

# SOUTH DAKOTA BOARD OF REGENTS

## Policy Manual

**SUBJECT:** Tuition and Fees: Fees

**NUMBER:** 5:5:4

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### 1. Fees Retained by the Universities

The Board has authorized the universities to charge certain fees and to retain the revenue for the specified uses. An institution shall not assess any fee for any special purpose unless authorized by the Board. Information about approved fee charges shall be available on the Board's web page and at the Executive Director's Office.

- A. **University Support Fee:** The university support fee (USF) supports the instructional and administrative service areas related to the institutional mission. Examples of areas funded by USF are direct instruction, libraries, computer centers, museums, admissions, registration, financial aid, administrative offices, general institutional expenses, and the payment of debt incurred for the construction, maintenance, repair, and equipping of campus buildings, except for student unions and auxiliary enterprise, athletic facilities, and wellness facilities. The university support fee shall be assessed on all state-support courses and remedial courses delivered on campus.
1. **Salary Competitiveness Fee:** The salary competitiveness fee is a component of the USF. The proceeds shall be used to enhance faculty and non-faculty exempt salaries. All revenue generated from this fee shall be deposited in the System salary competitiveness fee fund.
  2. **Maintenance and Repair Fee:** The campus M&R fee, critical deferred maintenance fee, and science facility fee are components of the USF. The critical deferred maintenance fee and the science facility fee are deposited centrally. The campus M&R fee is retained locally and the revenue from this fee can only be expended on Board approved projects.
  3. **Technology Fee:** The Technology Fee is a component of the USF. The Board will determine annually the portion to be deposited into the System Technology Fund and the portion to be retained on campus.
- B. **General Activity Fee:** The general activity fee (GAF) supports student functions related to the co-curricular and extracurricular activities and operations and payment of debt incurred for the construction, maintenance, repair and equipping

of student unions, athletic facilities and wellness facilities as approved by the Board. Examples of activities funded by GAF are student organizations, cultural events, homecoming, student government, yearbooks, student newspapers, campus radio and television stations, child care, student activities, athletics, intramurals, student health services, and the operational and debt expenses for student unions. The general activity fee shall be assessed on all state-support courses delivered on campus.

1. **Student Representation on General Activity Fee Committee:** There shall be at least a simple majority of students on the committees that recommend to the president the establishment and allocation of the general activity fee. The president of the institution has the approving authority for the final recommendation to the Board.
  2. **Authorization to Waive General Activity Fee:** Universities are authorized to waive the general activity fee for anyone enrolled in a workshop.
- C. **Special Discipline Fees:** Special discipline fees shall be used to purchase instructional equipment and pay other operating costs, excluding salary enhancement, for the benefit of students enrolled in the discipline.
- D. **Laboratory Fee:** Laboratory fees shall be used to purchase instructional equipment and pay other operating costs, excluding salaries, for the benefit of students enrolled in the course.
1. The Laboratory Fee Per Course rate will be consistent across the system.
  2. The Laboratory Fee may be assessed on all courses with instructional method type "L" and "K" with CIP codes in the basic and applied sciences, engineering, and technology fields.
  3. The Laboratory Fee may be assessed on computer science courses and management information system courses (CIP series 11.0000 to 11.9999, 14.0901, 14.0903 and 52.1201) where there is direct use by student of computers and management information system software in a laboratory setting.
  4. The Laboratory Fee may be assessed on "J" instructional method type in specific CIP code areas where equipment and material are expended.
  5. The Laboratory Fee may be assessed on all courses with instructional method type A in the fields of art (CIP series 50.0701, 50.0702, 50.0705-50.0711, 13.1302), theatre (CIP series 50.0502 and 50.0507), design and applied arts (CIP series 11.0301, 11.0801, 11.0803, 50.0401, 50.0402, 50.0404, 50.0406-50.0408), photography (CIP series 50.0602, 50.0605), landscape architecture (CIP series 4.0601), journalism/mass communication (CIP series 9.0402, 9.0404, 9.0701, 9.0702, 9.0903, 9.0904, 9.9999, 10.0105, 10.0303, 10.0304, 10.0305, 10.0308), apparel

merchandizing (CIP series 19.0901) where equipment and material are expended.

6. Approval of additional CIP series will be at the discretion of the Executive Director and Chief Executive Officer.
- E. **Salary Enhancement Fee:** Students enrolled in certain disciplines may be assessed a fee which shall be used to enhance the salaries of faculty teaching in the discipline.
- F. **Program Delivery Fees -** Universities may assess a program delivery fee to support the incremental costs of additional equipment, support staff, space or facilities, student services, business services or library and related services for all courses in a program offered in an off-campus location.
- G. **International Student Fee –** All international students who obtain Form I-20 or Form DS-2019 from a South Dakota public university shall be charged the one-time International Student Fee in their first semester of enrollment. This includes degree-seeking students, English as a Second Language (ESL) students, and foreign students enrolled under a cooperative agreement with a foreign institution.
- H. **Room and Board:** The Board shall approve all board plans, and room plans for standard semesters and the weekly summer room rates.

## **2. System Fees**

The revenue from these fees shall be deposited in the system tuition and fee fund and into the Higher Education Facilities Fund (HEFF) in the same proportion as tuition revenue.

- A. **Application Fee:**
  1. **Undergraduate Application Fee:** Students will be assessed the application fee for each university to which they apply as a degree-seeking student. Any student that attended a Regental institution in the three terms prior to the term of the application is eligible for a fee waiver. Military personnel that have stopped out due to a call to active duty longer than the three previous terms are also eligible for a waiver. Students taking courses as a “special” student will not be assessed the application fee until they are accepted as a degree seeking student.
  2. **Graduate Application Fee:** The fee shall be assessed on all applications to graduate schools. A student will pay the fee multiple times if applying to multiple graduate schools at the same or different institutions. Students attending as “special” students will not be assessed the application fee until accepted as a degree seeking student.

- B. Transcript Fee: Students shall be assessed the transcript fee each time they request an original copy of their academic records. One-half of this fee will be retained on-campus for postage and handling.

### 3. Charges

Revenues from charges are retained by the universities. Charges are distinguished from fees as they are elected services.

- A. Incidental Charges: The universities may assess students incidental charges for elective miscellaneous services the university has been granted authority to administer, provided that the services do not have a direct or specific relationship to a course offering. The services must be elected by the students and not mandated by the university.
- B. Course Charges: Students enrolled in certain courses for which the services of an outside vendor are required may be assessed a charge for the course. Students enrolled in programs requiring malpractice or other insurance may be assessed a charge to recover payments made on their behalf. Course charge shall be noted in the course description published in the university catalog.
- C. Field Trips: The universities may assess students incidental charges for field trips related to courses that do not have a special discipline fee. Courses that have a lab fee can be assessed incidental charges. This charge can be assessed provided that the costs are incidental to the trip (transportation, meals and lodging, price of admission, etc.).

Any funds collected for field trips shall be collected by the same university offices that are responsible for the collection of tuition and fees.

- D. Study Tours: The universities may assess students a study tour charge to cover the costs of studying abroad for Board approved study tour programs. The costs may include student transportation, meals, lodging and other incidental costs. The charge may also include the allocated costs for faculty overhead (transportation, meals, lodging, etc.). Salary costs for faculty members that will teach portions of the program can only be included if no tuition revenues will be collected for the associated credits.
- E. Assessment Charges: Unless a fee is specifically approved by the Board, only certain assessment costs can be charged to students according to the following criteria:
  - 1. The initial cost of system-wide exams mandated by the Board will be covered with university support fee revenues paid by students. The cost of

retests will be borne by the student.

2. The cost of exams required for admittance into a field of study will be paid for by students taking the exam.
3. The cost of major field assessment exams or exit-exams will be covered by university support fee revenues paid by all students.
4. The cost of licensing exams required by external agencies for various disciplines will be covered by the students taking the exams.

**4. Fees to be Charged to Students from Foreign Universities**

Students on foreign exchange agreements pay tuition to their home campus. All system fees, mandatory fees, special discipline fees, salary enhancement fees, delivery fees, and room and board fees should be assessed to exchange students.

- A. All new, revised or renewals of cooperative agreements with foreign universities submitted for Board approval after July 1, 2009 are to require that students from the foreign university are to pay all applicable fees, including but not limited to, the USF, GAF, salary enhancement fees, special discipline fees and appropriate room and board fees.
- B. All existing agreements with foreign universities are to be renegotiated and submitted for Board approval before July 1, 2010. The intent is that in FY2011 all students from foreign universities enrolled under a cooperative agreement will pay all applicable fees, including but not limited to, the USF, GAF, salary enhancement fees, special discipline fees and appropriate room and board fees.

**SOURCE: BOR, October 2004; BOR, June 2007; October 2008, June 2009.**