

## COURSE FEE POLICY

**PURPOSE:** The purpose of this policy is to inform the college community about how course fees are assessed, advertised, collected and expended.

A course fee or a laboratory fee is defined as a charge made to students to underwrite, in whole or in part, the cost of service, rentals, and consumable supplies utilized in a laboratory environment.

**Definition of laboratory:** Laboratories for which fees may be charged include any space in which students work with equipment and materials to enhance their skills. Examples include but are not limited to writing labs, non-general use computer labs, the college farm, livestock buildings, the livestock teaching center, chemistry labs, biological labs, engineering labs, and animal care labs.

**Allowable Expenses:** Expenses associated with a laboratory which are to be recouped through course and laboratory fees are limited to either:

- (1) unique costs, that is, unusual and particular costs associated with that course or
- (2) physical materials which the student consumes during or takes away from the course. Examples of these expenses include (but are not limited to): rental and gas for a van for a course requiring a field trip; electrodes, gas, metal and other supplies to be consumed during a welding course; specialized software needed by students who are studying GPS and variable-rate technology; food included in the context of the subject being taught such as an etiquette dinner for discussion in an employment seminar; chemicals and supplies used during an anesthesiology laboratory.

**Not Allowable Expenses:** Expenses for which course associated laboratory Course and Laboratory Fees may not be charged include:

- (1) Personnel outside the context of the subject being taught, i.e. salary of instructor.
- (2) Food purchased for human consumption outside the context of the subject being taught, i.e. lunch purchased for students while on field trip.
- (3) Expenses for computers, printers, general purpose software, and other equipment used in general use laboratories. Colleges are expected to utilize their portion of the Student Technology Fee for these types of expenses.

Course fees are for the benefit of students in that course on a per semester basis and are not intended to be accumulated between semesters. Since course fees are not allocated to a faculty member until the end of a semester, a balance from one semester may be rolled into the subsequent semester or year to fund the estimated allocation for the subsequent class. It is the responsibility of faculty to budget the expenditure of course fees in a manner that brings the most educational benefits to students in the class paying the fee.

Students are to be informed of course fees prior to the time they register for classes. Course fees shall be advertised through all of these methods:

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1. on the college website
2. in the electronic college catalog
3. in the schedule of classes provided to students prior to registration, and
4. on the course syllabus

Any planned increase in fees must be approved by the President and subsequently included as a report to the Board of Regents in a meeting agenda, prior to the proposed implementation of the increased fees.

**2016-17 Course Fees**

ABM 2963	Farm & Ranch & Small Bus. Record Keeping	\$ 5.00
AEQ 1103	Small Engines	\$ 50.00
AEQ 1153	Equipment Principles	\$ 50.00
AEQ 1203	Welding	\$ 150.00
AEQ 1503	Intermediate Welding	\$ 100.00
AEQ 2213	Advanced Welding	\$ 100.00
AEQ 2303	Equipment Preventative Maintenance	\$ 50.00
AEQ 2413	Diesel Engines	\$ 50.00
AIT 1083	Intro to Desktop Publishing & Web Design	\$ 10.00
AGR 1201	Principles of Soils	\$ 20.00
ASI 1024	Fundamentals of Animal Biology	\$ 20.00
ASI 1203	Feedlot Operations	\$ 20.00
ASI 1213	Livestock and Carcass Evaluation	\$ 10.00
ASI 1262	Basic Equitation	\$ 40.00
ASI 1351	Artificial Insemination of Beef Cattle	\$ 250.00
ASI 1432	Equine Care	\$ 20.00
ASI 1442	Equine Practicum I	\$ 30.00
ASI 2303	Range Management	\$ 20.00
ASI 2313	Ration Formulation	\$ 30.00
ASI 2362	Advanced Equitation	\$ 20.00
ASI 2363	Intermediate Training	\$ 40.00
ASI 2442	Equine Practicum II	\$ 30.00
ASI 2462	Colt Starting	\$ 40.00
ASI 2463	Advanced Performance Training	\$ 40.00
ASI 2612	Equine Reproduction	\$ 250.00
ASI 2753	Beef Production	\$ 40.00
BIO 1104	General Biology	\$ 20.00
CHM 1104	General Chemistry	\$ 20.00
HSL 1103	Plant Propagation	\$ 20.00
HSL 1253	Irrigation Systems Mgt.	\$ 20.00
HSL 2204	Landscape Des. II	\$ 30.00
HSL 2304	Greenhouse Mgt. & Prod.	\$ 20.00
VTE 1021	Basic Dog Grooming	\$ 10.00
VTE 2121	Advanced Dog Obedience	\$ 10.00
VTE/ASI 2611	Equine AI	\$ 10.00
VTE 2634	Equine Dentistry	\$ 225.00
VTE 2811	Ultrasound	\$ 20.00
VTL 1122	Lab Animal Medicine II	\$ 10.00
VTL 1133	Lab Animal Management	\$ 10.00
VTS 1404	Anatomy and Physiology	\$ 8.00
VTS 1513	Animal Care	\$ 8.00

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VTS 1542	Facility Management	\$ 20.00
VTS 1603	Intro to Laboratory Science	\$ 10.00
VTS 1822	Radiology I	\$ 40.00
VTS 2532	Large Animal Techniques	\$ 8.00
VTS 2563	Fur and Feathers	\$ 8.00
VTS 2583	Nursing I	\$ 8.00
VTS 2593	Nursing II	\$ 8.00
VTS 2652	Parasitology	\$ 10.00
VTS 2672	Hematology	\$ 10.00
VTS 2823	Radiology II	\$ 10.00
VTS 2933	Anesthesiology	\$ 8.00
VTS 2953	Surgery	\$ 10.00

**Process for billing and collecting student fees**

1. UNL Registrar's Office will roll the term schedules/fees at the following times:
  - Roll Spring: Late February/Early March
  - Roll Summer: Early August
  - Roll Fall: Early September
2. NCTA's Registrar's Office will coordinate with these dates and make sure the fees are attached to the classes, manually making any changes needed.
3. UNL Student Accounts tuition calculation process assesses the appropriate tuition, course fees, and other fees to the student's account after the student enrolls in a course.
4. UNL Student Accounts combines and processes all NCTA course fees in a system file.
5. The NCTA Business office will check each September and February to ensure the system file has processed.
6. UNL Student Accounts generates monthly system file from People soft. This is uploaded to UNL Accounting and processed into SAP. Financial information for payments made on student's accounts for course fees is generally available in SAP in September for fall semester and February for spring semester.
7. NCTA Business Office receives a special course fees revenue report from UNL Financial Services; including adjustments for add/drop courses. NCTA Business Office will transfer reported funds into each division's revolving cost center in November for fall courses and April for spring courses.
8. NCTA Business Office will email each division chair the amount of the course fees received by course number.

Reference:

Board of Regents policy 5.9.2 *Course and Laboratory Fees; Miscellaneous Fees*, and RP-5.9.3 *Reporting of Course, Laboratory, and Miscellaneous Fees* (source: <https://www.nebraska.edu/docs/board/RegentPolicies.pdf>)

Last Revised: 12/8/2016