



State University of New York

Memorandum to Presidents

Date: December 6, 1974

Vol. 74 No. 39

From: Office of the Vice Chancellor for
Finance and Business

Subject: Policy on Fees, Charges and Deposits

A policy statement on fees, charges and deposits is enclosed which is based on the recommendations of the special committee of campus administrators, students and central staff personnel established by the Chancellor to study this subject. The committee's work and ensuing consultative process has extended over a lengthy period of time; the Chancellor has accepted the recommendations, and has now authorized me to circulate the enclosed statement. Representatives of the Division of the Budget and the Department of Audit and Control have reviewed and approved those policy items on which their concurrence is required. Campuses may implement the fees, charges and deposits prior to the 1975 fall semester. No additional fees, charges and deposits may be instituted prior to that date that are not consistent with this policy, and, any fees, charges and deposits currently in existence which are inconsistent with this policy must be discontinued before the fall semester of 1975 unless specifically authorized by my office.

I would like to draw particular attention to certain fees, charges and deposits that are no longer authorized. These include general college deposits, science and laboratory course fees, post office fees, change in course fees, diploma fee and graduation fee.

A special study of the course credit examination fee is currently underway. We will be providing policy information on this subject in the near future.

Where the policy statement provides a mandatory and/or definite amount to be charged, e.g. for admissions deposits, application processing fee, transcript fee, no further action is required by the campus.

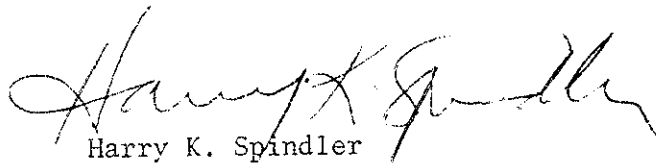
In the case of fees, charges and deposits that are not mandatory, or in the case of fees, charges and deposits for which the policy specifies a maximum amount, we ask each campus to request authorization from this office for the specific amount to be charged. The request should indicate the effective date the fees, deposits, etc., are to be initiated. We

ask you to seek such authorization for the following kinds of charges:

- Room Rental Deposits
- Residence Hall Deposits
- Equipment Deposits
- Late Registration Charge
- Late Payment Charge
- Library Charge
- Return Check Charge
- Orientation Program Charges*
- Identification Card Replacement Charge*
- Service Charges*
- Diploma Cover Charge*
- Placement Fees*

* Request for authorization should include the method by which these fees or charges are to be administered, i.e., through FSA, IFR or both.

If you have questions about this policy or its implementation, please feel free to get in touch with me.



Harry K. Spindler

Attachment

cc: Chancellor Boyer

This memorandum addressed to:
Presidents, State-operated campuses

Copies for information only sent to:
Presidents, Community Colleges
Deans, Statutory Colleges
Chancellor Kibbee
President Rose
Dean McGrath
President Corson
Mr. Tobin

State University Policy
Fees, Charges, and Deposits

- A. Tuition, College Fee, Dormitory Room Rentals are authorized by the State University Board of Trustees.
- B. Student Activity Fees are authorized in accordance with State University Board of Trustees policy.
- C. Vehicle Registration/Parking Fees and Fines are authorized in accordance with State University Board of Trustees policy.
- D. Deposits
 1. Admissions Deposits - Each campus will require an admission deposit of \$50. Reference should be made to Items 054 and 054.1 of the Administrative Procedures Manual.
 2. Room Rental Deposits - Each campus will require a room rental deposit of not less than \$50 nor more than \$100. Reference should be made to Item 051 of the Administrative Procedures Manual.
 3. Residence Hall Damage Deposit - Each campus may require a refundable deposit up to \$50 from University housing residents if there is a reasonable and equitable procedure for assessing individual liability. If such deposit is required, clear reference to it shall be included in the rental contract. Monies received from residence hall deposits shall be placed in the local depository bank account and transferred to the State University Income Fund on a scheduled basis in conformance with the State Finance Law. A separate account within the State University Income Fund--Residence Hall Damage Deposits--will be established to record the deposits made for this purpose. Refunds of residence hall deposits shall be paid directly from current balances in the local depository, with a corresponding adjusting entry reflected on the next scheduled transfer of funds to the State University Income Fund. Assessments against residence hall deposits shall be transferred from the Residence Hall Damage Deposit Account to an Income Fund Reimbursable Account established to provide the necessary allocation for expenses.
 4. Equipment Deposits - Each campus may require refundable deposits as bonds against the return of specific items of borrowed equipment. These deposits will be placed in the local depository bank account and transferred to the State University Income Fund on a scheduled basis in conformance with the State Finance Law. A separate account within the State University Income Fund--Equipment Deposits--will be established to record the deposits made for this purpose. Refunds of Equipment Deposits shall be paid directly from current balances in the local depository, with a corresponding adjusting entry reflected on the next scheduled transfer of funds to the State University Income Fund. Forfeited deposits shall be transferred from the Equipment Deposit Account to an Income Reimbursable Account established to provide an allocation for expenses.
 5. General Deposits - No general deposits will be assessed to all students for the purpose of establishing a fund against which to charge for damages or replacement of equipment or facilities. Assessments for such damage will be made directly against the responsible individual when such damage occurs.

E. Fees and Charges

1. General University Revenue Items - The following fees and charges are authorized. Reference should be made to the Administrative Procedures Manual for appropriate amounts or limits.

- a) Application Processing Fee - An application fee is required for each choice listed on the application form. The fee is \$10.00 for the first choice on each application form and \$5 for each additional choice. Thus, an application listing one choice will be charged \$10, two choices \$15, three choices \$20, and four choices \$25. If the applicant applies to more than four colleges, or if he or she lists fewer than four choices and at a later date decides to apply to additional colleges, THEN a new application at the fees indicated must be submitted.

The fee is a charge for the processing services of the Applications Processing Center. Payment of the fee is not contingent on any action or decision a campus may render on an application, or a subsequent decision by an applicant to withdraw an application. Failure to pay this fee will result in the voiding of all current and future applications for admissions to colleges which process applications through the Application Processing Center.

All students are required to pay an application fee EXCEPT:

- 1) Transfer students who will have earned an Associate degree from a public two-year college in New York State by the time of their planned entrance at the college(s) to which they are applying; *and*
 - 2) Applicants to the EOP program who do not subsequently enroll as non-EOP students. If a student applies for EOP but is subsequently enrolled as a non-EOP student he will be billed for the application fee(s) due.
- b) Transcripts - Campuses are authorized to prepare one free transcript for each student. Thereafter a fee of \$2 will be charged for each additional transcript when payment is made in advance. A fee of \$3 will be charged for each additional transcript when payment is not made in advance and the charge must be billed. Campuses are authorized to determine whether they will provide transcripts only upon payment in advance.
 - c) Late Registration Charge - Campuses are authorized to define late registration and will levy a charge not to exceed \$20. This charge will be subject to waiver in exceptional circumstances.
 - d) Late Payment Charge - Campuses are authorized to define late payment and will levy a charge not to exceed \$20. This charge will be subject to waiver in exceptional circumstances.
 - e) Library Charges - Campuses are authorized to establish a schedule of library charges for overdue and lost material lent to students, faculty, staff, and other authorized borrowers. Because of the several types of clientele using university libraries, it is recommended that each campus form a committee composed of representatives of the various borrowing groups to recommend a library delinquency fee schedule. The objective should be to develop schedules which are both effective and equitable.
 - f) Returned Check Charge - Campuses are authorized to levy against the maker a service charge not to exceed \$5 for checks which are returned unpaid by the bank against which they are drawn.

2. Campus Funded Items - The following fees and charges are authorized and may be funded through an Income Fund Reimbursable item or by a non-State agency (e.g., The Faculty Student Association) in those instances where the service for which the charge is made is provided by such agency.
- a) Orientation Program Charges - Reasonable and actual costs may be charged for an orientation program if the program is optional and clearly announced as such. If the program is mandatory, only costs for food and lodging may be charged.
 - b) Identification Card Replacement Charges - Charges for replacement Identification Cards may be levied not to exceed actual and reasonable costs.
 - c) Service Charge - Actual costs may be charged by each campus for special services rendered at the option of the student (e.g., towel service, linen service, locker rentals, and rental of equipment.)
 - d) Diploma Cover Charge - Actual costs may be charged by each campus for Diploma covers provided the covers are furnished at the option of the student.
 - d) Placement Fees

Students - Actual and reasonable costs for all supplies and materials may be charged to each student utilizing the Placement Service. There should be no charge made to students for advisement and referrals.

Alumni - Actual and reasonable costs for materials, labor and overhead may be charged to alumni utilizing the Placement Service.

Note: This policy is to be effective no later than the fall semester of 1975-76. Any and all fees, charges and deposits in existence during the current year (1974-75) which are not consistent with this policy must be discontinued prior to fall semester of 1975. Requests for additional fees, charges and deposits must be submitted to the Vice Chancellor for Finance and Business for advance approval.