

## Course Materials and Services Fees Overview

Students are expected to pay for the expendable supplies for certain courses. EOU may furnish these expendable supplies or services to the students at a fixed cost per course.

### Fees for Instruction Related Services:

All Course Fees charged to students must have prior approval from Finance & Administration. Course Fees are limited to the sale to students of equipment, materials, or ancillary services consumed, retained or used by the student as a part of course instruction where the equipment or material is not readily available for purchase through the bookstore or other external source. This includes the special costs associated with use of University-owned tools, musical instruments, or other equipment; or the cost of other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student.

Approval will not be given for Laboratory and Course Fees that constitute a charge for the use of institution owned equipment, specimens, software licenses, or other microcomputer application charges for goods or services, or other materials and supplies consumed in the instruction process, except for certain non-required physical education courses that involve use of non-state-owned facilities or expensive equipment.

### Fees and Fines for Non-Instruction Related Services and Materials:

EOU requires that the level of charges be sufficient to ensure recovery of the cost of providing the services and materials as well as to recover the indirect costs associated with these activities. These include charges for auxiliary services, e.g., housing, food services, student centers, parking, and bookstores; charges for facilities use; etc. Institutions also set the level of fines for violation of campus regulations, such as late fines for library books, parking fines, etc.

### Definitions:

“Course materials and services” are defined as materials, supplies, tools, or equipment which are consumed, retained or used by the student, or other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student.

Science laboratories and art studios are examples of courses in which students are required to purchase consumable supplies. Music performance courses are examples of courses in which students may be required to rent, for exclusive or extensive access to, University-owned equipment or instruments. Courses offering special field trip opportunities to students are examples of courses providing a special supplemental educational experience for which a fee may be charged.

“Materials and Supplies” may include, but are not limited to, such items as chemicals, solutions, gloves, filters, biological specimens, artists’ media, glassware, photographic chemicals, and other one-time use items. These also may include the reproduction costs for supplemental materials such as laboratory manuals and noncommercial computer software, and costs associated with providing live models for art classes.

“Tools and equipment” includes scientific tools, musical instruments, video and audio equipment, and other equipment related to enrollment in a course. These may include the costs associated with the use

of University-owned tools and equipment for out-of-class learning activities or extracurricular use, or the purchase of computer software if the student retains ownership of the software.

“Materials and services for special supplemental educational experiences” are materials and services that offer students a special educational opportunity, such as travel, lodging and food costs for field trips; the cost of film rentals and testing.

Course Materials and Services Fees may be charged to fund compensation for temporary faculty needed to provide enhanced, highly specialized instruction.

Course Materials and Services Fees may not be charged to cover any costs relating to the provision of facilities or services required for the general operation of the institution. The following may not be included in Course Materials and Services Fees: expenses for salaries and wages and related employee benefits except where such faculty or staff are assisting in providing enhanced, highly specialized instruction authorized. Allowances for maintenance, depreciation and replacement of instructional equipment located or utilized in classrooms and laboratories primarily during scheduled periods of instruction; reproduction of copyrighted materials for course readers or audio or video collections; and course syllabi.

### Fee Assessment Process

Course Materials and Services Fee shall be assessed only to those students who are enrolled in the applicable course. Fees will be listed in the course schedule for all course bearing a fee. Academic departments must strive to keep increases in Course Materials and Services Fees moderate and gradual. A Course Materials and Services Fee may not exceed the actual cost per student of the materials provided for the course.

### Fee Accountability

Departments are responsible for recommending Course Materials and Services Fee levels. Course Materials and Service Fees are reviewed annually. Departments should fully and accurately document the cost of supplies, consumables, and support services associated with each course for which a Fee is proposed.

Revenue from Course Materials and Services Fees must be accounted for separately and will be reported annually as part of the budget review process. All revenue should be expended within the year it is collected from the student. At the discretion of Finance & Administration, balances remaining in a course fee funds for more than 3 years may be swept to general fund balance as part of an annual year-end process. Finance & Administration is responsible for ensuring appropriate financial controls and monitoring that fee revenue is expended only for approved course materials and services, as identified and documented by the academic department.