



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

University Fee Approval

Policy Number PRP 5360

Commonwealth University of Pennsylvania

Approved by University Senate, [Date of
Approval] Revised [Date of Revision]

Responsible Office: [Insert Division or Office]

1. Purpose

The purpose of the policy is to establish a process whereby University Vice President can submit changes to existing fees or to initiate a new fee.

2. Scope

An employee of Commonwealth University of Pennsylvania who has the title of Vice President.

3. Definitions, Roles and Responsibilities

3.1. Definitions

3.1.1. **Fee:** An amount charged to a student account for additional services exclusive of the student activity fee portion of the student services fee.

3.2. Roles and Responsibilities

3.2.1. The Vice President of Fiscal Affairs will consolidate all requests for inclusion in the spring meeting agenda of the Council of Trustees and will forward the list to the President's Office. Such fees, exclusive of the student activity fee portion of the student services fee must be approved by the Council.

4. Policy

4.1. University Vice Presidents who wish to submit changes to existing fees or to initiate new fees shall submit such requests to the Vice President of Fiscal Affairs in January of each year. The submission should contain adequate justification and documentation to sustain the requests.



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

5. Procedures, Standards, and Guidelines

- 5.1 University Vice Presidents who wish to submit changes to existing fees or to initiate new fees shall submit such requests to the Vice President of Fiscal Affairs in January of each year. The submission should contain adequate justification and documentation to sustain the requests.
- 5.2 The Vice President of Fiscal Affairs will consolidate all requests for inclusion in the spring meeting agenda of the Council of Trustees and will forward the list to the President's Office. Such fees, exclusive of the student activity fee portion of the student services fee, must be approved by the Council of Trustees.
- 5.3 Unless emergency demands, fee changes will go into effect with the beginning of the fall academic session following approval.

6 Compliance and Enforcement

- 6.1 Every University policy will undergo a regular review on a five-year cycle, with approximately 20% of the total policies inventory being reviewed each year.
- 6.2 All policy reviews will be conducted by the responsible Senate Committee to assure that the policy remains relevant and aligns with applicable federal and state laws and regulations, PASSHE Board of Governors policies, and other University policies, procedures, standards, or guidelines.

7. Additional Information

6.3 Supporting Documents

- 6.3.1 [Include title of supporting documentation here.] [Link]

6.4 History

- 6.4.1 Policy was originally issued by Robert J. Parrish, VP for Administration.
- 6.4.2 Effective Date – Decemer 7, 1983
- 6.4.3 Revised - [Date of Revision]
- 6.4.4 Next Review Date - [Date of Revision]

- 6.5 **Related Policies** - [Reference related policies]



COMMONWEALTH UNIVERSITY OF PENNSYLVANIA

6.6 Contacts for Additional Information and Reporting

Fiscal Affairs Division, Arts & Administration Building, Bloomsburg, PA.