

SOUTH DAKOTA BOARD OF REGENTS

Policy Manual

SUBJECT: Tuition and Fees: Fees

NUMBER: 5:5:4

1. Fees Retained by the Universities

The Board has authorized the universities to charge certain fees and to retain the revenue for the specified uses. An institution shall not assess any fee for any special purpose unless authorized by the Board. Information about approved fee charges shall be available on the Board's web page and at the Executive Director's Office.

- A. **University Support Fee:** The university support fee (USF) supports the instructional and administrative service areas related to the institutional mission. Examples of areas funded by USF are direct instruction, libraries, computer centers, museums, admissions, registration, financial aid, administrative offices, general institutional expenses, and the payment of debt incurred for the construction, maintenance, repair, and equipping of campus buildings, except for student unions and auxiliary enterprise, athletic facilities, and wellness facilities. The university support fee shall be assessed on all state-support courses with the exception of nursing programs delivered off-campus.
1. **Salary Competitiveness Fee:** The salary competitiveness fee is a component of the USF. The proceeds shall be used to enhance faculty and non-faculty exempt salaries. All revenue generated from this fee shall be deposited in the System salary competitiveness fee fund.
 2. **Maintenance and Repair Fee:** The campus M&R fee, critical deferred maintenance fee, and science facility fee are components of the USF. The critical deferred maintenance fee and the science facility fee are deposited centrally. The campus M&R fee is retained locally and the revenue from this fee can only be expended on Board approved projects.
 3. **Technology Fee:** The Technology Fee is a component of the USF. The Board will determine annually the portion to be deposited into the System Technology Fund and the portion to be retained on campus.
- B. **General Activity Fee:** The general activity fee (GAF) supports student functions related to the co-curricular and extracurricular activities and operations and payment of debt incurred for the construction, maintenance, repair and equipping of student unions, athletic facilities and wellness facilities as approved by the Board. Examples of activities funded by GAF are student organizations, cultural events, homecoming, student government, yearbooks, student newspapers,

campus radio and television stations, child care, student activities, athletics, intramurals, student health services, and the operational and debt expenses for student unions. The general activity fee shall be assessed on all state-support courses delivered on campus.

1. Student Representation on General Activity Fee Committee: There shall be at least a simple majority of students on the committees that recommend to the president the establishment and allocation of the general activity fee. The president of the institution has the approving authority for the final recommendation to the Board.
 2. Authorization to Waive General Activity Fee: Universities are authorized to waive the general activity fee for anyone enrolled in a workshop.
- C. Program Fees: Program fees shall be used to purchase instructional equipment and pay other operating costs, including salary enhancement, for the benefit of students enrolled in the discipline.
- D. Laboratory Fee: Laboratory fees shall be used to purchase instructional equipment, pay operating costs, excluding salaries, for the benefit of students enrolled in the course.
1. The Laboratory Fee Per Course rate will be consistent across the system.
 2. Courses assessing the Laboratory Program fee must have approval from the Board of Regents Executive Director and Chief Executive Officer.
 3. A complete listing of approved courses is maintained within the Academic Affairs Guidelines.
- E. Program Delivery Fees: Universities may assess a program delivery fee to support the incremental costs of additional equipment, support staff, space or facilities, student services, business services or library and related services for all courses in a program offered in an off-campus location.
- F. International Student Fee: All international students who obtain Form I-20 or Form DS-2019 from a South Dakota public university shall be charged the one-time International Student Fee in their first semester of enrollment. This includes degree-seeking students, English as a Second Language (ESL) students, and foreign students enrolled under a cooperative agreement with a foreign institution.
- G. Room and Board: The Board shall approve all board plans and room plans for standard semesters and the weekly summer room rates.

2. System Fees

The revenue from these fees shall be deposited in the system tuition and fee fund and into the Higher Education Facilities Fund (HEFF) in the same proportion as state-support tuition revenue.

A. Application Fee:

1. Undergraduate Application Fee: Students will be assessed the application fee for each university to which they apply as a degree-seeking student. Any student that attended a Regental institution in the three terms prior to the term of the application is eligible for a fee waiver. Military personnel that have dropped out due to a call to active duty longer than the three previous terms are also eligible for a waiver. Students taking courses as a “special” student will not be assessed the application fee until they are accepted as a degree seeking student.
2. Graduate Application Fee: The fee will be assessed once when a student applies to the graduate school. The student will have to pay again if they switch institutions and/or they dropped out for more than three terms and have to reapply. Students attending as “special” students will not be assessed the application fee until accepted as a degree seeking student.

B. Transcript Fee: Students shall be assessed the transcript fee each time they request an original copy of their academic records. One-half of this fee will be retained on-campus for postage and handling.

3. Charges

Revenues from charges are retained by the universities. Charges are distinguished from fees as they are elected services.

- A. Incidental Charges: The universities may assess students incidental charges for elective miscellaneous services the university has been granted authority to administer, provided that the services do not have a direct or specific relationship to a course offering. The services must be elected by the students and not mandated by the university.
- B. Course Charges: Students enrolled in certain courses for which the services of an outside vendor are required may be assessed a charge for the course. Students enrolled in programs requiring malpractice or other insurance may be assessed a charge to recover payments made on their behalf. Course charge shall be noted in the course description published in the university catalog.
- C. Field Trips: The universities may assess students incidental charges for field trips related to courses that do not have a special discipline fee. Courses that have a lab fee can be assessed incidental charges. This charge can be assessed provided

that the costs are for the field trip only (transportation, meals and lodging, price of admission, etc.).

Any funds collected for field trips shall be collected by the same university offices that are responsible for the collection of tuition and fees.

- D. Study Tours: The universities may assess students a study tour charge to cover the costs of studying abroad for Board approved study tour programs. The costs may include student transportation, meals, lodging, and other incidental costs. The charge may also include the allocated costs for faculty overhead (transportation, meals, lodging, etc.). Salary costs for faculty members that will teach portions of the program can only be included if no tuition revenues will be collected for the associated credits.
- E. Assessment Charges: Unless a fee is specifically approved by the Board, only certain assessment costs can be charged to students according to the following criteria:
 - 1. The initial cost of system-wide exams mandated by the Board will be covered with university support fee revenues paid by students. The cost of retests will be borne by the student.
 - 2. The cost of exams required for admittance into a field of study will be paid for by students taking the exam.
 - 3. The cost of major field assessment exams or exit-exams will be covered by university support fee revenues paid by all students.
 - 4. The cost of licensing exams required by external agencies for various disciplines will be covered by the students taking the exams.

4. Fees to be Charged to Students Participating In Board Approved International Exchange Agreements

Students participating under Board approved international exchange agreements pay tuition and mandatory fees to their home campus.

- A. Outbound students from South Dakota Regental institutions on exchange agreements will pay tuition, the university support fee, and general activity fee for each credit hour enrolled. Students will also pay for any required insurance. Tuition will be assessed according to the student's residency and student type and the current tuition rates. Students should be registered in an Exchange course for 12 credit hours.
- B. Inbound students on exchange agreements will pay all applicable program fees, incidental charges, the International Student Fee, appropriate room and board fees and will not be charged the system mandatory fees. Students that enroll in a self-support course will pay all self-support tuition and program delivery fees associated with the course.

- C. All new, revised or renewals of agreements with foreign universities that include provisions for student exchanges submitted for Board approval are to require that students from the foreign university are to pay all applicable program fees, incidental charges, the International Student Fee, appropriate room and board fees and will not be charged the system mandatory fees.

**SOURCE: BOR, October 2004, June 2007, October 2008, June 2009,
December 2009, May 2010, June 2011.**