which Fund or Funds they recommend the Revenue to be deposited. i.e.: Operating, Restricted, Agency (Student Self Generating Accounts), etc. Also, proposed account title and number must be given, if already established.
- e. **What is the current balance in this Fee Account?** 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 by object code and account number.** Requestor to supply object code, account number, and amount of expenses. 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.
- i. **Current Full-Time Mandatory Attendance Fees.** Requestor must verify from Business Affairs current and future full-time mandatory attendance fees.

#### **Appropriate Vice President**

2. Reviews data supplied by requestor for accuracy and conformity with university policy and procedure.
3. If approved, request to be presented to Board of Supervisors for approval, forwards to President for review and approval. If does not approve to be presented to University of Louisiana Systems, returns to requestor with explanation.
4. Prepares correspondence on behalf of President to be presented to the Board of Supervisors for approval.
5. Forwards correspondence and supporting documentation to President for signature.

#### **President**

6. Reviews request. Submits approved request on next Board agenda. Returns unapproved request to appropriate Vice President.
7. Routes approved request to Vice Presidents with Board agenda items.

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

8. Maintains file on all correspondence relating to tuition and fees approvals.

**UNIVERSITY OF LOUISIANA SYSTEMS  
FOR STATE COLLEGES AND UNIVERSITIES**

**SUMMARY OF INFORMATION REQUIRED WHEN REQUESTING PERMISSION TO ASSESS,  
INCREASE, AND/OR RENEW ADMINISTRATIVE/STUDENT FEES.**

STUDENTS AFFECTED (I.E. ALL, 6 OR MORE HRS, P/T ONLY, ETC)

TERM OF ASSESSMENT (I.E. PERPETUAL, 1 YR. ONLY, 3 YRS. ETC)

ESTIMATED TOTAL ANNUAL REVENUES TO BE GENERATED.

FUNDS IN WHICH REVENUES WILL BE RECORDED (I.E. OPERATING, RESTRICTED, PLANT, ETC.)

WHAT IS THE CURRENT BALANCE IN THIS FEE ACCOUNT?

IF THIS PROPOSED FEE REPLACES OTHER ASSESSED FEE(S) OR TRANSACTION CHARGE, WHAT IS THE AMOUNT OF THE FORGONE REVENUES?

IS THIS ADMINISTRATIVE FEE IS REQUESTED TO OFFSET SPECIFIC COSTS ASSOCIATED WITH SACS OUTCOME ASSESSMENTS, PLEASE GIVE A DESCRIPTION OF THE EXPENSES REQUIRING THESE ADDITIONAL REVENUES BY OBJECT(S) AND FUNCTION(S).

IF THIS IS A REQUEST TO INCREASE AN EXISTING FEE, PLEASE EXPLAIN WHY THE INCREASE IS NEEDED AND HOW MUST INCREASED REVENUE WILL BE GENERATED.

INDICATE WHAT YOUR CURRENT FULL-TIME MANDATORY ATTENDANCE FEE ARE AND WHAT THEY WILL BE IF THIS FEE IS APPROVED.