



Policy on Student Fees and Charges	
Responsible Official: Chief Financial Officer	Responsible Office: Tax & Revenue Services

Policy Purpose

This policy describes when student fees and other incidental fees will be charged.

Policy Statement

This policy governs the process of charging student fees and other incidental fees. Additional information about the student fees and other incidental fees can be found on the [Office of the Bursar's website](#). For questions about the student fee and other incidental fees process, a student should contact the Office of the Bursar.

I. Establishment of Fees, Fines, and Charges

- A. The ETSU Board of Trustees (Board) establishes or approves all University fees, fines, and charges, unless specific exceptions are provided.
- B. The President is responsible for the enforcement and collection of all fees, fines, and charges. Fees, fines, and charges which specifically do not require Board approval are required to receive formal approval by the President or designee.
- C. The University should attempt to follow a general format in publishing information on fees, fines, and charges, including, but not limited to, the following:
 1. All statements which include the fee amount should be complete and specific enough to prevent misunderstanding by readers.
 2. When a fee is quoted, the refund procedures should be clearly stated. If there are qualifying conditions for refunds (i.e., specific dates), those

conditions also should be stated. If there is no refund, it should be labeled as non-refundable.

3. It should be made clear that all fees are subject to change at any time.

D. Current tuition and fee rates, fee payment dates, and refund procedures can be found on the [Bursar's webpage](#).

II. Approval of Exceptions

A. In accordance with this policy, the President or designee has the authority to determine the applicability of certain fees, fines, charges, and refunds, and to approve exceptions in instances of unusual circumstances or for special groups.

B. All such actions shall be properly documented for auditing purposes.

III. Tuition and Fees Subject to Board Approval

A. Maintenance Fees. Charged to students enrolled in credit courses or on an audit basis. It is an enrollment or registration fee and is calculated based on the number of Student Credit Hours (SCH's).

1. Rates are established by student level (undergraduate and graduate). The hourly rate is discounted when undergraduate students enroll in greater than twelve (12) hours and graduate students in greater than ten (10) hours, unless stated otherwise elsewhere in this policy.

2. For multiple summer sessions, maintenance fees and tuition are assessed by using the current part-time rate with no maximum amount for total credit hours enrolled.

3. Maintenance fees are not waived unless specific exceptions are outlined in state statute. T.C.A. § 49-7-113 provides exceptions for certain disabled and elderly students, as well as state service retirees; T.C.A. § 49-7-102 outlines certain exceptions for dependents and spouses of military personnel; and T.C.A. § 49-7-2304 provides exceptions for certain military reserve and National Guard personnel.

B. Out-of-State, Other US States, Border State, & International Tuition fees. These are additional fees charged to students classified as non-residents in these categories who are enrolled in for-credit courses, including audit courses. This fee is in addition to the maintenance fee.

1. A separate hourly rate for out-of-state, other US states, border state & international tuition is set for undergraduate and graduate students. For tuition rates, a full-time student is defined as an undergraduate student enrolled for twelve (12) hours or a graduate student enrolled for ten (10) hours.
 2. Applicability of additional tuition is determined pursuant to Admissions classification of residency. The Business Office collects fees based upon student classification as determined by the Undergraduate Admissions and Graduate School.
- C. eRate. Available to students who enroll at ETSU, who are classified as non-residents of Tennessee, and who are enrolled exclusively in online courses.
1. The eRate is one hundred fifty percent (150%) of the University's approved undergraduate or graduate maintenance fee.
 2. The hourly rate is not be discounted for students receiving the eRate and enrolling in greater than twelve (12) undergraduate hours or ten (10) graduate hours.
 3. To qualify for an eRate, students are required meet all University admission requirements and be verified as an online out-of-state student enrolled exclusively in courses delivered online by a procedure documented by the University. Out-of-state students refers to geographic location and does not include undocumented students living in Tennessee.
 4. Students enrolled in any type courses other than online (on-ground, telecourse, distance education, etc.) are not eligible for the eRate specified in this policy and instead incur traditional non-resident fees and charges.
- D. Program Services Fee. A fee charged to students to support the following programs of the University:
1. Debt Service. Debt service fee revenue is used to retire debt on various capital projects of the University. At the conclusion of the debt retirement for a given project, the debt service fee attributed to the project ceases. Any new project requires the approval of a new debt service fee on its own merits without the reallocation of any existing fee. Any continuation of fees necessary for renewal and replacement of a project for which the debt is totally retired is approved for that purpose by the Board.
 2. Student Government Activity Fee. A student government activity fee is established pursuant to T.C.A. § 49-8-109. Any increase in this fee is subject

to a referendum pursuant to T.C.A. § 49-8-110 for student body approval or rejection. The fee is administered in accordance with the provisions adopted by the University. These fees are to be recorded as restricted revenue.

3. Technology Access Fee. Assessed by the University for the purpose of providing student access to computing and similar technologies. The revenue from Technology Access Fees (TAF) should be used by the University for direct student benefit, for items such as new and improved high technology laboratories and classrooms, appropriate network and software, computer and other equipment, and technological improvements that enhance instruction. Regulation and spending of Technology Access Fees are administered by the Information Technology Council governance process.
4. General Access Fee/Parking Fee. Assessed to all students each academic term for services provided related to graduation, registration, international education, and parking services.
5. Facilities Fee. Used to improve facilities and fund expenditures such as replacing carpets in student lounges, remodeling classrooms, providing matching funds for new academic building projects, etc. The fee is used to make improvements to areas that have an impact on students.
6. Student Activity – Center for Physical Activity. Used to improve facilities and fund expenditures related to operating the recreation center for student, faculty, staff, and alumni use. The Center for Physical Activity is an auxiliary fully funded by this fee and by sales revenue from fitness programs, locker rental, facility rental, etc.
7. Sustainable Campus Fee. A project voted on and approved by the students to support ETSU's participation in the TVA Green Power Switch program and clean energy initiatives on campus. A campus committee reviews proposals and assigns the funds to various projects.
8. Athletics Fee. A fee used to support athletics which allows students access to all athletic events with no additional entrance fee. This fee, along with general fund support from the education and general fund, ticket sales, game guarantees, concessions, etc. fully supports athletics.
9. General Student Activity Fee. Used for Culp Center programming, Child Care Center, Sherrod Library, health clinic, sports clubs, ID Bucs, Counseling Center, Wellness Center, and Career Center.

- E. Specialized Academic Course Fees. Certain academic programs require expensive maintenance/updating of equipment and software and the employment of highly qualified staff. The high costs of instruction for these programs can be offset by establishing specialized academic fees, with the Board's approval. Specialized academic course fee revenues are limited to funding only the related costs for providing these courses. To receive approval for a specialized academic fee, a program is required to submit documentation to establish that the following criteria are met:
1. High Cost of Instruction. Programs qualifying for charging specialized academic fees have demonstrated that they are more costly than other programs offered by the University. If appropriate, the extraordinary cost of the program is validated including benchmarking with similar programs in the region and nation.
 2. High Demand. The number of students enrolled in the program and the student credit hours generated are sufficient to justify additional fees.
 3. High Cost of Updating/Maintaining Equipment and Software. Programs qualifying for charging specialized academic fees are expected to be those that require extensive maintenance and regular updating of equipment and/or software, all of which are very expensive. An average hardware/software cost per student credit hour serves as the basis for determining the amount of the fee.
 4. Accreditation. Meeting standards of specific accrediting agencies also qualify a specialized program for charging specialized academic fees. The accrediting standards that justify a fee are those that specify the possession and use of certain equipment and unique software that are extraordinarily costly and/or the employment of faculty with specific credentials that demand high salaries.
 5. High Recognition and Quality. The programs approved for specialized academic fees are expected to be distinctive and with a regional or national reputation. The program has to demonstrate that it has achieved exceptional recognition in its particular enterprise.
 6. High Value to Tennessee. The program has to demonstrate that it is a good investment for the State of Tennessee to justify charging extra fees to the student. The program should be distinctive and of integral value to Tennessee. The graduates' earning potential and the associated benefit to the state economy should be projected, as well as the efforts taken by the University to aid graduates in finding appropriate employment in Tennessee.

7. Impact on Affected Students. Through surveys, questionnaires, or other suitable means, the program has to demonstrate that the charging of additional fees does not diminish enrollment. The program should demonstrate that enrolled students realize that the potential earning power in the work force justifies their additional investment.
- F. Materials Fees. A fee charged for certain academic labs requiring students have specialized consumable materials. These supplies should be consumable products that the student consumes during the semester. Non-hazardous materials can possibly be retained by the student at the end of the semester. Each request should include course number and a list of expendable supplies that are to be purchased as a convenience to the students. It should be financially advantageous to students for the University to purchase the course materials.
- G. Miscellaneous Course Fees. Assessed for courses with additional requirements outside the normal instructional classroom or to provide additional support services to students (i.e., distance education fees, private instruction music fees, etc.)
- H. Other Fees, Fines, and Charges.
1. Application Fee. This is a non-refundable fee paid by an individual who applies for admission to the University. A student is required to pay this fee when he/she applies for admission as a graduate student even if the student attended another institution as an undergraduate student. Additionally, the student is required to pay this fee when he/she applies for admission to a doctoral-level program after receiving a masters-level degree from the institution. ETSU does not waive the application fee except in specific circumstances outlined in the Graduate School Admission policy for Degree-seeking Students, or when Undergraduate Admissions promotes a free application week/event.
 2. Applied Music Fees. This fee is charged for private music lessons or small group training sessions. It is refundable on the same basis as maintenance fees or as established by the University.
 3. Late Registration Fee. A late registration fee is charged to students registering on or after the first day of the term or part-of-term.
 4. Orientation Fee. An orientation fee is charged to incoming undergraduate students and their family who attend Orientation.
 5. Study Abroad Fee. Students participating in Study Abroad are charged a fee to cover a range of services available to them before, during, and after

their abroad program. It also covers the Study Abroad online application fees.

6. Deferred Payment Plan Late Fee. Students who do not pay their installment plan payments by the due date are charged a late fee each month they are late.

IV. Fees, Fines, and Charges to be Established and Administered by the University

The following fees, fines, and charges are established and administered by the University. No specific approval or notification to the Board is required, unless subject to other Board or State requirements. These charges should be governed by an approved contract and/or approved by the Provost or the appropriate Vice President. The University establishes appropriate refund policies. Approval documents should be sent to the Office of Business and Finance.

- A. Sales of goods and services of a commercial nature, including bookstores, food services, vending, laundry, and similar activities.
- B. Rental of non-student housing and facilities.
- C. Admissions fees to athletic and other events open to the public, including special events sponsored by campus organizations and activities.
- D. Sales and services of educational activities such as clinical services, publications, etc.
- E. Registration for conferences, institutes, and non-credit activities.
- F. Fees for use of campus facilities for recreational purposes.
- G. Nonrefundable library fines, which apply to students, faculty, staff, and other library users.
- H. Thesis and dissertation fee - nonrefundable. This fee determined based upon cost to the University.
- I. Child Care Fees. Kindergarten, preschool, early childhood, day care, or similarly defined activities.
- J. Special Exam Fee - nonrefundable. This fee is determined based upon cost to the University (i.e., certification fees, etc.).

- K. Standardized Test Fees - nonrefundable. This fee is determined based upon the cost for administering the tests.
- L. Identification Card Replacement - nonrefundable. There is no charge for the original identification card. A fee is set by the University to offset the cost of replacing the card.
- M. Returned Check Fee. The University charges a nonrefundable returned check fee that is the maximum set by state law. This fee applies to all returned checks received by the institution, whether from students, faculty, staff, or other parties.
- N. Diploma Fee. Students wanting a second (2nd) copy of their diploma are charged for the reproduction.

V. Deposits

A deposit has been established by the University for rent or lease of buildings and facilities, or for the issuance of other University property or equipment. Deposits should be subject to a one hundred percent (100%) refund if no damage or loss occurs. The amount of such deposits should be related to the value of the facilities or equipment subject to loss and the general ability of the University to secure reimbursement should loss or damage occur.

VI. Student Residence Halls and Apartments

All regular and special rental rates for student dormitories and student apartments are approved by the Board upon the recommendation of the University. The Housing Office recommends special rates for non-student groups during summer periods, etc.

VII. Other Fee and Charge Considerations

- A. Fees are established to control the utilization of facilities and services or to offset the cost of extraordinary requirements as a result of specific programs or activities.
- B. When fees and charges are incorporated in agreements with outside contractors and vendors, specific rates, refunds, and conditions are clearly stated.
- C. Fees for auxiliary services take into consideration that auxiliary enterprises should be a break-even operation with rates and charges generating revenue sufficient to cover all expenses as defined in operating budget policies.

- D. Fees established for non-credit courses and activities are required to be sufficient to cover the total costs incurred in providing instruction plus a minimum of twenty-five percent (25%) of the annual instructional salary costs including contractual salary costs or personal services contracts.
- E. Students enrolled for six (6) or more hours are eligible for full-time privileges, i.e., access to social, athletic, and cultural functions, pursuant to T.C.A. § 49-8-109.

Authority: T.C.A. § 49-8-203 et. Seq; § 49-7-102, § 49-7-113, § 49-7-2304, § 49-8-109, and § 49-8-110

Defined Terms

Policy History

Effective Date:

Revision Date: 5/20/2022

Procedure (s)

Procedure History

Effective Date:

Revision Date: 5/20/2022

Related Form(s)

Scope and Applicability

Check those that apply to this policy and identify proposed sub-category.

	Governance	
	Academic	
	Students	
	Employment	
	Information Technology	
	Health and Safety	
	Business and Finance	x
	Facilities and Operations	
	Advancement	