

Course Fees

The usual costs of education at Eastern Kentucky University are expected to be funded through the instructional budget and other institutional resources. Students contribute to these instructional costs through regular tuition and registration fees.

In rare circumstances, course fees may be established when there is exceptional justification. Course fees must follow the principles and criteria set forth by the University and will follow the University's process and review.

I. Principles regarding Course Fees

- A. The institution must strive to provide all students in a course who are charged a course fee with a reasonable opportunity to benefit equally from the fee.
- B. Course fees must be set at an amount no higher than necessary to cover the ongoing costs of designated, approved activities.
- C. Course fees should not be assessed to cover costs that are normally covered by the University's regular budget.

II. Criteria for Establishing a Course Fee

1. Going forward, fees under \$10 will not be considered.
2. Course fees and deposits may be established under the following conditions:
 - Consumable course supplies and materials (technology and science labs) to maintain a safe environment
 - Testing kits that students cannot purchase independently
 - Medical supplies and required lab kits
 - Specialized program fees and insurance (e.g., flight, PGA/PGM)
 - Specialized software and equipment (site license and maintenance)
 - Human models; computerized manikins
 - Faculty travel to supervise students on site visits
3. Course fees should not be charged to students in the following situations:
 - Normal consumption of materials purchased by the University for use by students in activities that are integral to credit course instruction.
 - Typical instructional handout materials such as syllabi, assignments or examination materials.

III. Process to Request/Revise a Course Fee

- A. Submitting a request
 1. Requestors must complete the Fee Request Form available online at [Course Fee Form](#). All requests must include:
 - justification or purpose of the fee
 - specific costs to be covered

- per user amount requested
 - organization code where the revenue and related expenses will be recorded
 - term(s) in which the fee should be applied
 - approval by the appropriate department chair and dean
2. Requests must be submitted to the Provost Office by January 1 to be considered for implementation beginning with the Fall semester.
 3. The Provost's (or designee's) decision regarding new fees, fee revisions, and/or deposits will be communicated in writing to the requesting unit.
 4. Approved course fees will be put forward to the Board of Regents for its consideration.
 5. Course fees should be spent in the year they are collected and do not carry forward. Requests to carry forward funds should be made during the budget build process.

B. Publication of course fees

Course fees that have been approved by the Board of Regents will be published in the University Operating Budget Book available on Budgeting's website at [Operating Budgets](#). Fees will also be published on the Student Accounting website, [Course Fees](#).

C. Collecting course fees

Approved fees and deposits must be collected through Student Accounting Services. **Fees or deposits should never be collected directly from students by faculty members or academic departments.**