

POLICY PROPOSAL - HANDBOOK
TITLE 4 /, CHAPTER 17/, NEW SECTIONS 17-18, SECTION 17/
[Late Registration Fee/ Late Payment Fee/ Student Fees]

Additions appear in *boldface italics*; deletions are [~~stricken~~ and bracketed]

Section 17. Late Registration Fee

A late registration fee of up to \$50 per course may be assessed to students who don't meet the course registration deadline. Late registration fee exceptions may be granted by the Institution when registration was delayed due to circumstances beyond the student's control.

Section 18. Late Payment Fee

A late payment fee of up to \$25 may be assessed for payments received after the payment deadline. An additional fee of up to \$25 may be assessed daily after the payment deadline up to \$250 for past due balances greater than \$100.

~~[Section 17]~~ **Section 19. Student Fees**

1. It is the policy of the Board of Regents that Student Fees exist only in cases of additional administrative or other service costs incurred by the institution for a necessary student activity or requirement that are not specific to one course or type of course. Student Fees may be assessed to provide services to the students for:
 - (a) special events or activities such as graduation,
 - (b) special services provided by the institution such as personal/group counseling including psychological and testing, substance abuse counseling, health services, international student services,
 - (c) third party pass-through charges such as test administration, *certifications* or contracted health services. ***An additional administrative charge of up to \$25 may be added to the pass-through cost.***
 - (d) special general instructional requirements such as a thesis fee.

Funds generated from Student Fees ***pursuant to this section*** may be spent on the intended purpose only. Mandatory fees required of all students or all students in a particular group, regardless of dollar amount, shall be reviewed and approved by the Board of Regents.

2. Transcript fees do not require Board approval and shall be in an amount that does not exceed the cost of producing the transcript plus postage, including costs for expedited delivery. The cost of production may include salary and other employee costs associated with production.

Renumber sections 17 through 25 as Sections 19 through 27.