POLICY STATEMENT

Educational Services Fee

SU Policy Number: 402-003.0

ORIGINATING OFFICE
Vice President for Administration and Finance

PURPOSE
To establish an educational services fee in order to provide a stable source of continuing financial support for material, equipment and services related to instruction.

SCOPE
This fee applies to all full and part-time students enrolled for credit in graduate or undergraduate courses offered by Shippensburg University, regardless of the geographic location at which the course is offered or source of funding for student tuition. Students enrolled in courses offered at the University Center in Harrisburg pay the University Center fee in lieu of this fee.

POLICY
This fee is established by the Shippensburg University Council of Trustees under authority of SSHE Board of Governor’s policy 1989-05, “Tuition and Fees,” sections A.2.g. and B.2. This policy supersedes and replaces in its entirety Council of Trustees policy “Educational Services Fee,” dated May 26, 1983.

Revenue realized from this fee will be used to cover unusual costs of certain special programs and/or operational and equipment needs such as music lessons or instruments, practica, instructional equipment, international exchange participation, required tests and examinations, laboratory, etc.

The aggregate of this fee assessable to any single student will be limited to no more than 10% of the annual tuition rate for a full-time resident student.

The rate of this fee shall be 10% of the full-time in-state tuition rates.

RESPONSIBILITIES
1. Council of Trustees
   Establish and approve the rate at which this fee will be charged and the schedule for its refund.
2. President of the University
   a. Recommend to the Council of Trustees the rate at which this fee will be charged and schedule for its refund.
b. Annually approve a plan for the Vice President for Administration and Finance indicating eligible expense to be covered by the fee in the upcoming year.
c. Annually receive from the Vice President for Administration and Finance a report indicating how the fee revenue has been applied.
d. Share the annual report with the Planning and Budget Council and the Student Association President.

3. Vice President for Administration and Finance
   a. In conjunction with the Provost and Vice President for Academic Affairs, annually identity eligible expenses to be covered by this fee and submit a plan to the President.
   b. Annually report to the President and Provost how fee revenue has actually been applied.

4. Director of Budget and Controller
   a. Annually indemnify eligible expenses to be covered by revenue from this fee, in conjunction with the Associate Provost and Dean of Graduate Studies.
   b. Record and annually report how revenue from the fee has been applied.

5. Director of Administrative Services
   Bill, collect, refund and deposit fee revenue.

PROCEDURES
1. This fee will be charged as a separate item on all student billing statements and will be accounted for under a distinct revenue accounting code.
2. Refunds will be made in accordance with the same schedule which applies to the refund of student tuition.
3. This fee will be assessed and refunded in accordance with the attached schedule.

RECISSION
This policy supersedes Shippensburg University Council of Trustees policy “Educational Services Fee” dated 5/26/83.

APPROVALS
President’s Cabinet: January 18, 1993
Council of Trustees: January 22, 1993

FILENAME:
402-003.0 Educational Services Fee

DATE:
Amended 1/07/1993

DISTRIBUTION:
Public