

Policy Number: 05.038  
Policy Title: Additional Course Fees Policy  
Policy Type: Academic/ Registrar Related  
Responsible Parties: Registrar, faculty, academic divisions, VPAA  
Governing Body: Faculty Assembly  
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### **Additional Course Fees Policy**

Additional academic fees are charged to students to recover the cost of materials and supplies not normally covered by the instructional budget and fundamental to the special instructional activities associated with a special course or program fee. These fees are listed with the course offerings each term and are assessed to all students enrolled in the course. Billing and collection of such fees is handled through the Finance Department and should not be collected by a department or faculty member. Additional academic fees are non-refundable and must be used solely for support of the course involved. In the event that a scheduled special activity is cancelled during the term, students will receive a credit to their student account. Additional academic fees will not exceed \$100.00, except under extraordinary circumstances.

#### ***Additional academic fees can be charged for the following items:***

1. Manuals and materials that are retained by the student and used in lieu of a textbook.
2. Materials and supplies used by the student, including, but not limited to chemicals, solutions, gloves, filters, biological specimens, artists' media, glassware, photographic materials, course specific software license fee, software retained by the student and other one-time use items beyond what is normally provided by the course.
3. Breakage of lab or studio equipment, glassware, in a current or prior term.
4. Special course activities (transportation, admission costs, meals, private music lessons).
5. Instructional equipment (maintenance).

#### ***Items that should not be included in additional academic fees:***

1. Salaries, wages and related benefits
2. Honoraria for guest speakers
3. Computers
4. Software and software licenses (ongoing licenses)
5. Faculty travel
6. Capital and infrastructure related expenditures

### ***COURSE AND PROGRAM FEES***

The following are two types of academic fees that are incorporated into the learning goals and outcomes associated with courses that require an additional cost assessment to students.

#### **Course Fees**

FEE TYPE	FEE ASSESSMENT
Lab Fee	Varies
Studio Fee	Varies
Special Activity Fee	Varies
Music Instruction Fee	\$100.00
Special Materials Fee	Varies

### Program Fees

FEE TYPE	FEE/EXPLANATION
Oral Proficiency Interview (OPI) Registration Fee	The fee to take the OPI is based upon the language and assessment delivery type (i.e. telephone, computer).  <b>Note:</b> <i>Students who take the OPI for a language not offered at Antioch can contact the coordinator of the language department to identify the OPI fee relative to the language and assessment delivery type.</i>
OPI Reschedule Fee	Due to the nature of the interview and scheduling, the rescheduling fee for the OPI is due to a no show appointment without prior notice or arriving late to the assessment session.

### STUDENT PENALTIES AND FINES

The purpose of this policy is to identify key principles related to the imposition of student penalties and fines in relation to the assessment of additional academic fees of any kind in any given term. This policy applies to all students and to all administrative units providing services or loans (i.e. library resources, academic support adaptive equipment, lab/ classroom equipment, or materials) to students, which carry a financial or other obligation on the part of the student.

#### Principles

1. Penalties and fines are established to encourage students to meet their obligations to return loaned items owned by the College and to pay monies owed to the College.
2. The College will ensure all penalties and fines are administered impartially and fairly.
3. Penalties and fines will be established for non-payment of established academic fees or failure to return loaned items. The chief penalty will be the suspension of student access to services until the college-owed obligation has been met.
4. All penalties and fines will be posted to student accounts.
5. Students who have incurred a penalty and/or fine must return to the issuing department to make payment or resolve the penalty.
6. As appropriate, the College will make use of collection agencies to collect monies owed to the College.

## **Payment of Fines and Removal of Penalties**

- A. The issuing department will receive notification of payment of fines and remove any imposed penalties as follows:
1. If students have received library fines, they must pay fees in the Finance Department and return to the Library to show proof of payment of the fine in order to have any imposed penalty removed.
  2. If tuition fees are in arrears, students will return to the Finance Department to pay their fees.
  3. If students have received notice from a collection agency, they must pay the account directly to the collection agency.

## **B. APPEALS**

1. Appeals are to be made to the department issuing the penalty or fine.
2. The appeal must be in writing. All appeals must include or identify the reasons the appeal is being sought:
  - i. Is the appeal being sought because the fine or penalty was unfairly levied? Please explain.
  - ii. Is the appeal being sought due to unavoidable extenuating circumstances? Please describe and attach any supportive documentation.
3. Each department issuing a penalty or fine will establish a process for reviewing appeals.
4. The final authority for appeal for a penalty or fine is the head of the unit issuing the penalty or fine.

**(End Policy)**

## **General Policy (INTERNAL USE)**

A course fee should be exceptional rather than routine and is not intended to replace normal budgeted support for instruction. If a course has an additional fee, it must adhere to the following review and approval process:

1. In order for a course to include an additional fee, the Curriculum Committee must first determine that the course meets the requirements for inclusion of a fee. The various divisions will submit requests for fee inclusions for specific courses to the committee, verifying that the course meets the requirements outlined in this policy (see ***Additional academic fees can be charged for the following items*** above).

It would be best for the division to request this determination at the time the Curriculum Committee initially approves the course so that this information may be included on the original course creation form. Otherwise, a course revision form will need to be submitted with the request. Upon submission for consideration and approval, the additional fees must be identified in the course description. The following general statement is allowable for the catalog course description: "An additional TYPE OF FEE is assessed for NAME

OF THE COURSE.” The specific amount of the fee will be included in the quarterly course offering and on the syllabus.

2. Individual course instructors determine the amount of the fees associated with specific courses. This information should be submitted to the appropriate division at the time the course schedule for the next quarter is being determined.
3. The various divisions approve the course fees submitted by instructors.
4. The various divisions then submit their quarterly slates of course fees to the Vice President for Academic Affairs (VPAA) for final approval before the quarterly offering is submitted to the Associate Dean of Academic Affairs (ADAA).
5. Information about course fees will be included in the ADAA’s quarterly offering submission to the Registrar’s Office. This information will be published in the quarterly course schedule at the time of registration.
6. The Registrar’s Office will notify the Finance Office of all course fees for each quarter before the start of the registration period.
7. All fees will be added to the student’s bill and must be paid to Finance Department exclusively.
8. All fees are non-refundable, unless it is a special activity fee related to a cancelled event on or off campus.