

I. Overview

The University of Illinois at Chicago strives to achieve and maintain the highest levels of instructional excellence and to provide the best experiential and applied learning environment for our students. In support of these efforts, fees may be applied to courses for specific course-related costs.

Although tuition is expected to cover the costs of instruction, course fees are allowed in certain circumstances to recover the cost of materials consumed during the progress of the course or for costs related to specialized equipment, software, supplies, maintenance, technology or field trips that are integral to the curriculum and would not be able to be provided to the student without the revenue from the course fee. The revenue generated from course fees must be used to directly support specific course offerings. This guideline does not apply to the setting of course fees for study abroad.

II. Guidelines

- A. Characteristics and examples of allowable and unallowable costs to be recovered from course fees are listed below by category of expense.

1. **Materials, Software & Supplies**

Course fees can be used to pay for software and other media, licenses provided that those software products and licenses are specific to the individual students taking the course. In general, site licenses may not be purchased through course fees (unless reasonable estimates can be made of the share of use belonging to a particular course, or the site license fee is less than the sum of fees for individual purchase by students). Where practicable, students should be required to purchase software, books, and other media at bookstores, copy centers, or other, appropriate locations.

a) Allowable:

- Unique and essential to the course
- Supplies used and/or retained by the student, e.g., paper, printer toner, latex gloves, cadavers, canvas, crafting supplies such as dowels, felt, paint, etc.
- Items other than refreshments that are fully consumed or retained by the student
- Personal health, safety, and dress requirements related to instruction.
Examples: Health and safety supplies such as ear plugs, goggles, etc.
- Lighting kits for drawing classes
- Bought in bulk and charged at a rate consistent with the cost and consumption for each student per term.
- Scientific analysis supplies (a breakage fee may not be charged if replacement/attrition costs are included in a supply fee)
- Chemicals consumed
- Art supplies consumed
- Software licensing when non-standard software use is required for the course
- Specialized papers and inks for “digital design” printers
- Digital materials that are required by the instructor for participation in a course and not available elsewhere or accessible by from sources other than those provided or

authorized by the institution. These materials typically include adaptive learning materials, homework problems, lab manuals, publisher hosted content, etc.

- Commercially available books (including e-books).
- Special reprints of copyrighted publications, e.g. scripts and journal articles
- Rehearsal props, garments, and stage combat training accessories

b) Unallowable:

- General classroom supplies (whiteboard markers, overhead projectors, etc.)
- General printing, copying and copyright clearance of materials (including online).

2. Services & Facility Usage

Course fees cannot be used for course instruction, grading, hiring of teaching assistants, discussion section supervision, or exam proctoring, except as allowed below.

a) Allowable:

- Guest speaker fees
- Time & travel for guest speakers
- Models & accompanists
- Costs to paint art program walls that must be repainted each semester
- Specialized facilities' minor repairs, e.g. unclogging utility sinks.
- Costs incurred by departments when instruction requires use of facilities that the department does not control.

b) Unallowable:

- For instructional services rendered by faculty, staff, and teaching assistants, except in the case of private music instruction.
- Fees for refreshments or social activities.

3. Transportation

Discretion should be used when determining the types of expenses related to student field trips to assure the costs are absolutely necessary for the curriculum.

a) Allowable:

- Transportation for field trips

b) Unallowable:

- Cost to purchase vehicles used for field trips

4. Specialized Equipment

The costs associated with the purchase of equipment must be shared among all the anticipated enrolled students in those courses using the equipment, over the expected life of the equipment. Academic units must determine a reasonable equipment replacement schedule and amortize the costs across the expected period of service. Equipment purchased through course fees can be used only by students in the courses for which the equipment is purchased.

a) Allowable:

- Specialized equipment used only in conjunction with instructional courses per above (prorated over the useful life of the equipment)

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- Equipment set-up, repairs, or replacement parts for specialized equipment
 - Calibration, maintenance or service contracts (prorated)
 - Maintenance and purchase of musical instruments (prorated as appropriate)
- b) Unallowable:
- Depreciation costs
 - Standard classroom and laboratory/studio equipment such as desks, blackboards, fume hoods, lab benches, lockers, computer projection equipment, or other typical equipment used for instructional purposes.
 - Health and/or safety equipment required in carrying out course activities, such as equipment required by the Occupational Safety and Health Administration, including but not limited to safety shields, respirators, and eye wash equipment. These items are not 'special' to the course but shall be obtained for all university facilities from other operating budgets.
- B. The recommended fee rate and any subsequent requests to increase a fee rate, must be identified in a proforma and computed based on demonstrable costs and expected attendance or historical enrollment trends. The fee rate should be set to recover no more than the cost of the goods or services provided. The items detailed in the proforma will serve as the basis for the fee justification. Contact the Office of Budget & Financial Analysis for assistance with proforma preparation. It is recommended that the same categories found above be used and each cost component be itemized. Any proposed fee rate that is excessive will be returned to the college for reconsideration of the costs to be covered by the course fee.

III. Request and Approval Process

- A. The college will complete a course fee request form and proforma for any new fee, or any change to an existing fee rate or purpose. All requests must be approved by the Dean before being forwarded for review by Budget & Financial Analysis.
- B. When appropriate, the college is encouraged to consult with existing student organizations. Department chairs may also want to consult with faculty in the affected department.
- C. A copy of the form / proforma are found at <https://cfo.uic.edu/about-us/budgetoffice/policies/course-fees/>
- D. After department head and dean office review, the form is electronically submitted the Office of Budgeting & Financial Analysis (BFA) to budgetoffice@uic.edu. BFA will follow-up with the requesting unit as necessary for clarification and changes.
- E. Requests to establish new course fees and or course fee changes must be requested well in advance of pre-registration for the upcoming academic term. To allow for sufficient time for review and implementation, the request must be sent to BFA no later than mid-February for the Fall term and mid-September for the Spring term. Course fees will not be imposed after the

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term begins. Students must receive adequate notice in the course catalog that a particular course carries this additional fee.

- F. All course fees must be approved by the Assistant Chancellor/Director of Budget & Financial Analysis.
- G. Upon approval, BFA will send electronic copies of the approved form to the Office of Classroom Scheduling, the college academic fiscal officer, and the originator of the course fee request. The goal is to approve all requests within two weeks of receipt to assure sufficient time for changes to be made in the Schedule of Classes.
https://registrar.uic.edu/uic_faculty_staff/classroom_scheduling/forms.html
- H. The Office of Classroom Scheduling will update the registration schedule for the new fee and create the billing prompt for student assessment (which will route the funds to the C-FOAPAL identified on the course fee form). *The requesting unit is required to check that the course fee has been implemented correctly in The Schedule of Classes prior to the start of pre-registration. If a college fails to notify Classroom Scheduling (prior to students registering for course) that the course fee amount is incorrect, the fee will not be updated until the following term.*
- I. Once a student has registered for a class, the course fee listed at that time is the course fee that will be implemented for that term. Upon registration, the fee assessment is added to the student's account receivable. Collection of course fees in the classroom is never allowed.

IV. Financial Aid

Colleges are encouraged to keep course fees as modest as practicable, and to incorporate the costs associated with offering their courses into the operations part of their budgets when possible. This will help to make all of our courses accessible to the greatest number of UIC students.

Units should be aware that while the course fee is a legitimate cost of the student's education, it is not part of the calculation for financial aid awards. Students pay course fees directly, even if they qualify for need-based financial aid.

E. Accounting & Review

Course fee revenue is deposited into revolving funds established to record this financial activity. The revolving fund can be set up at the college, department, or program level, but not for a specific course. These funds are not intended to accumulate surpluses or deficits.

Over-or under-recovery of costs should generally result in an adjustment to the course fee. Academic units are required to review their course fee policies and assessments regularly, and to make adjustments in fee rates as appropriate. Deans are responsible for reducing excessive surpluses and or eliminating deficits within a reasonable time after the deficit occurs by using other discretionary funds if necessary. The Assistant Chancellor/Director of Budget & Financial Analysis should be consulted on any questions related to this section.