

Program and Course Fees Policy

Administrative Policies

- (1) Prior to the last Board of Trustees meeting in each fiscal year, the Program and Course Fees Committee (PCFC) shall examine the direct expenses of each program and recommend the appropriate amount of fees for the upcoming fiscal year. The PCFC may make recommendations for course and program at other times whenever required.
- (2) The PCFC shall present proposed program fees at the final Board of Trustees meeting of each fiscal year for approval, and for other course and program fees at other such times as required.
- (3) Course and program fees should not be used to pay for materials that can be purchased directly by students through campus store.
- (4) The PCFC shall conduct its activities in accordance with USHE R517, Course and Program Fees.
- (5) The expenses of each program which may be paid for with fees does not include:
 - (a) The pay or benefits of salaried faculty, or
 - (b) Faculty development expenses or the travel associated therewith.
- (6) The PCFC shall consist of the Vice President of Instruction, the Vice President of Administrative Services, and the Controller, and such other persons designated by the College President.
- (7) The PCFC shall ensure that course fees and program fees are justifiable, reasonable, and necessary for the specific course or program for which they are proposed.
 - (a) The PCFC shall review all proposals to establish new course and program fees to ensure the proposals meet the general principles of R517 and are supported by a demonstrated need, a clear statement describing the purpose of the fee, and a sound budget plan. If the committee determines the proposed fee meets these criteria, it may forward the proposal to the Board of Trustees. The board of trustees shall review the proposed fee in accordance with the criteria in R517 and this policy and, if satisfied, may approve the new fee.
 - (b) The PCFC shall review all proposed course and program fee revisions with their associated revised budget plans and evaluate the rationale for the proposed change.
 - (c) The PCFC shall review each course and program fee at least once every three years to ensure the fee still meets established objectives. As part of this review, the committees shall review fund balances for particular fees and ensure that the funds generated are used for their approved purpose.
 - (d) Dixie Tech shall include information about approved course and program fees in each time period's schedule available to students prior to registration. Any changes to course and program fees must be approved and published in the schedule for the time period in which the change shall be effective. Only course and program fees included in the schedule shall be assessed for the time period.
- (8) Program and course fees shall be repealed if not reviewed and renewed by the PCFC after five years.
- (9) Dixie Tech invites student participation in the PCFC by emailing the committee members with concerns.
- (10) Dixie Tech shall assess course and program fees subject to the same billing, refund, and collections process as tuition and shall be accounted for through institutional-authorized student and financial systems.
- (11) Dixie Tech's course and program fees shall be allocated for the approved purpose and accounted for within the institution's financial system in a manner to facilitate audit verification.
- (12) Dixie Tech's board of trustees shall at least annually review the recommendations of the DCFC for requests to establish, revise, or repeal course and program fees.

Revision Dates: September 1, 2021