

# THE UNIVERSITY OF TENNESSEE STUDENT FEE APPROVALS POLICY

## 1. OBJECTIVE

To provide for the consistent administration of student fees and charges.

## 2. INTRODUCTION

- a. This policy applies to student fees, fines, room and board, and other charges students may incur while attending or applying for admission to the University of Tennessee. The policy identifies the highest level of approval needed to enact a new fee or to change an existing fee.
- b. Fee waiver and fee discount programs established by state statute provide reduced fees for specific groups of students. The university shall implement these programs in accordance with state laws, rules, and regulations.
- c. The university recognizes that adjustments may be appropriate to original charges based on a student's withdrawal from the university. Campuses have the authority to establish refund procedures for this purpose.
- d. Students with outstanding debts at the end of a term are not permitted to register for subsequent terms until all outstanding debts are paid or arrangements have been made with the university to pay the debt.

## 3. STUDENT COURSE-RELATED FEES

Student course-related fees represent the university's core charges for instructional offerings. Student course-related fees are approved by the Board of Trustees:

- a. Maintenance Fees  
A Maintenance Fee is assessed to students enrolled in credit courses, including audit courses. Undergraduate and graduate students are assessed different fees. All students, both in-state and out-of-state, are required to pay the established Maintenance Fee.
- b. Out-of-state Tuition  
Tuition is an additional fee assessed to undergraduate and graduate students enrolled in credit courses, including audit courses, who are classified as non-residents of the state of Tennessee for fee assessment purposes.
- c. Professional Program Fees  
Professional Program Fees include Executive and Professional MBA Program fees and the fees assessed to students in the College of Law;

the College of Veterinary Medicine; and the Health Science Center Colleges of Medicine, Allied Health Sciences, Dentistry, Nursing, Pharmacy, and Graduate Health Sciences. These fees include both the maintenance and tuition components as applicable.

- d. Online Courses  
Online courses are provided for undergraduate and graduate students, with separate rates established for in-state and out-of-state students.

#### **4. DEDICATED STUDENT FEES**

The following Dedicated Student Fees are mandatory student fees that fund specific activities of the university. Dedicated student fees are approved by the Board of Trustees:

- a. Programs and Services Fee  
The Programs and Services fees are dedicated to supporting student-related services, including, but not limited to, student activities, student health clinics, debt service for designated buildings, and student government association activities. Student input on the use of fee revenues is desired, but it is not necessary to have a student referendum or other vote to effect a fee request.
- b. Other Dedicated Student Fees  
Other dedicated student fees include, but are not limited to, the following fees: Athletic Fees, Technology Fees, Facilities Fees, Transportation Fees, Engineering Fees, and Yearbook Fees.

Revenues from these fees provide additional resources and services to the students as designated by the assessed fee. Student input on the use of fee revenues is desired, but it is not necessary to have a student referendum or other vote to effect a fee request.

#### **5. SPECIAL COURSE FEES**

Special Course Fees are approved by the president, or his/her designee, each year. These fees cover additional instructional costs not covered by maintenance and tuition fees. Examples include fees charged for labs, music lessons, field trips, international travel, and program materials and equipment.

#### **6. APPLICATION FEES**

Undergraduate and graduate application fees are approved by the president, or his/her designee, each year. Undergraduate application fees for Knoxville, Chattanooga, and Martin campuses must be the same amount. An application fee, which is non-refundable, must be submitted with the first-time admissions application before an individual will be permitted to become a University of Tennessee student or attend classes. This fee is not required for undergraduate program transfers within the university.

**7. ROOM AND BOARD**

Room and board rates are established at the campus level and approved by the chief administrative officer for each campus.

- a. Student Housing  
Institutional residential facilities are available to students, which include rooms and apartments.
- b. Housing Deposits  
In addition to signing a housing contract, students must pay a housing deposit before a residence hall assignment will be made.
- c. Room Damages  
Residents are responsible for the condition and care of the accommodations to which they are assigned and shall reimburse the university for damages to their room. Charges for damages and cleaning will be assessed to the student.
- d. Meal Plans  
Students may choose from a variety of meal plans, or dining options, at the beginning of each semester.

**8. OTHER STUDENT FEES**

Other Student Fees are approved by the campus or institute chief administrative officer. Other Student Fees include student fees and charges paid by the student based on their specific needs or individual program requirements.

- a. Non-credit Fees  
Fees are established for various non-credit courses and programs based on the delivery cost of the course or program.
- b. Contractual Course Fees  
The university may enter into contractual agreements with customers for the delivery of credit courses and programs. Prior to offering a contractual course, the department shall consult with the chief business officer or his/her designee to review the financial feasibility of offering the course.
- c. Returned Check Fees  
Each returned check is subject to a university administrative fee. In addition to the returned check administrative fee, late payment fees may be assessed as of the date the check is redeemed. Returned check fees cannot exceed the maximum amount established in accordance with the applicable state statute.
- d. Miscellaneous Student Fees  
Miscellaneous Student Fees include, but are not limited to, late registration fees, add/drop fees, late exam fees, special exam fees, ID replacement, orientation fees, diploma fee, parking fees, motor vehicle registration, student insurance, housing application fee, collection fees,

payment processing fees, and program deposits for Law School, Nursing, Art, and Architecture.

**9. FINES**

Fines are promulgated formally as “rules” under the Tennessee Uniform Administrative Procedures Act and require approval by the Board of Trustees. Rules of the University of Tennessee are in Chapter 1720 of the Tennessee Rules and Regulations. Fines include traffic fines and library fines.

**10. REFUNDS**

The campus or institute chief administrative officer shall develop appropriate refund procedures and provide these procedures in catalogs or online. The procedures shall include, at a minimum, the following:

A percentage of maintenance, tuition, and any mandatory dedicated fees will be charged unless the student officially withdraws within the timeframe identified by the campus. Failure to promptly notify the appropriate campus or institute office for withdrawals will result in increased fee assessments. The drop/add procedure cannot be used to withdraw for a semester, and withdrawal does not cancel fees or charges already incurred.

Refunds and repayments to the Title IV programs (Return to Title IV Aid) shall be determined according to the formula published in the current "Federal Student Financial Aid Handbook," located in the Financial Aid office of each campus and institute, which is responsible for calculating the amount of the refund and/or repayment and for distributing the correct amount back to the financial aid program(s) according to the Refund/Repayment Allocation Policy.

The University of Tennessee in accordance with federal regulations shall follow the policy and procedures for calculating refunds and repayments for financial aid. For this purpose, refunds are defined as the portion of maintenance and/or tuition and university housing/meal charges due as rebate when a student withdraws or drops a portion of class hours. Once a refund is determined to be appropriate, any amount will be applied toward other outstanding fees/fines owed to the university at the time the refund is issued.

**11. REPORTING**

The campus or institute chief administrative officer shall file with the president a list of campus approved fees by July 1 each year for the upcoming year. The report shall contain all board of trustees and campus approved fees except the charges for non-credit courses and contractual courses.

**12. ADMINISTRATIVE ADJUSTMENTS**

The president, or his/her designee, may make administrative adjustments to the policy in keeping with statutory changes, to ensure the policy is carried out with

the Board of Trustee's direction, and to ensure the policy is consistent with other university policies.

**APPENDIX**

**POLICY APPROVAL MATRIX**

**STUDENT FEE APPROVAL POLICY  
APPROVAL LEVEL REQUIREMENTS TABLE**

<b>FEE</b>	<b>Board</b>	<b>System</b>	<b>Campus</b>
<b>3. STUDENT COURSE FEES</b>			
a: Maintenance Fee	X	X	X
b: Out-of-State Tuition	X	X	X
c: Professional Program Fees	X	X	X
d: Online Courses	X	X	X
<b>4. DEDICATED STUDENT FEES</b>			
a: Programs and Services Fees	X	X	X
b: Other Dedicated Student Fees	X	X	X
<b>5. SPECIAL COURSE FEES</b>		X	X
<b>6. APPLICATION FEES</b>		X	
<b>7. ROOM AND BOARD</b>			
a: Student Housing			X
b: Housing Deposits			X
c: Room Damages			X
d: Meal Plans			X
<b>8. OTHER STUDENT FEES</b>			
a: Non-credit Fees			X
b: Contractual Course Fees			X
c: Returned Check Fees			X
d: Miscellaneous Student Fees			X
<b>9. FINES</b>			X
<b>10. REFUNDS</b>			X
<b>11. ADMINISTRATIVE ADJUSTMENTS</b>		X	