

# Establishing and Changing Student Fees

Type of Fee	What types of requests are typically made?	What forms are required?	When can requests be made?	Is student input required?	What approvals are needed?
<b>Incidental and Course Fees</b>	<b>Establish new fee</b>	Fee request form and Schedule A	<ul style="list-style-type: none"> <li>If the request is made during a year in which there will be a tuition and fee proposal, follow the tuition and fee proposal schedule included below this table.</li> <li>If the request is not made during a year in which there will be a tuition and fee proposal, the request can be made any time of year, although all approvals must be in place and the fee must be entered into Banner before the students begin registration. (Except if the fee rate will be lowered or the justification changed.)</li> </ul>	Not technically required, although preferable and consistent with campus past practice, especially for course fees.	<ul style="list-style-type: none"> <li>The highest level administrator below the Vice President / Provost should initiate the request and approve the forms submitted to the Vice President/Provost.</li> <li>Approved forms are submitted to Financial Affairs for approval by the Vice President for Business Affairs who will obtain required approvals from UTSA's President and the Executive Vice Chancellor at UT System.               <ul style="list-style-type: none"> <li>If the request is made prior to Fall semester in a year during which there will be a tuition and fee proposal, the request will follow the process outlined above. Late requests will be held until the tuition and fee proposal process causing delays in when the fee changes may be made.</li> </ul> </li> </ul>
	<b>Increase/decrease fee rate</b>	Fee request form and Schedule B			
	<b>Change justification of fee</b>	Fee request form and Schedule B			
<b>Mandatory Fees</b>	<b>Establish new fee</b>	Fee request form and Schedule A	<ul style="list-style-type: none"> <li>Requests can only be made during the tuition and fee proposal process. See the tuition and fee proposal schedule included below this table.</li> <li>Mandatory fees may require student referendum and or legislation before UTSA can assess the fee. To initiate the process, consult with Financial Affairs and the Student Referendum table included below.</li> <li>The student referendum, if required, must occur prior to the Tuition and Fee Proposal process. See the tuition and fee proposal schedule included below this table.</li> </ul>	Consult with Financial Affairs	<ul style="list-style-type: none"> <li>The highest level administrator below the Vice President / Provost should initiate the request and approve the forms submitted to the Vice President/Provost.</li> <li>Upon approval of the Provost/Vice President, an advisory student fee committee should be consulted as appropriate. (See Student Referendum table included below.)</li> <li>Approved forms are submitted to Financial Affairs for approval by the Vice President for Business Affairs who will obtain required approvals from UTSA's President and the Executive Vice Chancellor at UT System via the tuition and fee proposal process.</li> </ul>
	<b>Increase fee rate</b>	Fee request form and Schedule B		See Student Referendum Requirements in table below	
	<b>Decrease fee rate</b>			Not technically required, although preferable and consistent with campus past practice, in an attempt to be open and collaborative with students.	
	<b>Change justification of fee</b>				

Type of Fee	What types of requests are typically made?	What forms are required?	When can requests be made?	Is student input required?	What approvals are needed?
<b>Laboratory Fees</b>	<b>Establish new fee</b>	Fee request form and Schedule A	The request can be made any time of year, although all approvals must be in place and the fee must be entered into Banner before the students begin registration.	No	<ul style="list-style-type: none"> <li>The highest level administrator below the Vice President / Provost should initiate the request and approve the forms submitted to the Vice President.</li> <li>Approved forms are submitted to Financial Affairs, for approval by the Vice President for Business Affairs who will obtain required approvals from UTSA's President and the Executive Vice Chancellor at UT System. <ul style="list-style-type: none"> <li>If the request is made prior to Fall semester in a year during which there will be a tuition and fee proposal, the request must be presented through that process. Late requests will be held until the following Spring possibly causing delays in when the fee changes may be made.</li> </ul> </li> </ul>
	<b>Increase/decrease fee rate</b>	Fee request form and Schedule B In accordance with the Education Code, the lab fee rate may not exceed \$30 for each lab per student		No	
	<b>Assess existing lab fee on new course (e.g. assess Biology lab fee on new Biology course)</b>	Fee request form and Schedule A		No	

**Helpful Links**

- Fee request forms and schedules: [http://www.utsa.edu/financialaffairs/Forms/details.cfm?form\\_number=89](http://www.utsa.edu/financialaffairs/Forms/details.cfm?form_number=89)
- Information regarding the Tuition and Fee Proposal Process: <http://www.utsa.edu/financialaffairs/TuitionFees/proposals.html>

**Tuition and Fee Proposal Schedule**

- To be initiated by Financial Affairs during Fall Semester of 2011 for fees to be assessed during fiscal years 2013 and 2014
- To be initiated by Financial Affairs during Fall Semester of 2013 for fees to be assessed during fiscal years 2015 and 2016
- To be initiated by Financial Affairs during Fall Semester of 2015 for fees to be assessed during fiscal years 2017 and 2018

# Student Referendum Requirements

	Is student input for fee increase required?	Excerpts from Texas Ed. Code	Texas Ed. Code
Laboratory Fees	No	Authority to charge the fees was delegated to the presidents, with prior review and approval by the Executive Vice Chancellor, by action of the Board in August 2007.	54.501
Student Services Fee	Yes by campus practice	If the total compulsory fee charged under this section is more than \$150, the increase does not take effect unless the increase is approved by a majority vote of the students voting in an election held for that purpose or by a majority vote of the student government at the institution. In subsequent years, an election authorizing a fee increase must be held before the fee can be increased by more than 10 percent of the fee approved at the last student election.	54.503
Medical Services Fee	Yes by campus practice, but especially required if the fee is being increased by more than 10% or over \$75 per semester	If approved by a majority vote of those students participating in a general election held at the institution for that purpose, the maximum amount of the medical services fee that may be charged at a component institution is increased to the amount stated on the ballot proposition, not to exceed \$75 for each semester or term. The board may not increase the amount of the fee charged at a component institution of The University of Texas System by more than 10 percent from one academic year to the next unless the increase is approved by a majority of the students of the institution voting in a general election held at the institution for that purpose.	54.50891
International Education Fee	Yes	Fee may be increased only if approved by a majority vote of the students participating in an election called for that purpose.	54.5132
University Center Fee	Yes	Any increase must be approved by a majority of students voting in an election held for that purpose AND by a majority of the student government.	54.532
Transportation Fee	Yes	Any increases must be approved by a majority vote of students participating in general student election held for that purpose.	54.5321
Athletic Fee	Yes	The board may not increase the amount of the fee in any academic year unless the increase is approved by a majority vote of the students participating in a general student election held for that purpose	54.5322
Recreation Center Fee	Yes	Increases must be approved by a majority vote of the students participating in a general student election held for that purpose.	54.543
Automated Services and Computer Access Charge	Yes by campus practice	Per Ed. Code: In fixing such rate, the governing board may consult with a student fee advisory committee which the governing board may establish if such student committee does not presently exist. Per UT System: Section 54.504 allows the Board to consult with a student fee advisory committee prior to fixing incidental fees for services such as, but not limited to, "fees such as late registration fees, library fines, microfilming fees, thesis or doctoral manuscript reproduction or filing fees, bad check charges, application processing fees, and laboratory breakage charges." (All U. T. System institutions have established student committees for input into the proposed establishment of fees and proposed fee increases.)	54.504
Energy Fee (formerly Utility Fee)			
Identification Card			
Library Resources Charge			
Record Processing Fee			
TEAM Center Support Charge (formerly Teaching & Learning Fee)			
University Publications Fee			
Incidental Fees			