

Fee Form

The Board of Trustees has asked the University to avoid, wherever possible, charging students fees over and above tuition. The Board expects educational programs to be covered from budgeted funds, not through additional student fees. Hence, student fees are generally discouraged at BYU.

Exceptions to this general principle will be considered for the following:

- **“Take-away” Materials:** Fees may be justified for “take-away” materials. Such materials are used for projects that have a clear personal benefit (e.g., oak for a desk in a woodworking class, flowers for a bouquet in flower arranging class, film for film-making, etc.). Materials used to teach labs (e.g., chemicals for chemistry courses) are not to be paid for from student fees.

Paper for personal printing in computer labs may be billed to the student as “take away material.” Such fees are for paper costs only, not to maintain or replace capital equipment, keep software updated, or supply TA support.

Take-away materials are sometimes the equivalent of text books and, like text books, the university prefers that departments arrange purchases through the Bookstore or other campus retail outlets rather than through fees where possible.

- **Breakage Costs:** Fees may be justified to cover breakage costs. When a breakage fee is charged up front, however, it should be fully refundable if there is no breakage. Such fees should be used only to maintain, not to enhance, stock.
- **Campus Auxiliaries and Off-Campus Vendors:** Fees may be justified to cover payments to campus auxiliaries (e.g., bowling) or to off-campus vendors (ski passes, professional accreditation fees, licensing costs, liability insurance, ice skating rink fees, etc.).
- **Extraordinary Instructional Expenses:** Fees may be justified to cover extraordinary instructional expenses: for example, food and lodging for approved field trips; private and semi-private music lessons; and student teaching fees.

Although fees may be approved for these reasons, approval is not automatic. The university prefers to cover educational costs through expenditure budgets. Requests for academic fees must be submitted to the University Curriculum Council. Recommendations from the council will be forwarded to the Academic Vice President’s Office, which coordinates with Financial Services approved fees. Approved fees are collected through fee cards issued by Student Financial Services (ex. 2-7800) or may be listed and billed to the student on the Tuition Billing Statement. Departments should decide which way of collecting the approved fees would be best for the department and the student.

CLASS INFORMATION	Department/teaching area	Catalog number	Credit hours	Fee Effective date
FEE AMOUNT	New fee: Amount \$ _____ Delete fee: \$ _____ Change existing fee: Change from \$ _____ to \$ _____			
FEE TYPE (See above)	Take-away Materials	Breakage Costs	Campus Auxiliaries and Off-Campus Vendors	Extraordinary Instructional Expenses
JUSTIFICATION (be specific)				

APPROVAL SIGNATURES

DATE SIGNED

DEPARTMENT CHAIR		
COLLEGE DEAN		
COLLEGE CURRICULUM REPRESENTATIVE		
UNIVERSITY CURRICULUM COUNCIL		
ACADEMIC VICE PRESIDENTS’ COUNCIL		

DATE POSTED

RECORDS OFFICE		STUDENT FINANCIAL SERVICES	
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