GUIDELINES FOR SUBMITTING
LABORATORY AND OTHER ACADEMIC SUPPORT FEES
FOR AN ESTABLISHED COURSE WITH EXISTING FEE

Departments or other academic units wishing to request review for continuation for an existing fee shall follow the instructions contained in this document.

The request format has been developed to assist the Committee on Fees in its evaluation of existing laboratory fees and other existing academic support charges. Since the form is designed to allow for the evaluation of a wide variety of fee types, it is possible that some of the questions and requested information may not be applicable to your request. In the case(s) where you believe that the item is not applicable, please so indicate and briefly state why.

Once approved, evaluation will be made of each existing fee every 3 years by the full Committee and will be based on the information provided on this form and the necessary attachments. Either the Committee or the party seeking continuation of the fee may request a personal appearance before the Committee. Although the Committee is interested in giving each charge full consideration, extensive details (e.g., total lists of annual supplies to be ordered) should not be submitted unless specially requested.

Questions regarding this form should be directed to the chairman of the Committee. The Committee evaluates and makes a recommendation to both the Provost and the Vice President for Administration and Finance. The Committee can recommend continuation of the fee as requested, recommend cessation of the fee, recommend adjustment to the fee, or return for further documentation.

The Chairman of the Lab Fee Committee has the right to return this proposal for additional support, clarification or documentation.

Lab Fees will remain in effect for 3 years, at which time the Lab Fee will have to be submitted for review. The Chairman of the Lab Fee Committee will notify departments when lab fees must be submitted for review.

Departments that have a number of similar courses, all with the same or similar fees, can have all of these fees reviewed at the same time by submitting the proper documentation.

Routing slip must accompany all lab fee proposals and MUST be routed in the order as listed on routing form.
Louisiana Revised Statute 17:3351 allows the Board to establish fees to be paid by students, in accordance with Article VII, Section 2.1 of the Constitution of Louisiana. Board Bylaws, Section V.C.5 provides that the Board has the authority to determine the fees which shall be paid by students and maintain in the system office, as a public record available on request, a current schedule of such charges. Attorney General Opinion 06-0293 provides that charges assessed for the purpose of defraying the cost of providing a service not in the control of the university would be exempt from legislative review. Completion of this form documents that the assessment of this service charge covers only the cost of providing this nongovernmental product or service to university students.

University ____________________ Department ____________________
Course ____________________ Course Enrollment_________________
Service Charge _________________ Estimated Annual Collection_________
Service Charge to Begin ___________ (Please submit 2 months in advance)
Statement of Need for Service Charge (attach documentation as necessary):
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

We certify that Documentation to Support the Cost of Items or Services to be purchased with this Service Charge is on file within the Business Office:
Contact Name ____________________ Phone # __________________
CFO Signature ____________________ Date __________________
President Signature ____________________ Date __________________

Send Completed Form to: Robbie Robinson
University of Louisiana System
1201 North Third St., Suite 7-300
Baton Rouge, Louisiana 70802

The University of Louisiana System Board is not authorized to increase fees that are considered to be a charge for the services of the governmental function (higher education) of the university. Mandatory Attendance Fees and charges assessed by the university for the purpose of defraying the cost of providing an educational service would be considered a fee subject to the approval of the Louisiana Legislature or the student body. Fees and charges for non-governmental functions and products which are not controlled by the university would be exempt from legislative review and approval, and should be documented through this process.

ULS Log Number __________ Date Received
ESTABLISHED COURSE – EXISTING FEE
ROUTING CHECKLIST
Routing slip must accompany all lab fee proposals and MUST be routed in the order as listed below.

_____ REVIEW FOR CONTINUATION       _____ NEW REQUEST

Name & Signature of Person Submitting Request

Department

Name/Signature    Date

Department Head

Dean

The Chairman of the Lab Fee Committee has the right to return this proposal for additional support, clarification or documentation.

Once approved, Lab Fees will remain in effect for 3 years, at which time the Lab Fee must be submitted for review for continuation.

The Controller’s Office will retain the original signed copy once all signatures have been received. Once final approval has been granted, copies will be distributed to all parties listed above.
Please answer the following questions and provide the requested information on 8½ x 11 plain paper, using the following format.

1) Please indicate the course prefix, number and title of each course or group of courses involved.

2) If the proposed fee is a “per student” fee for a particular course(s), how much will be the per student fee? If the basis of the fee is not “per student”, then specify the basis for the fee.

3) For each course involved, please indicate how many students took the course during the past two calendar years - Spring, Summer, and Fall terms.

4) Attach a spreadsheet which projects (a) the cost of consumable materials or supplies, media, rentals, maintenance on equipment, or other costs necessary to teach the course per year; (b) the total number of students to be taught per year based on item 3 above; and (c) the calculated cost per student.

5) a) Provide a brief recap on what income has been generated by the fee in the last three years and how the funds have been expended. b) Have operating, academic enhancement, or other funds been used to supplement the lab fee? c) If the proposed lab fee is a different amount than what has been charged in the past, please explain.

6) Would students who enroll in the course be required to pay any additional fees or purchase any supplies not covered by the proposed fee? If yes, please explain.

7) What other courses in the Department are currently charging lab fees? What is the potential impact on the student with a major in your department of all associated lab fees?