



Category:  
Financial  
Student Affairs

Responsible Office:  
[University Budget](#)

Policy Title:  
Fees, Rentals, and Other Charges

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This policy item applies to:  
State-Operated Campuses

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## Summary

This policy outlines the various non-tuition related fees, rentals, and other charges established by the State University of New York (SUNY) and its State-operated campuses. It also sets forth the requirements, rules, and practices governing the development and implementation of such charges.

Questions or concerns that are not addressed in this policy should be directed to the Office of Finance and Business at System Administration.

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## Policy

### 1. Authority

Under New York State Education Law §355, the SUNY Board of Trustees has the authority to regulate all tuition and fees at the State-operated campuses of the SUNY System. In accordance with its general authority to regulate fees students must pay as a condition of attendance, the Board of Trustees has promulgated regulations regarding specific fees and delegated to the Chancellor or Campus Presidents authority over other fees. Application of this fee structure with corresponding authority is as follows:

A. Chancellor or Designee:

- a. The Chancellor or Designee has general authority to regulate the following types of fees:
  - i. Broad Based Fees
  - ii. Course Based Fees
  - iii. Mandatory Fees

B. Campus President or Designee:

- a. The Campus President or Designee has general authority to set the following types of fees:

- i. Residence Hall Room Rates
- ii. Residence Hall Advance Room Deposit
- iii. Residence Hall Damage Deposits
- iv. Residence Hall Common Area Damage Repair Fees
- v. Residence Hall Telecommunications Charges
- vi. Board Plan Rates
- vii. Vehicle Registration / Parking Fees and Fines
- viii. Campus Orientation Program Charges
- ix. Career Service Fees
- x. Library Fees and Fines
- xi. Non-Credit Bearing Instructional Program Fees
- xii. Clinical Affiliation Malpractice Insurance Coverage
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- xiv. Voluntary Fees for Selected Student Health Services
- xv. Equipment Deposits
- xvi. Identification Card Replacement Charges
- xvii. Diploma Cover Charges
- xviii. Diploma Replacement Charges
- xix. Service Charges
- xx. Event Entrance / Attendance Fees
- xxi. Sponsoring Agency Charges
- xxii. Internal Campus Charges

C. Policy Regulated Fees [\[1\]](#)

- a. The following fees are regulated by Board of Trustees' approved policies:
  - i. Student Activity Fees (Mandatory)
  - ii. Health Insurance Fees for International Exchange, Research, and Study Programs
  - iii. Admissions Deposits

## 2. Process and Timing

In general the process can be compartmentalized into seven steps as outlined below:

- 1. Assessment
- 2. Student Involvement
- 3. Request Submission [\[2\]](#)
- 4. Review
- 5. Approval
- 6. Implementation
- 7. Ongoing Review

### 1. Assessment

- a. The majority of fees charged to students attending SUNY State-operated campuses are initiated by the campus itself, be it either an individual instructor, department at the college, or senior campus leadership
- b. During this initial period, time should be taken to assess the proposed student charge under the following metrics:
  - i. *Does the proposed charge add value to the student body / campus?*
  - ii. *Does the proposed charge provide a service or savings to students?*
  - iii. *Is the proposed charge for a service or item that is already provided for under student tuition?*

- iv. *Does the financial situation of the institution lend itself to the need for establishing a new student charge?*
- v. *Does the financial situation of the institution lend itself to the need for increasing an existing student charge?*
- vi. *Answers and justification to these metrics, and others proposed by the campus itself, should be articulated in writing and used as part of the submitted package for approval*

## 2. Student Involvement

- a. Once the internal assessment period is completed, campuses are encouraged – and in the case of Broad Based Fees, required – to *engage* on the proposed student charge directly with the student population.
- b. Proposed charges should be *presented* to student government leadership for review and comment, and student government is strongly encouraged to establish an internal framework for such review.
- c. While campuses are encouraged to take into consideration the results of this review and comment, it is important to note that student approval is *not* required for Request Submission.

## 3. Request Submission

- a. With the exception of those fees directly implemented pursuant to the Board of Trustees' established policies, each request for a new or increased student fee/charge must be submitted in the form and format required by either the Chancellor or Designee or Campus President or Designee
- b. Such submission should include documentation of the results of the assessment process, the results of student involvement, and other information as required by the Chancellor or Designee or Campus President or Designee, but at a minimum must include:
  - i. A description of the fee to be charged;
  - ii. Cash balance, revenue, overhead, fringe (if applicable) and expense projections for a three-year period;
  - iii. Campus refund and waiver/exemption policies;
  - iv. The method in which the student charge will be administered;[\[3\]](#)
  - v. Signatures / approval by appropriate campus leadership (e.g., President, Vice-President for Finance, etc.); and
  - vi. For Broad Based Fees, a five-year Broad Based Fee level plan, including proposals to charge new fees and adjustments to existing fees
- c. A properly submitted request will help with the review and approval process to be both more timely and efficient

## 4. Review

- a. Each Request Submission will be reviewed on the merits of the submission itself alone, and additional documentation or information may be requested as needed by the reviewer.
- b. Request submissions that are deemed to not meet the requirements of either this policy, or other requirements as provided for in other applicable documentation, may be rejected but may be re-submitted at a later date once these requirements are met.
- c. Reviewers, both at the campus level and in the Office of Finance and Business, will make every effort to review submitted requests within a reasonable timeframe, taking into consideration the need for additional information and following these guidelines:
  - i. The Office of Finance and Business will acknowledge a request has been received within three business days and will review and respond with questions, if applicable, within 20 business days of the date of submission.

1. If a rejection or an approval letter has not been received by the campus within 60 business days of the appropriate due date<sup>[4]</sup>, the request should be deemed approved.
- ii. The Campus representative(s) are asked to review and respond to questions from the Office of Finance and Business within 20 business days.
  1. Failure to acknowledge and respond to questions shall result in the denial of the request.
- d. If any party involved in the Request Submission or Review has cause to believe that the review has become onerous or information has not been appropriately provided, resolution will be arrived at in the following manner:
  - i. For Campus President or Designee approved fees:
    1. The individual, department, or senior campus leadership member requesting the student charge will meet with the Campus President or Designee and a decision on the request will be made.
  - ii. For Chancellor or Designee approved fees:
    1. The Chief Financial Officer or other appropriate individual from the campus will meet with the Associate Vice Chancellor for Finance and Business and a decision on the request will be made.

## 5. Approval

- a. No student charge may be imposed upon a student attending a State-operated campus without formal approval by the appropriate level of authority.
- b. In cases where review of a proposed new, or increased, student charge is ongoing during a period when student bills or charges are prepared, campuses are allowed to charge the discussed fee “pending final approval.”
- c. However, if approval is not provided, the campus is required to reimburse students for the entirety of the charge.
- d. Approvals will take the form and format deemed appropriate for each level of authority, but shall in every case be in a form or document that can be produced at a later date to satisfactorily establish that the student charge was approved.

## 6. Implementation

- a. Approved student charges must be properly applied to student bills and revenue generated by such charges will be appropriately deposited in clearly delineated accounts within the General IFR fund, or other appropriate accounting structure, and are subject to the appropriate rules and regulations.
- b. Co-mingling of separate fees within a single account will be allowed only if a separate tracking system is established to provide for a clear accounting of revenue generation and use by approved fee.
  - i. If separate fees are being co-mingled, campuses are to provide, at a minimum, an excel spreadsheet tracking the revenue and expenditures tied to each fee within the single account annually to the Office of Finance and Business.

## 7. Ongoing Review

- a. Campuses will be required to establish a biennial internal process within which each approved fee must be reviewed for continued need, appropriateness of level, and assurance that the revenue generated by approved fees is used in a manner that is consistent with the intent of the fee.
- b. During this biennial process, if an approved student charge is not found to be appropriate, the campus will contact the Office of Finance and Business at System Administration to establish a correction plan which may include revocation of the fee and a directive to reimburse students charged the approved fee

Specific due dates for the approval of student charges under this policy will be provided by the Campus President or Designee or Chancellor or Designee as appropriate. However, in general:

- Chancellor or Designee Set Fees
  - a. Annual Approval:
    - i. Fee amounts are approved on an annual basis for those fee types that fall within the Broad Based Fees category and Mandatory Fees category and are held at those levels for the entirety of the academic year.
  - b. Term Approval:
    - i. Fee amounts set for those fee types that fall within the Course Based Fees category are approved on a per term basis, in alignment with due dates and review periods set by the Office of Finance and Budget.
      - 1. Terms include Fall, Winter, Spring, and Summer
- Campus President or Designee Set Fees
  - i. Approvals for all fees that fall under this authority are set on an annual basis by the Campus President or Designee and are set at those levels for the entirety of the academic year.

- Policy Regulated Fees
  - i. Fees that fall within this category are set on an annual basis and are held at those levels for the entirety of the academic year.

Further detail on general approval deadlines are provided in Attachment D

### 3. Reporting

Campuses will be required to submit to the Office of Finance and Business a full registry of all student charges/fees governed by this policy at the end of fiscal year 2018/19 and then every other fiscal year thereafter. In the off cycle years, an updated registry of new fees must be submitted.

The Office of Finance and Business will utilize this information to: A) ensure that all student charges are appropriately approved, and B) maintain a central repository of all student charges that will be made available to the public.

Failure to provide this information will disqualify the campus from requesting any fee adjustments in the coming academic year.

**Attachment A**

## **State University of New York (SUNY) Broad Based Fee Definitions**

Broad Based fees are generally charged to the majority of students to finance discrete activities that benefit the student body, excluding any and all activities that could be considered to be part of the “Core Operations” mission of the campus that are funded by Direct and Indirect State Tax Support and Tuition dollars<sup>[5]</sup>.

Broad Based fee revenue may be used for both salary and non-salary expenditures and any accumulated cash balances

must conform to the University's [policy on financial reserves](#).

Annual requests for adjustments to Broad Based fee levels must follow the strictures put forth by the annual Broad Based Fee call letter released by the System Administration Office of Finance and Business. Furthermore, campus policies related to Broad Based fees must address part-time, non-traditional, on-line, and off-site students fairly. This includes a suitable refund and waiver/exemption policy, application applicable to winter or summer sessions, and proper assignment on student bills to allow for students to reconcile their annual charges to certain services.

These Broad Based fees may include, but are not limited to:

Fee Name	Description
<b>College Fee</b>	<p>The College Fee is generally assigned to all students attending a State-operated campus and is utilized to supplement campus operations.</p> <p>The College Fee is the only Broad Based fee which should have revenue estimated and reflected in the Core Operations Account (CAS – 34512 /SFS – 22655)</p> <p>Details on the College Fee are outlined in <a href="#">policy document 7800</a></p>
<b>Student Health Services Fee</b>	<p>A Student Health Fee may be established for any State-operated campus that operate student health services, pursuant to the requirements of <a href="#">policy document 3752</a></p> <p>Revenue resulting from the Student Health Fee shall be directed to health, counseling and prevention services, and related programs.</p>
<b>Intercollegiate Athletics Fee</b>	<p>The Intercollegiate Athletics Fee may be established for any State-operated campus as long as it follows the strictures of <a href="#">policy document 3000</a></p> <p>A request to establish or increase an Intercollegiate Athletics Fee must include consultation with The Intercollegiate Athletic Board (IAB), student governments, faculty groups, and other required parties in public hearings and polls. For campuses requesting a new fee, evidence in support of the fee must be included in the request, and the budget of the athletics program is subject to the approval of the campus President or designee.</p>
<b>Academic Excellence and Success Fee</b>	<p>The Academic Excellence and Success Fee is allowed only for those campuses designated in New York State Education Law as “University Centers” and will generally be charged to all students enrolled at the campus.</p> <p>Revenue generated by the fee must be used to enhance student academic support services, advisement, research opportunities, equipment, facilities, and scholarships, as well as tutoring, laboratory technicians, faculty, and other academic and student support services.</p> <p>The maximum value of this fee shall be \$525 annually.</p>
	<p>A Technology Fee may be established for any State-operated campus to build, maintain, and support an information technology infrastructure that is appropriate for the individual campus to provide a high quality</p>

<b>Technology Fee</b>	learning environment.  Revenue from this fee may only support and address specific technology needs such as computing and information technology, library automation, remote network access, public computing sites, student services, automation, and other administrative and student serving systems.
<b>Transportation Fee</b>	A Transportation Fee may be established for State-operated campuses serving a student base that requires transportation from one location to another. Revenue generated from the fee may be used to support the operation and maintenance of an infrastructure for this activity.  This shall include, but not be limited to, agreements with existing public or private transportation providers, the operation and maintenance of a campus-controlled system, or partnerships with other campuses.
<b>Other</b>	Other specific Broad Based fees may be established pursuant to discussion, analysis, and final approval by the Chancellor's designee  Examples include, but are not limited to, a per semester transcript fee, recreation center fees, campus life fees, and fitness center fees

**Attachment B**

**State University of New York (SUNY)  
Mandatory Fee Definitions**

Mandatory fees are authorized by the Board of Trustees to be charged in line with guidelines issued by the Board of Trustees following approval by the Chancellor or Designee. These fee types are of two kinds; those with a set dollar value or dollar value range and those that may be variable by campus.

State-operated campuses wishing to establish fees within either category must submit such request to the System Administration Office of Finance and Business and provide adequate information to allow for approval or disapproval as appropriate and must follow appropriate submission deadline<sup>[6]</sup> related to the term that the fee is intended to be charged.

Mandatory Fees include:

<b>Set Dollar Value Range Mandatory Fees</b>	
<b>Fee Name</b>	<b>Description</b>
	<ul style="list-style-type: none"> <li>• Undergraduate               <ul style="list-style-type: none"> <li>a. \$50<sup>[7]</sup> per choice on applications submitted either through the SUNY Application coordinated by the SUNY Applications Services Center (ASC), or a third party vendor approved by SUNY</li> </ul> </li> </ul>

<p style="text-align: center;"><b>Admissions Application Fee</b></p>	<p style="text-align: center;">System Administration</p> <ul style="list-style-type: none"> <li>i. Revenue from this fee is subject to revenue sharing with System Administration to support application processing, university-wide marketing and enrollment services activities.</li> </ul> <ul style="list-style-type: none"> <li>• Graduate <ul style="list-style-type: none"> <li>a. \$100[8] (or lower) may be charged for application for acceptance into a graduate program leading to a Master’s, Doctoral, or equivalent <ul style="list-style-type: none"> <li>i. Variable application fee levels may be set per program</li> </ul> </li> </ul> </li> <li>• Professional <ul style="list-style-type: none"> <li>a. \$125[9] (or lower)* may be charged for application into a program leading to a first professional degree (such as Dentistry, Optometry, or Pharmacy) <ul style="list-style-type: none"> <li>i. Variable application fee levels may be set per program</li> </ul> </li> </ul> </li> </ul> <p>*Please note this is exclusive of the fees related to the use of any third party services (i.e. OptomCAS), in which the revenue is retained by the vendor and/ or association</p>
<p style="text-align: center;"><b>Re-Application Fee</b></p>	<ul style="list-style-type: none"> <li>• Undergraduate <ul style="list-style-type: none"> <li>a. \$50 (or lower) may be charged to support processing services and /or academic support services provided by the campus to students requesting re-admission</li> </ul> </li> </ul>
<p style="text-align: center;"><b>Late Registration Fee</b></p>	<ul style="list-style-type: none"> <li>• \$50 (or lower) may be charged for late registration <ul style="list-style-type: none"> <li>a. Campuses are provided the flexibility to both define “late registration” and the exceptional circumstances in which this fee may be waived</li> <li>b. Information on both of these items will be provided to the Office of Finance and Business at System Administration upon request for the fee, or upon System Administration request</li> </ul> </li> </ul>
<p style="text-align: center;"><b>Drop / Add Fee</b></p>	<ul style="list-style-type: none"> <li>• \$20 (or lower) may be charged for each drop / add transaction occurring after the defined drop / add period has ended <ul style="list-style-type: none"> <li>a. Each campus is provided the flexibility to define its own drop / add period</li> <li>b. Information on this definition will be provided to the Office of Finance and Business at System Administration upon</li> </ul> </li> </ul>

	request for the fee, or upon System Administration request
<b>Banking Services Fee</b>	<ul style="list-style-type: none"> <li>• \$35 (or lower) may be charged for overdraft charges or non-sufficient funds on checks and/or Automated Clearing House (ACH) payments that are returned unpaid by the bank against which they are drawn</li> </ul>
<b>Administrative and Late Payment Fees</b>	<ul style="list-style-type: none"> <li>• Varying levels of fees may be set (dependent on the debt owed) for past due payments</li> <li>• In general, such fees can be levied following a period of 30 days from the time the charge has been placed on the students account and must follow the following schedule: <ul style="list-style-type: none"> <li>a. \$1,000 or less in debt <ul style="list-style-type: none"> <li>i. \$30 fee or less</li> </ul> </li> <li>b. \$1,000 to \$1,999.99 in debt <ul style="list-style-type: none"> <li>i. \$40 fee or less</li> </ul> </li> <li>c. \$2,000 and higher in debt <ul style="list-style-type: none"> <li>i. \$50 fee or less</li> </ul> </li> </ul> </li> <li>• Please note that: <ul style="list-style-type: none"> <li>a. Total fee actions cannot exceed four actions per semester per account</li> <li>b. Notification of the Administrative and Late Payment Fee must include proper notification as required by Section 18 of New York State Finance Law</li> </ul> </li> </ul>
<b>Collection Fee</b>	<ul style="list-style-type: none"> <li>• A maximum of 22 percent of outstanding debt (principal only), as long as this fee does not exceed the estimated cost of processing, handling, and collecting such debt <ul style="list-style-type: none"> <li>a. This fee shall be assessed on debt which has not received required payment within 90 days of the start of the semester, or other appropriate payment due date as set by the Campus and provided to the Office for Finance and Business</li> <li>b. Notification of the Collection Fee must include proper notification as required by Section 18 of New York State Finance Law</li> </ul> </li> </ul>
	<ul style="list-style-type: none"> <li>• \$10 (or lower) may be charged per requested transcript, inclusive of any 3<sup>rd</sup> party or vendor charges associated with delivery of the transcript</li> <li>• Alternatively, a campus may elect to request a Transcript Fee as a “Broad Based Fee” during the annual Broad Based Fee period <ul style="list-style-type: none"> <li>a. Please note that:</li> </ul> </li> </ul>

<p style="text-align: center;"><b>Academic Transcript Fee</b></p>	<ul style="list-style-type: none"> <li>i. If assessment is on a per semester basis, a cap of up to \$10 per semester may be imposed up to a \$120 lifetime transcript fee per student</li> <li>ii. Students enrolled prior to Fall 2011 (who were charged for transcripts on a per semester basis) are guaranteed unlimited lifetime transcripts</li> <li>iii. Students who have been, or are, charged a Broad Based fee for Transcript services are eligible for 50 free transcripts per year in the first three years following graduation, and up-to 25 free transcripts per year following</li> <li>iv. If a campus has been charging a Broad Based transcript fee and moves to a 3<sup>rd</sup> party vendor, they must provide a free alternative to students who have been paying the Broad Based fee</li> <li>v. There shall be no charge for unofficial transcripts.</li> </ul>
<p style="text-align: center;"><b>Course Auditor Fees</b></p>	<ul style="list-style-type: none"> <li>• \$50 (or lower) may be charged per semester to individuals attending a course or courses on an audit basis <ul style="list-style-type: none"> <li>a. Please note that auditors are subject to all applicable Mandatory Fees. A Course Auditor Fee may not be assessed to auditors otherwise enrolled as students <a href="#">[10]</a></li> </ul> </li> </ul>
<p style="text-align: center;"><b>Non-Matriculated Student Fee</b></p>	<ul style="list-style-type: none"> <li>• \$25 (or lower) may be charged to non-matriculated students to support associated administrative costs.</li> </ul>
<b>Mandatory Fees Variable By Campus</b>	
<b>Fee</b>	<b>Description</b>
	<p>A fee may be charged for a course, or courses, that have extraordinary costs that meet the following criteria; this listing is not intended to be all-inclusive:</p> <ul style="list-style-type: none"> <li>• Special course supplies and materials where the student retains an end product of worth,</li> <li>• Special and unique services provided by the course,</li> <li>• Extraordinary costs associated directly with degree, diploma, or certificate program delivery</li> <li>• Costs associated with a course specific to scientific chemicals, supplies and materials,</li> </ul>

<p><b>Course Based Fees</b></p>	<p>modest equipment, and proper disposal of waste,</p> <ul style="list-style-type: none"> <li>• The fee represents a financially significant savings to the student</li> </ul> <p>Note that these fees are <i>not</i> permitted for routine materials (textbooks, etc.) and revenue from these fees may not be used to fund the cost of instruction, academic staff, or technicians.</p> <p>Course Based Fees, including amounts, must be disclosed in campus publications used by students for degree, course and area of study selection.</p>
<p><b>Administratively Cancelled Registration Fee</b></p>	<p>Campuses may request to assess a fee for a situation wherein a student does not attend classes and fails to appropriately cancel their registration</p> <p>Requests for this fee must be provided with supporting documentation, including proper justification of the additional administrative cost incurred by the campus in the processing of these situations</p> <p>Please note that this fee is in lieu of <a href="#">Policy 7301 – Billings, Refunds, Collection, and Write-off Policy for Tuition, Fees, and Other Charges</a> and is only for those situations wherein it can be demonstrated that the student did not attend any classes or avail themselves of any campus services</p>
<p><b>International Student Fees</b></p>	<p>Campuses may request permission to charge international students appropriate fees to support immigration and counseling services that are required by the Government, such as the cost of Student Exchange Visitor Program (SEVP) / Student and Exchange Student Information System (SEVIS) registration and monitoring, visa processing and reporting, and appropriate and documented non-teaching and learning counseling services</p>
<p><b>Housing Termination Fee</b></p>	<p>Campuses may request to charge a fee to students who are living on campus and are authorized to “break” their housing contract</p> <p>Notice of an approved housing termination fee must be provided within the campus housing agreement</p>
	<p>Campuses may request other specific fees, including but not limited to:</p> <ul style="list-style-type: none"> <li>• Audition fees,</li> </ul>

**Other**

- Fitness Center fees,
- Campus Life fees
- Credit by Evaluation, and
- Testing and Certification Fees

Requests for such fees must be submitted in accordance with the proper approval timeline and include such documentation as required by the Office of Finance and Business.

**Attachment C**

**State University of New York (SUNY)  
Campus Authorized Fee Definitions**

The Board of Trustees have authorized campus Presidents, or their designees, to establish certain fees without approval by the Chancellor or Designee.

Each of these fees must follow applicable guidelines and the requirements of State Finance Law, Education Law, and should only be established when appropriate campus specific guidelines and policies are put in place.

These guidelines and policies should be clearly posted and shared with System Administration's Office of Finance and Business along with notification that such fees and charges are being imposed.

Fees and charges of this nature include:

- Residence Hall Room Rates[\[11\]](#)
  - a. These rates should be set in line with the requirements of the long term facility plan for campus residence halls and at a rate and level sufficient to support capital reinvestment, debt service costs, and all operational costs of the facilities.
- Residence Hall Advance Room Deposits
  - a. These rates may be set to allow for the reservation of a residence hall room
- Residence Hall Damage Deposits
  - a. A maximum \$100 Residence Hall Damage Deposit may be set by the campus and must be clearly delineated in the rental contract
- Residence Hall Common Area Damage Repair Fees
  - a. A maximum \$150 repair fee for all students residing in University owned or operated housing may be set by the campus to support the repair of physical structures, fixtures, etc. in common areas that have been damaged by willful, malicious, or negligent damage and / or destruction
  - b. Common areas are defined as those portions of University Housing exclusive of student rooms or suites and must be clearly defined by the Campus President or designee
- Residence Hall Telecommunications Charges
  - a. Campuses may set a reasonable charge to recover the costs of telecommunication services provided to

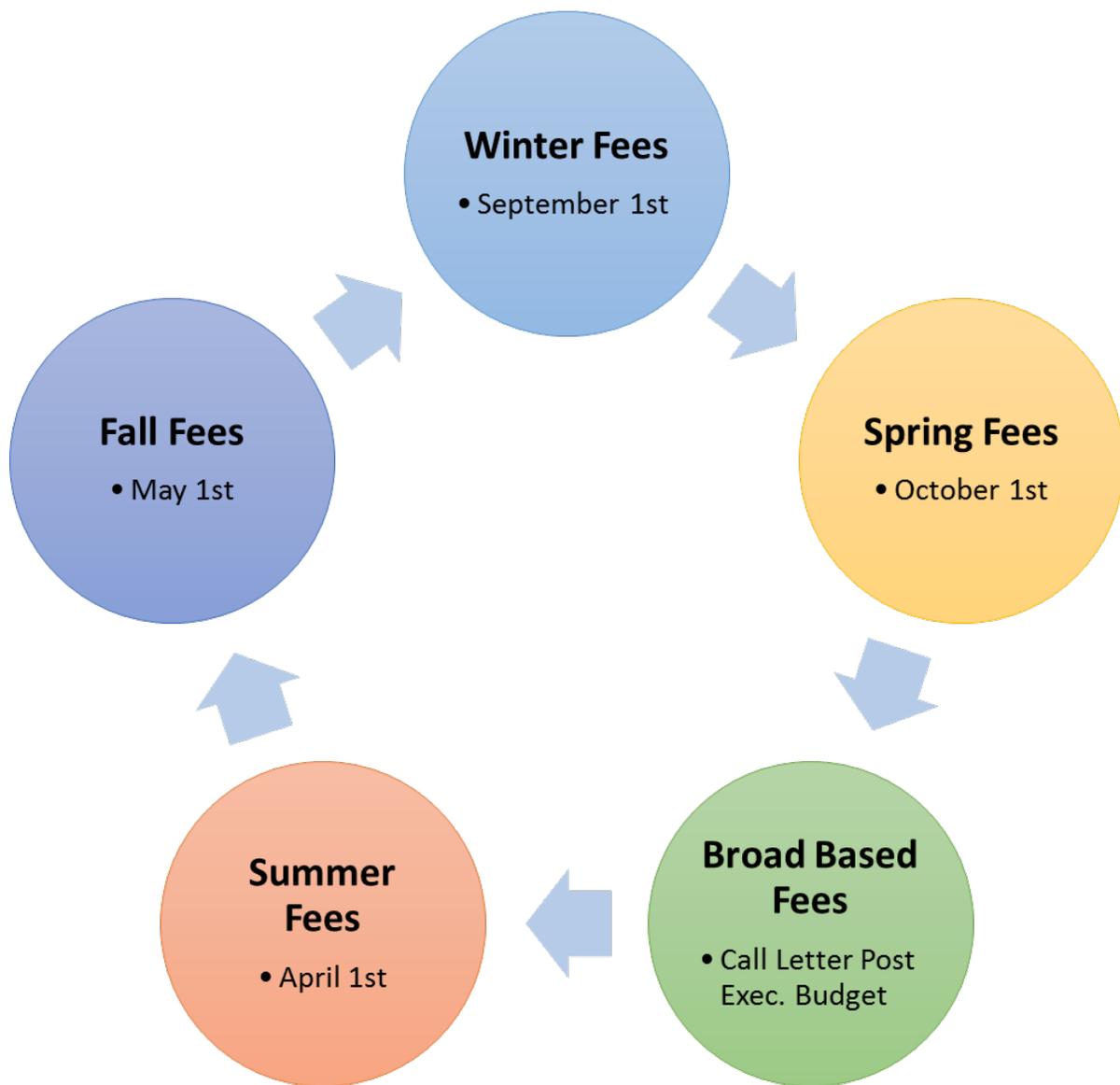
students in residence halls [\[12\]](#)

- Board Plan Rates
  - a. Board rates are set by campuses through the annual budgetary process in partnership with designated food services providers
- Vehicle Registration / Parking Fees and Fines
  - a. The College Council on each campus is authorized by the Board of Trustees to adopt campus rules and regulations for parking and traffic on campus grounds. This includes the setting and collection of fees and fines for the violation of these rules.
  - b. Such fees and fines are subject to strictures of rulemaking pursuant to the State Administrative Procedures Act.
- Campus Orientation Program Charges
  - a. Campuses are authorized to set reasonable charges to support the costs of personnel, food, and lodging for mandatory or optional student orientation programs.
  
- Career Service Fees
  - a. Campuses are authorized to set reasonable fees to support the operations of career services including non-teaching and learning counseling/coaching, advising, skill development, employer relations as well as the cost of supplies and materials for current students and alumni. This fee may support personnel costs upon a detailed request submitted to, and approved by, the Office of Finance and Business. If this fee is charged to the majority of students in a broad based fee nature, this fee is subject to approval by the Office of Finance and Business during the annual review process.
- Library Fees and Fines
  - a. Campuses are required to establish a schedule of library charges for overdue and lost material lent to students, faculty, staff, and other authorized borrowers
  - b. These fees may vary upon the category of borrower
- Non-Credit Bearing Instructional Program Fees
  - a. Campuses may establish fees for non-credit bearing instructional programs at such a level that the program is self-supporting, inclusive of salary, non-salary, and employee benefit costs
- Clinical Affiliation Malpractice Insurance Coverage
  - a. Campuses are authorized to charge students the actual cost of insurance related to coverage on their engagement in clinical training programs
- Patient / Client Care Charges
  - a. Campuses are authorized to establish reasonable charges for hospital and clinical services, including non-medical clinics, which are provided as an adjunct to instruction, research, or public service and are appropriate to the campus mission
- Voluntary Fees for Selected Student Health Services
  - a. Campuses are authorized to establish reasonable fees for select student health services, which include:
    - i. Allergy injection services
    - ii. MMR and other required immunizations
    - iii. Physicals
    - iv. Pharmaceuticals
    - v. Expanded laboratory tests
    - vi. Dentistry services
    - vii. Mental health counseling and services
    - viii. Physical therapy services
    - ix. Other specialized services and clinics
- Equipment Deposits
  - a. Campuses are authorized to require a deposit charge for student use of specific items or borrowed equipment
- Identification Card Replacement Charges

- a. Campuses are authorized to set reasonable charges for the replacement of student identification cards
- Diploma Cover Charges
  - a. Campuses are authorized to set a charge for the actual cost related to furnish a diploma cover.
- Commencement Fee
  - a. Campuses are authorized to set a fee to defray the costs associated with graduation, such as the purchasing of caps and gowns and expenses associated with the commencement ceremony. This fee must be voluntary and not be a requirement to graduate
- Diploma Replacement Charge
  - a. Campuses are authorized to set a charge for the actual cost related to the replacement of a lost or damaged diploma
  
- Service Charges
  - a. Campuses may establish reasonable charges to students, faculty, staff, and - where appropriate and where it does not impinge upon the services offered to the campus population - members of the public for specific services not related to the student's instruction or the faculty and staff employment. However, in no case shall a campus perform these activities in direct and / or unfair competition with private business
  - b. These services include, but are not limited to
    - i. Transportation services,
    - ii. Towel and linen services,
    - iii. Locker rentals,
    - iv. Printing and copying services,
    - v. Equipment rental
  - c. Event Entrance / Attendance Fees
    - i. Campuses may set reasonable fees for entrance or attendance to athletic events, creative or artistic performances, museums and art galleries, and other related activities
  - d. Sponsoring Agency Charges
    - i. Campuses are authorized to set reasonable charges for campus services or facilities provided to outside agencies for grants, contracts, and other sponsored activities
  - e. Internal Campus Charges
    - i. Campuses may establish reasonable charges for services provided by one campus unit or department to another campus unit or department.

**Attachment D**

**State University of New York (SUNY)  
General Timelines for Student Charge Submissions**




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[1] These policies can be found at the following locations ([Student Activity Fee](#), [Health Insurance Fees for International Exchange, Research, and Study Programs](#), [Pre-Admission Deposits-Undergraduate Programs](#), [Pre-Admission Deposits Refunds for Undergraduates](#), [Pre-Admission Deposits-Graduate Programs](#) )

[2] Further detail on general approval deadlines are provided in Attachment D

[3] While the majority of non-tuition student charges will be administered through the General IFR (CAS/SFS), or Dormitory Operating Funds (CAS/SFS), there are limited circumstances in which the revenue will be deposited and administered by campus-related entity, such as an Auxiliary Services Corporation (ASC). Campuses who plan to utilize a campus-related entity must submit a request to the Office of Finance and Business for approval. Approval is subject to the guidelines outlined in Policy #s- [7000](#), [9300](#), [9400](#), [9500](#) and [9600](#)

[4] Further detail provided in Attachment D

[5] With small, limited, exceptions such as the College Fee and Academic Excellence Fee

[6] Further detail on general approval deadlines are provided in Attachment D

[7] While this fee is mandatory, minor exemptions exist for A) Educational Opportunity Program (EOP) eligible may receive up to seven free choices, B) New York State resident students who received an Associate’s degree at a public two-year community college in New York State who are transferring to a four-year public college are eligible for up to four free choices, C) Students who are applying for the last year, or two years, of study in a cooperative program are not required to pay, and D) Students who meet the economic need definitions of the EOP program, but not the academic requirements, are eligible for up to seven free choices

[8] While this fee is mandatory, minor exemptions exist for A) Applicants re-applying to the same degree program within a single academic year, B) Applicants who are eligible for the Graduate Opportunity Program, C) Foreign students residing in a country that prohibits the sending of currency with the application may have the fee deferred until the student enrolls, D) Upon special dispensation of the Campus President or designee, with documentation supporting the waiver being provided to System Administration Office of Finance and Budget and the Office of University Audit

[9] While this fee is mandatory, minor exemptions exist for the same situations as outlined in the Graduate Application Fee section

[10] Additional information can be found in Policy 7816 – [Waiver – Tuition for Course Auditors](#)

[11] Additional guidance on Resident Hall Operations can be found in [Policy 7605- “Residence Hall Operations Under IFR Procedures”](#)

[12] For additional guidance please see [Policy 7606- “Residence Hall Telecommunications Policy”](#)

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## Definitions

For the purposes of this policy, the below definitions should be utilized:

- A. Board of Trustees
  - a. *Shall refer to the appointed and non-appointed members of the State University of New York Board of Trustees as outlined in Section 353 of New York State Education Law.*
- B. Chancellor of the State University of New York or Designee
  - a. *Shall refer to the Chancellor of the State University of New York System, as appointed by the Board of Trustees, or his or her official designee.*
- C. Office of Finance and Business
  - a. *Shall refer to a department within SUNY System Administration designated by the Senior Vice Chancellor for Finance and Business and Chief Financial Officer (CFO) to be responsible for campus fees and rentals.*
- D. Campus President or Designee
  - a. *Shall refer to the President of each State-operated campus institution appointed by the Board of Trustees, or his or her designee.*
- E. Broad Based Fees
  - a. *Shall be defined as a set of non-tuition fees charged to the majority of students attending a State-operated campus which are generally outlined in Attachment A and are approved by the Chancellor or Designee.*
  - b. *Annual changes are guided by an applicable Fiscal Metric as provided by the Office of Finance and Business, campus need, and campus requests. Campuses may request an increase above the fiscal metric to address a compelling case.*

*Campuses may bundle broad based fees on the student bill.◆ Campuses are required to report broad based fee revenue amounts separately for revenue reporting purposes and provide individual fee amounts*

upon request.

F. Course Based Fees

- a. *Shall be defined as a fee, or fees, tied to a specific course or courses taken by a student at a State-operated campus, that provides a student a distinctly definable monetary or educational benefit or is necessary to support an extraordinary cost(s) associated with providing a specific course. ♦ These fees must be approved by the Chancellor or Designee.*

G. Mandatory Fees

- a. *Shall be defined as those fees that are charged due to a student's action or inaction and are specifically defined in Attachment B and are approved by the Chancellor or Designee.*

H. Campus Authorized Fees

- a. *Shall be defined as those charges related to Residence Halls (Deposits, Rental Rates, Damage Deposits, Repair Fees, and others outlined in Attachment C) that are approved by the Campus President or Designee.*

I. Overhead Charges

- a. *Shall be defined as an indirect cost recovery charge that shall be levied on revenue generated by approved student charges.*
- b. *Overhead charges must be defensible. ♦ However, nothing in this policy shall restrict the right of the campus president and/or his or her designee to waive or not waive overhead charges at their discretion.*

J. Fiscal Metric

- a. *Shall be defined, for this purpose, as the index provided by the Office of Finance and Business on an annual basis to provide campuses a basic indicator of costs that may drive campus need or requests for Broad Based Fees.*

K. Extraordinary Circumstances/Compelling Case

- a. *Shall be defined, for this purpose, as: 1) a significant change in the campus' operations, programs, policies or fundamental fiscal condition; 2) events or activities outside the campus' control that may require unforeseen increase in student charges.*
- b. *Circumstances shall be clearly defined and be accompanied by detailed descriptions of such changes and/or an explanation of steps that the campus undertook to avoid any unforeseen increases.*

L. Student Waiver – see Exemptions/Refunds below.

- a. *Shall be defined as a specific set of circumstances and procedures that will need to be met and ♦♦ accomplished by students to not be levied a specific student charge*

M. Exemptions/Refunds

- a. *Each campus will identify specific circumstances where students may be exempt from being charged a fee. ♦ Such circumstances may include a student's study and/or location which does not permit access to the services or activities supported by the fee (e.g. study abroad, online learner, internship).*
- b. *Students separated from the institution due to academic or disciplinary action are not eligible for refunds.*

N. Pro-Rated Fees

- a. *Campuses will charge all Broad Based fees on a pro-rata basis. For part-time students Broad Based fees will be calculated based upon the number of credits attempted. ♦ Campuses may request the option to charge the full amount of one or more broad based fees to students by submitting a detailed justification to System Administration for review and approval during the annual request period.*

More information on Waivers and Exemptions / Refunds can be found in [Policy 7301-“Billings, Refunds, Collection and Write-offs Policy for Tuition, Fees and Other Charges”](#)

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Other Related Information

[Award of Academic Credit by Evaluation](#)

[College Fee](#)

[Deposits - Pre-admissions - Graduate Program](#)

[Pre-Admission Deposits - Undergraduate Program](#)

[Intercollegiate Athletics](#)

[Student Activity Fees - Mandatory](#)

[Student Health Services](#)

[Tuition, Fees, and Other Charges - Definitions](#)

[Tuition Schedule](#)

[Waiver - Tuition for Course Auditors](#)

## **Educational Opportunity Program**

[Division of the Budget, Budget Policy and Reporting Manual - Guidelines for Accounts Receivable Management and Collection - Section K-034](#)

Memorandum of Understanding between the Office of the Attorney General and the State University of New York, July 27, 2004

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### Procedures

[Health Insurance Coverage for International Exchange, Research & Study Programs](#)

[Intercollegiate Athletics, Fiscal & Accounting Procedures](#)

[Student Activity Fee Programs - Mandatory, Fiscal and Accounting Procedures for](#)

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### Forms

There are no forms relevant to this policy.

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### Authority

The following links to FindLaw's [New York State Laws](#) are provided for users' convenience; it is not the official site for the State of New York laws.

[Education Law §360](#) (Powers to regulate traffic on university grounds)

[New York State Finance Law §18](#) (Interest and collection fees assessed on debts owed to the state)

[State Administrative Procedure Act](#)

In case of questions, readers are advised to refer to the New York State Legislature site for the menu of [New York State Consolidated](#).

Chapter 55 of the NYS Laws of 1992

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History

State University of New York Board of Trustees Resolution, adopted September 20, 2011.

Amended - July 1, 2010; Policy revised to reflect increase in undergraduate application fee from \$40 to \$50.

Amended - July 1, 2005; Policy revised to include guidance on Collections, Administrative and Late Payment fees.

Amended - December 12, 2003; Policy revised to set authority and amounts for graduate and professional application fees; transcripts fees; residence hall common area damage fees; late payment fees; drop/add fees; late registration; orientation; library fees/fines; course auditing and administratively cancelled registration fees as authorized by Board of Trustees Resolution 01-19.

State University of New York Board of Trustees Resolution 01-19, adopted June 19, 2001 requires campuses to adopt procedures to include student consultation in broad-based fee decision-making, adequate communication of fee actions, circumstances for fee waivers and refunds, and address fee issues of part-time/non-traditional and off-site students. Resolution provided authority for campuses to establish reasonable user fees, charges, and fines for violation of institutional regulations.

State University of New York Board of Trustees Resolution 01-12, adopted January 23, 2001 delegated authority to campus President to approve traffic and parking rules.

State University of New York Board of Trustees Resolution 98-86, adopted June 22, 1998 removed the ceiling on Inter-collegiate Athletic fees at state-operated campuses.

State University of New York Board of Trustees Resolution 96-172, adopted October 24, 1996 established mandatory health service program for full-time students.

State University of New York Board of Trustees Resolution 96-171, adopted October 24, 1996 amended the ceiling on Inter-collegiate Athletic fees at state-operated campuses.

State University of New York Board of Trustees Resolution 93-263, adopted December 14, 1993 amended the Inter-collegiate Athletic and mandatory Student Health fees at state-operated campuses.

State University of New York Board of Trustees Resolution 91-97, adopted June 13, 1991 amended SUNY regulations 302.1 (Tuition and Charges).

State University of New York Board of Trustees Resolution 91-15, adopted January 23, 1991 established mandatory Student Health fee at state-operated campuses.

State University of New York Board of Trustees Resolution 90-156, adopted September 27, 1990 authorized the implementation of Student Health Service committee recommendations.

State University of New York Board of Trustees Resolution 90-14, adopted January 22, 1990 amended SUNY regulations 560 (Vehicle and Pedestrian Traffic and Parking Regulations).

State University of New York Board of Trustees Resolution 89-151, adopted August 2, 1989 authorized the chancellor to promulgate guidelines for parking fee program at state operated campuses.

State University of New York Board of Trustees Resolution 88-219, adopted October 25, 1988 amended the Tuition and Fee schedule.

State University of New York Board of Trustees Resolution 88-79, adopted May 24, 1988 authorized the establishment of Inter-collegiate Athletic fee.

State University of New York Board of Trustees Resolution 86-104, adopted May 27, 1986 authorized upgrade of budget for Inter-collegiate Athletics.

State University of New York Board of Trustees Resolution 85-150, adopted June 25, 1985 requires that health insurance coverage be consistent with federal requirements and the cost of such insurance be borne by participants through the imposition of a mandatory fee.

State University of New York Board of Trustees Resolution 84-107, adopted May 22, 1984 authorized the chancellor

to promulgate guidelines governing the for establishment of a residence hall common area damage fee.

State University of New York Board of Trustees Resolution 81-18, adopted February 11, 1981 authorized the chancellor to revise tuition and fee schedule for 1981-82.

State University of New York Board of Trustees Resolution 72-186, adopted August 17, 1972 approved the Traffic and Parking regulations.

State University of New York Board of Trustees Resolution 71-188, adopted June 30, 1971 authorized the chancellor to increase the Admission Application fee.

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Appendices

[Example of Section 18 Notification Language](#)