

SLCC Course Fee Guidelines (11-27-12)

Principles guiding course fees:

- Financial limitations constitute the primary barrier for student access and completion. While financial aid can be used to pay fees, course fees should be kept to a minimum whenever possible to avoid increasing the financial burden on students.
- Course fees should only be charged to recover expenses directly associated with individual students (see examples below). Course fees should not be used for current expense funds for the department or to pay costs that cannot be tied directly to the achievement of student learning objectives for a specific course.
- Course fee revenue should only be used by a School or Division to purchase materials and supplies for students when doing so provides students with a substantial cost savings through bulk purchasing or other mechanisms. Such purchasing should not be for convenience alone nor to bypass other SLCC entities such as the Bookstore.
- Course fee revenue should not accrue over time. If you find that you are spending less on student expenses than you anticipated and funds are building up in your revenue account, please reduce the course fee rather than using the revenue for purposes not specified in your original request.

Examples of acceptable course fees:

The following list includes examples of acceptable uses for course fee revenue and is not intended to be exhaustive.

- Consumable supplies such as medical products, lab chemicals, thread, fabric, or welding gas that students consume as part of a class. These supplies must be replenished regularly to meet the instructional objectives of the course.
- Classroom or lab equipment used for specific learning activities that has a fixed lifespan, part of which is "consumed" by each student. The cost of replacing the equipment should be spread evenly across the students who use it during its projected lifespan.
- Maintenance on classroom or lab equipment used for specific learning activities. The equipment's maintenance costs should be spread evenly across the students who use it during its projected service period.
- Costs associated with running a tutoring or support center specifically intended to serve students enrolled in the course for which a fee is charged. Examples include the language tutoring lab which serves only students enrolled in language classes.
- Student supplies or kits that can be purchased in bulk at a discounted rate; students retain these supplies upon finishing the class.
- Test fees for an industry-sponsored examination taken as part of a class when the College has negotiated specific terms with the test provider.
- Software licensing fees where the student either retains the license upon leaving the class or the software has a predictable lifespan. The cost of renewing the license should be spread evenly across the students who use it during its projected lifespan.
- Computer lab or distance learning fees assessed for all courses using these resources to finance equipment replacement, testing services, etc. directly associated with courses.
- Cost of private instruction where the instructor has a contract with the College and not with individual students.