



## Special Course Fees

Effective Date: November 7, 2016

Last Revision Date: July 23, 2021

### 1. PURPOSE

To further define and outline procedures for establishing and approving special course fees for credit courses.

### 2. RESPONSIBLE CAMPUS DIRECTOR

Controller

### 3. DEFINITIONS

**Honoraria:** an amount of money paid for a service (i.e., stipends, fees, allowances)

**Special Course Fees:** charges assessed on a student bill for course related expenses in addition to the regular instruction fee (tuition) and segregated fees

### 4. POLICY

The assessment of special course fees is regulated by [UW System General Administrative Policy 825: Special Course Fees](#). Special course fees must follow UW System policy, as well as UWSP Special Course Fee Policy and Procedures noted within.

Special course fees may be assessed to certain students for certain instructional costs beyond those covered by student tuition. Departments may not use special course fees as a substitute for obtaining regular budget support for the course.

All requests for special course fee assessments must be submitted and approved on a current Special Course Fee Request e-form. Prior to student registration, all approved special course fees are posted in the university timetable. Students are then billed for approved special course fees through the UWSP billing system. It is prohibited to collect these fees in classrooms or directly from students.

Special course fees may only be used for the specified, approved purpose described on the Special Course Fee Request e-form. Special course fee accounts should not

accumulate a cash balance. Any such accumulation would indicate that the fee being charged is too high and a fee adjustment needs to be made. If a deficit balance occurs, a department or college account may be responsible to support the balance required to bring the account to a zero balance. Special Course Fee assessments may also need to be adjusted for future terms.

All students in a course who are charged a special course fee should have a reasonable opportunity to benefit equally from the fee. One student's special course fee contribution should not be used to subsidize or supplement another student's activities.

**Examples of Allowable Special Course Fees:**

- Transportation and admission costs incurred for required field trips for credit course instruction
- Materials for projects that result in tangible products retained by the student(s) in a credit course
- Private music lessons (vocal or instrumental) to all non-music major students
- A refundable deposit to ensure the reasonable return of UWSP equipment and supplies temporarily assigned to a student
- A student chooses to upgrade materials or complete optional course requirements beyond those provided to all students in a course and results in an additional cost to UWSP. The student must be notified of the additional cost of the upgrade before a charge is assessed.

**Special Course Fees may not be charged for:**

- For salaries and wages for any UWSP employee
- Normal consumption of materials purchased by the university for use by students in activities that are integral to credit course instruction
- For equipment (and its maintenance) used for instructional purposes
- For typical duplicated instructional handout materials
- For expenses covered by the Student Technology Fee, such as computers, laboratory equipment, operating system software, computer maintenance, and other related supplies and expenses
- Health and/or safety equipment required in carrying out course activities
- Honoraria
- For supplies and materials that could reasonably be expected to be covered in a regular instructional budget

**The following are considered personal or incidental expenses for students and would *not* require special course fees to be assessed; however, they are permissible for goods and services needed if the intent is to facilitate payment as a costs savings or to ensure standardization:**

- Textbooks and course supplies purchased from the university bookstore
- Food, lodging, and incidentals on required field trips
- Personal health, safety and dress requirements related to instruction

- Transportation to sites for student teaching, clinical assignments, or other types of practicums

## 5. PROCEDURES

1. A Special Course Fee Request e-form must be completed for each course or class a fee is requested. Special Course Fees shall only be assessed via the student bill.
2. New requests, modifications and removals of current fee assessments must be received and approved by the [deadlines](#) stated for each term. Requests received after the deadline will not be approved; the request will be returned to the department for resubmission for the next term.
  - a. All Continuing Education/Outreach courses must be approved before the course is put on the web or added to the timetable and open for enrollment by the appropriate academic authority. This can occur at any time during the term.
  - b. At the same time as the Continuing Education/Outreach course is entered on the web or added to the timetable, but before the course is opened for enrollment, the Special Course Fee Request e-form must be completed and initiated for approval. If a special course fee is to be applied on the course/class, the course cannot be opened for enrollment until the request has completed the electronic workflow process and acknowledgement has been received by the department.
3. [Special Course Fee e-Form Request Procedures](#)

## 6. REFERENCES and RELATED DOCUMENTS

[UW System Administrative Policy 825: Special Course Fees](#)

[Special Course Fee Request e-form](#)

## 7. POLICY HISTORY

Effective Date: 11/7/16

Revised: 12/6/16 - Updated to comply with change from paper form to e-form

Revised: 6/12/20 – Updated link for deadlines, SCF e-Form Request Procedures, and added link for e-form in item 6

Revised: 7/23/21 – Updated broken link for deadlines

Approved: 11/3/2016

Approved by: Vice Chancellor for Business Affairs

## 8. SCHEDULED REVIEW

June 2025