

Contact: Andrea Anania

**PROPOSED ACADEMIC AND ADMINISTRATIVE FEES FOR 2011-2012**

**Actions Requested:**

- ◆ Consider the proposed changes to academic and administrative fees for the 2011-2012 academic year as illustrated on pages 2 – 4; and
- ◆ Consider, as a first reading, proposed revisions to Chapter §8.04 (Miscellaneous Fees) as illustrated on page 5.

**Executive Summary:** In the past, the Board reviewed non-tuition-related miscellaneous fees for the coming academic year at a Board meeting after acting upon tuition rates.

At its April 2010 meeting, the Board requested that miscellaneous fees be presented at the same time as tuition and mandatory fees. The Board also requested that the Board Office work with the universities to review all tuition-related and non-tuition-related miscellaneous fees and re-categorize if necessary. Per this request, the Board Office and university representatives convened a miscellaneous fees review committee.

After thoughtful consideration, the review committee proposes that tuition-related and non-tuition-related miscellaneous fees be re-categorized to academic fees and administrative fees. The committee also proposes revisions to Regent Policy Manual §8.04.

The Board Office and university personnel recommend that adoption of the academic and administrative fees docket item be subject to revision at a later date if cost recovery is different than the original estimate.

Board approval is necessary prior to implementation of any of the fee changes. The Board is scheduled to take action at its March meeting.

MEMORANDUM OVERVIEW:

- ◆ Proposed Fee Adjustments                      Pages 2 – 4
- ◆ Proposed Policy Manual Changes              Page 5
- ◆ Academic Fees                                      Pages 6 – 15  
(comprehensive list of all fees – proposals and justifications – glossaries)
- ◆ Administrative Fees                                Pages 16 – 34  
(comprehensive list of all fees – proposals and justifications – glossaries)

**Background:**

Regent Policy Manual §8.04: (1) requires that the Board review and approve all new institutional or college-wide fees over \$1 per semester and all departmental fees over \$10 per semester; and (2) encourages the three universities to work together to establish common titles and amounts for fees. Some differences in fee titles and amounts may remain because of the unique nature of some programs and services at each institution.

Iowa Code §262.9(18) requires the Board to take action no sooner than 30 days after notification of the proposed fee changes to presiding officers of each student government organization at each affected institution. Written notification of the proposed fee changes will be mailed to the student government president at each of the universities.

Iowa Administrative Code §681-1.7 requires that application fees be modified through the Iowa Administrative Rules process. No changes to application fees were proposed.

**PROPOSED FEE ADJUSTMENTS FOR 2011 – 2012  
University of Iowa**

Fee Type	Actual 2010-2011	Proposed 2011-2012	Dollar Change	Percent Change
<b>ACADEMIC FEES</b>				
Dentistry Fees				
♦ Certificate Programs (per year)				
♦ Endodontics Certificate – International Students with no US DDS	\$38,884	\$40,828	\$1,944	5.0%
♦ Endodontics Certificate – All Other Students	\$12,384	\$13,002	\$618	5.0%
♦ Orthodontics Certificate	\$10,974	\$11,522	\$548	5.0%
♦ Pediatric Dentistry Certificate	\$984	\$1,032	\$48	5.0%
♦ Periodontics Certificate – International Students with no US DDS	\$4,298	\$9,512	\$5,214	121.3%
♦ Periodontics Certificate – All Other Students	\$4,298	\$4,512	\$214	5.0%
♦ Prosthodontics Certificate – International Students with no US DDS	\$6,506	\$6,830	\$324	5.0%
♦ Prosthodontics Certificate – All Other Students	\$984	\$1,032	\$48	5.0%
♦ Instrument Management System Fee				
♦ Class of 2011 – First Year	\$7,125	\$7,400	\$275	3.9%
♦ Class of 2011 – Second Year	\$4,785	\$4,950	\$165	3.4%
♦ Class of 2011 – Third Year	\$3,550	\$3,675	\$125	3.5%
♦ Class of 2011 – Fourth Year	\$1,200	\$1,240	\$40	3.3%
♦ Laboratory Supplies Fee (1st and 2nd year)	\$1,750	\$1,800	\$50	2.9%
Extension Courses/Continuing Education/Workshops (per credit hour)				
♦ Undergraduate	\$257	\$270	\$13	5.0%
♦ Graduate	\$404	\$424	\$20	5.0%
♦ College of Public Health (off campus only)				
♦ Undergraduate	\$329	\$346	\$17	5.0%
♦ Graduate and Other Public Health MS and PhD	\$476	\$500	\$24	5.0%
♦ Master of Health Administration	\$690	\$725	\$35	5.0%
♦ Master of Public Health	\$682	\$716	\$34	5.0%
<del>College of Liberal Arts &amp; Sciences</del>				
♦ <del>On-line and Distance Education Courses</del>	<del>\$0</del>	<del>\$50</del>	<del>\$50</del>	<del>NEW</del>
Hospital Certificate Technology Programs (per year)	\$984	\$1,032	\$48	5.0%
Lakeside Lab (5 weeks)				
♦ Undergraduate	\$257	\$270	\$13	5.0%
♦ Graduate	\$404	\$424	\$20	5.0%
<b>ADMINISTRATIVE FEES</b>				
Graduate College Fees				
♦ Thesis Fees				
♦ Electronic Essay & Graduate Publication Fee for DMA students	\$65	Eliminate	Eliminate	Eliminate
♦ Essay Fee – DMA	\$165	Eliminate	Eliminate	Eliminate
♦ Master's Thesis Publication Fee	\$20	\$10	-\$10	-50.0%
♦ PhD, Doctorate of Musical Arts (DMA)	\$220	\$155	-\$65	-29.5%
Reissue Check Fee	\$10	\$30	\$20	200.0%
Study Abroad Fees				
♦ Administrative Fee	\$350	\$400	\$50	14.3%
College of Education e-Portfolio (per selected course) (\$30) .....Moved to Career Services				
Financial Aid A/R Reissue Check Fee (\$10)..... Moved to Reissue Check Fee				
Replacement Fee (\$25) .....Moved to ID Card Replacement Fee				
Reinstatement Fee (\$25) .....Moved to Late Payment of Fees and Charges				

**PROPOSED FEE ADJUSTMENTS FOR 2011 – 2012**

**Iowa State University**

Fee Type	Actual 2010-2011	Proposed 2011-2012	Dollar Change	Percent Change
<b>ACADEMIC FEES</b>				
Developmental Course Fees	\$160-\$480	\$160-\$480	\$0	\$0
♦ Minimum Fee	\$480	See above	Eliminate	Eliminate
Extension Courses/Continuing Education/Workshops (per credit hour)				
♦ Undergraduate	\$255	\$268	\$13	5.0%
♦ Graduate	\$396	\$416	\$20	5.0%
♦ MBA Program****	\$517	\$543	\$26	5.0%
		<b>or</b>	<b>or</b>	<b>or</b>
		<b>ELIMINATE</b>	<b>ELIMINATE</b>	<b>ELIMINATE</b>
♦ Master of Science in Seed Technology and Business	\$517	\$543	\$26	5.0%
Lakeside Lab (5 weeks)				
♦ Undergraduate	\$255	\$268	\$13	5.0%
♦ Graduate	\$396	\$416	\$20	5.0%
Registration Fees – Graduate Students – Required Enrollment Fee	\$792	\$832	\$40	5.0%
<b>ADMINISTRATIVE FEES</b>				
Billing Fees				
♦ Additional Statement	\$5	\$7.50	\$2.50	50.0%
<del>Career Placement</del> Services Fees, By College				
♦ Veterinary Medicine (one time)	\$10	\$15	\$5	50%
Catalog Sales Fee	\$5	Eliminate	Eliminate	Eliminate
ID Card Annual Maintenance Fee – Non-Students/Non-Employees	\$15	Eliminate	Eliminate	Eliminate
New Student Programs/Matriculation Fees	\$190	\$195	\$5	2.6%
♦ Administrative Fee	\$20	\$25	\$5	25.0%
Student Counseling Service Fee				
♦ Late/No Show Appointment Fee	\$15	Eliminate	Eliminate	Eliminate

**Career Placement Services Fees – By College**

Career Services (one time) (\$10) .....Moved to Veterinary Medicine (one time)

Duplicate Check Fee (\$30) ..... Moved to Reissue Check Fee

Replacement Fee (\$25) .....Moved to ID Card Replacement Fee

\*\*\*\*Contingent on the approval of the proposed differential tuition rate for graduate business students. If the proposal for this differential tuition is not approved, ISU proposes that the academic fee for the MBA Program be \$543 for 2011-2012 (5.0% increase.)

**PROPOSED FEE ADJUSTMENTS FOR 2011 – 2012**

**University of Northern Iowa**

Fee Type	Actual 2010-2011	Proposed 2011-2012	Dollar Change	Percent Change
<b>ACADEMIC FEES</b>				
Applied Music Fees				
♦ Academic Year University Students				
♦ Private Lessons, one course (non-majors)	\$117	\$120	\$3	2.6%
♦ Private Lessons, one course (majors)	\$196	\$200	\$4	2.0%
Correspondence Study (per credit hour)	\$200	\$210	\$10	5.0%
Developmental Course Fees	\$510	\$536	\$26	5.0%
Extension Courses/Continuing Education/Workshops (per credit hour)				
♦ Undergraduate	\$255	\$268	\$13	5.0%
♦ Graduate	\$396	\$416	\$20	5.0%
♦ MBA Program	\$520	\$546	\$26	5.0%
Lakeside Lab (5 weeks)				
♦ Undergraduate	\$255	\$268	\$13	5.0%
♦ Graduate	\$396	\$416	\$20	5.0%
Open Credit (per project)	\$510	\$536	\$26	5.0%
Price Laboratory School (annual rates)				
♦ <del>Pre-Kindergarten Fee Nursery School Program</del>	\$1,531	\$1,540	\$9	0.6%
♦ Tuition	\$5,768	TBD**	Pending	Pending
♦ <u>Instructional Materials Fee (K-4)</u>	\$0	\$45	\$45	NEW
♦ <u>Instructional Materials Fee (5-12)</u>	\$0	\$90	\$90	NEW
<b>ADMINISTRATIVE FEES</b>				
<u>Career Placement Services Fees – By College</u>				
♦ Business & Liberal Arts	\$20	Eliminate	Eliminate	Eliminate
♦ Credentials (per set)	\$5	Eliminate	Eliminate	Eliminate
Late Payment of Fees and Charges	\$25	1% of amount past due	Will vary	n/a
New Student Programs/Matriculation Fees	\$175	\$185	\$10	5.7%
Price Laboratory School Fees (annual rates)				
♦ Activity Fee (grades 6-12)	\$55	\$60	\$5	9.1%
♦ Instrument Rental Fee (Band and Orchestra)	\$79	\$80	\$1	1.3%
Student Counseling Service Fee				
♦ Late/No Show Appointment Fee	\$15	Eliminate	Eliminate	Eliminate
Restricted Enrollment Fee (\$25) ..... Moved to Late Payment of Fees and Charges				
Duplicate Check Fee (\$30) ..... Moved to Reissue Check Fee				
Replacement Fee (\$25) ..... Moved to ID Card Replacement Fee				
<i>** These fees have not been determined as of the date of this memorandum.</i>				

## Chapter 8.04 – Miscellaneous Fees Academic and Administrative Fees

### A. Consistency Among Universities

The three universities are to continue to work together to establish common titles and charges for miscellaneous academic and administrative fees.

Some differences in fee titles and charges may remain because of the unique nature of some programs and services at each institution.

### B. Institutional or College-Wide Fees

Board approval is required for:

- ♦ All new institutional or college-wide fees.
- ♦ All institutional or college-wide fees of over \$1 per semester and all departmental fees over \$10 per semester.

These fees do not include course fees for payment for materials used, fees that represent returnable deposits, fees assessed for damage or breakage by individual students, and fees assessed to pay for services external to the university.

### ~~C. Student Organization Fees~~

~~The Board approves the concept of a negative checkoff system (opt-out funding) for a student organization financed by nonmandatory student fee collections for the University of Northern Iowa.~~

~~The Board approves the concept of a positive checkoff system (opt-in funding) for students to a student organization financed by nonmandatory student fee collections for the State University of Iowa and Iowa State University.~~

~~*Rationale: Student organizations are funded either through Student Services or Student Activities Fees. The check-off option is no longer utilized.*~~

### ~~D. Types of Miscellaneous Fees~~

#### ~~1. Tuition-related~~

~~Tuition-related fees include items such as continuing education courses and workshops. The tuition-related fees are presented with the Board's annual discussion of tuition and mandatory fees.~~

#### ~~2. Non-tuition-related~~

~~Non-tuition-related fees include a variety of items such as course delivery fees and private music lessons. In each category, students pay only the miscellaneous fees and charges that apply to them, with variances, in type and amount dependent on each student's program, needs, and interests. The non-tuition-related fees are presented in the spring timeframe when the Board discusses room and meal rates.~~

### C. Types of Academic and Administrative Fees

Fees are categorized as either academic or administrative. Students pay only the fees that apply to their programs, interests, or needs.

- ♦ Academic fees include items such as Extension Courses, Continuing Education, and Workshops; Dentistry Fees; and Applied Music Fees.
- ♦ Administrative fees include items such as Application, ID Card Replacement, and Graduation Fees.

Academic and administrative fees are presented with the Board's annual discussion of tuition and mandatory fees. These fees may be brought to the Board for revision following initial adoption should the actual costs differ from the original estimates.

Academic Fees	SUI			ISU			UNI		
	Actual 2010-2011	Proposed 2011-2012	% Change	Actual 2010-2011	Proposed 2011-2012	% Change	Actual 2010-2011	Proposed 2011-2012	% Change
<b>Applied Music Fees</b>									
Academic Year University Students									
Group Sessions (4 or more, per credit)								\$49	0.0%
Instrumental Rental (per instrument)								\$35	0.0%
Private Lessons, one course (non-majors)	\$180	\$180	0.0%					\$117	2.6%
Private Lessons, one course (majors)	\$180	\$180	0.0%					\$196	2.0%
Private Lessons, two courses (majors)	\$290	\$290	0.0%						
Private Music Instruction (one credit)								\$150	0.0%
Private Music Instruction (two credits)								\$190	0.0%
Summer Session									
Private Lessons, one course (non-majors)	\$100	\$100	0.0%						
Private Lessons, one course (majors)	\$100	\$100	0.0%						
<b>College of Nursing Fees</b>									
Nurse Practitioner Lab Fee	\$100	\$100	0.0%						
Student Professional Liability Insurance Fee	\$15	\$15	0.0%						
<b>Correspondence Study (per credit hour)</b>								\$200	5.0%
<b>Dentistry Fees</b>									
American Student Dental Association Dues	\$72	\$72	0.0%						
Certificate Programs (per year)**									
Endodontics Certificate - International Students with no US DDS	\$38,884	\$40,828	5.0%						
Endodontics Certificate - All Other Students	\$12,384	\$13,002	5.0%						
Orthodontics Certificate	\$10,974	\$11,522	5.0%						
Pediatric Dentistry Certificate	\$984	\$1,032	5.0%						
Periodontics Certificate - International Students with no US DDS	\$4,298	\$9,512	121.3%						
Periodontics Certificate - All Other Students	\$4,298	\$4,512	5.0%						
Prosthodontics Certificate - International Students with no US DDS	\$6,506	\$6,830	5.0%						
Prosthodontics Certificate - All Other Students	\$984	\$1,032	5.0%						
Instrument Management System Fee									
Class of 2008 -- First Year	\$6,850	\$6,850	0.0%						
Class of 2008 -- Second Year	\$4,600	\$4,600	0.0%						
Class of 2008 -- Third Year	\$3,400	\$3,400	0.0%						
Class of 2008 -- Fourth Year	\$1,150	\$1,150	0.0%						
Class of 2009 -- First Year	\$6,850	\$6,850	0.0%						
Class of 2009 -- Second Year	\$4,600	\$4,600	0.0%						
Class of 2009 -- Third Year	\$3,400	\$3,400	0.0%						
Class of 2009 -- Fourth Year	\$1,150	\$1,150	0.0%						
Class of 2010 -- First Year	\$7,125	\$7,125	0.0%						
Class of 2010 -- Second Year	\$4,785	\$4,785	0.0%						
Class of 2010 -- Third Year	\$3,550	\$3,550	0.0%						
Class of 2010 -- Fourth Year	\$1,200	\$1,200	0.0%						
Class of 2011 -- First Year	\$7,125	\$7,400	3.9%						
Class of 2011 -- Second Year	\$4,785	\$4,950	3.4%						
Class of 2011 -- Third Year	\$3,550	\$3,675	3.5%						
Class of 2011 -- Fourth Year	\$1,200	\$1,240	3.3%						
Graduate Student	\$2,900	\$2,900	0.0%						
Laboratory Supplies Fee (1st and 2nd year)	\$1,750	\$1,800	2.9%						
Professional Liability Insurance (4th year)	\$30	\$30	0.0%						

Academic Fees	SUI			ISU			UNI		
	Actual 2010-2011	Proposed 2011-2012	% Change	Actual 2010-2011	Proposed 2011-2012	% Change	Actual 2010-2011	Proposed 2011-2012	% Change
<b>Developmental Course Fees</b>									
Minimum Fee	--	--	--	\$160-\$468	\$160-\$468	0.0%	\$510	\$536	5.0%
<b>Dual Degree Fee for MPH/DVM Students</b>									
Minimum Fee	\$1,000	\$1,000	0.0%	\$480	ELIMINATE	ELIMINATE	--	--	--
<b>Dual Degree Fee for MPH/All Others</b>									
Minimum Fee	\$1,000	\$1,000	0.0%	--	--	--	--	--	--
<b>Extension Courses/Continuing Education/Workshops (per credit hour)</b>									
Undergraduate**	\$257	\$270	5.0%	\$255	\$268	5.0%	\$255	\$268	5.0%
Graduate**	\$404	\$424	5.0%	\$396	\$416	5.0%	\$396	\$416	5.0%
MBA Program**	\$600	\$600	0.0%	\$517	ELIMINATE****	ELIMINATE****	\$520	\$546	5.0%
Executive MBA Program (entering fall 2010 & fall 2011 --> 2-year total)**	\$51,000	\$51,000	0.0%	--	--	--	--	--	--
Master of Science in Seed Technology and Business**	--	--	--	\$517	\$543	5.0%	--	--	--
College of Public Health (off campus only)									
Undergraduate**	\$329	\$346	5.0%	--	--	--	--	--	--
Graduate and Other Public Health MS and PhD**	\$476	\$500	5.0%	--	--	--	--	--	--
Master of Health Administration**	\$690	\$725	5.0%	--	--	--	--	--	--
Master of Public Health**	\$682	\$716	5.0%	--	--	--	--	--	--
College of Liberal Arts & Sciences									
On-Hire and Distance Education Course Delivery Fee (per credit hour)	\$0	\$60	NEW	--	--	--	--	--	--
<b>Hospital Certificate Technology Programs (per year)</b>									
Lakeside Lab (5 weeks)	\$984	\$1,032	5.0%	--	--	--	--	--	--
Undergraduate**	\$257	\$270	5.0%	\$255	\$268	5.0%	\$255	\$268	5.0%
Graduate**	\$404	\$424	5.0%	\$396	\$416	5.0%	\$396	\$416	5.0%
<b>Open Credit (per project)</b>									
Price Laboratory School (annual rates)									
Pre-Kindergarten Fee Nursery-School Program									
Tuition <sup>3</sup>	--	--	--	--	--	--	\$1,531	\$1,540	0.6%
Instructional Materials Fee (K-4)	--	--	--	--	--	--	\$5,768	TBD***	PENDING
Instructional Materials Fee (5-12)	--	--	--	--	--	--	--	\$45	NEW
<b>REACH Program Fees</b>									
Processing Fee	\$40	\$40	0.0%	--	--	--	--	--	--
Acceptance Fee (\$300 of this amount will be credited toward the two-year program fee)	\$450	\$450	0.0%	--	--	--	--	--	--
Two-Year Program Fee (entering fall 2010) - Resident	\$28,166	\$28,166	0.0%	--	--	--	--	--	--
Two-Year Program Fee (entering fall 2010) - Non-Resident	\$58,168	\$58,168	0.0%	--	--	--	--	--	--
Two-Year Program Fee (entering fall 2011) - Resident	\$28,166	\$28,166	0.0%	--	--	--	--	--	--
Two-Year Program Fee (entering fall 2011) - Non-Resident	\$58,168	\$58,168	0.0%	--	--	--	--	--	--
<b>Registration Fees - Graduate Students - Required Enrollment Fee</b>									
Minimum Fee	--	--	--	\$792	\$832	5.0%	--	--	--

\*\*Classified as tuition-related fees in prior years.

\*\*\*This fee has not been determined as of the date of this memorandum.

\*\*\*\*Contingent on approval of the differential tuition rate for graduate business students. If the proposal for differential tuition is not approved, ISU proposes that the academic fee for the MBA Program be \$543 for 2011-2012 (5.0% increase.)

REACH Program Fees / Two-Year Program Fee (entering fall 2010) - Actual 2010-2011 --> Revised to reflect the amount approved by the Board at its June 2010 meeting.

ACADEMIC FEES  
UNIVERSITY OF IOWA PROPOSALS

**INCREASE:**

**Dentistry Fees**

- ◆ Certificate Programs (per year)
  - ◆ Endodontics Certificate – International Students with no US DDS ..... \$38,884 to \$40,828
  - ◆ Endodontics Certificate – All Other Students ..... \$12,384 to \$13,002
  - ◆ Orthodontics Certificate ..... \$10,974 to \$11,522
  - ◆ Pediatric Dentistry Certificate ..... \$984 to \$1,032
  - ◆ Periodontics Certificate – All Other Students ..... \$4,298 to \$4,512
  - ◆ Prosthodontics Certificate – International Students with no US DDS ..... \$6,506 to \$6,830
  - ◆ Prosthodontics Certificate – All Other Students ..... \$984 to \$1,032

*Rationale:* These fees are based on tuition and cost of delivery. These fees help to cover costs associated with offering these programs/courses.

**Dentistry Fees**

- ◆ Periodontics – International Students with no US DDS..... \$4,298 to \$9,512

*Rationale:* Due to an increase in SUI's international applicant pool, the College of Dentistry proposes a market-based \$5,000 increase in the fee paid by international students who have not obtained a DDS from an ADA Accredited Dental School. The fee total, including this increment and a 3.1% increase in the base, would be \$9,430.

In order to maintain the expected level of expertise and experience, SUI that it is imperative to attract and retain renowned Periodontics faculty. In order to do so, it is necessary to offer competitive compensation packages for the faculty. Current salaries for Periodontics faculty are much lower than those of the private sector. Thus, proceeds from the new certificate fee funds will be used to increase faculty support as well as maintain the department's educational mission with respect to the graduate program.

**◆ Instrument Management System Fee**

- ◆ Class of 2011 – First Year..... \$7,125 to \$7,400
- ◆ Class of 2011 – Second Year ..... \$4,785 to \$4,950
- ◆ Class of 2011 – Third Year ..... \$3,550 to \$3,675
- ◆ Class of 2011 – Fourth Year ..... \$1,200 to \$1,240

*Rationale:* To maintain the cost of providing the underlying services.

- ◆ **Laboratory Supplies Fee (1<sup>st</sup> and 2<sup>nd</sup> year)** ..... \$1,750 to \$1,800

*Rationale:* To maintain the cost of providing the underlying services.

**Extension Courses/Continuing Education/Workshops (per credit hour)**

- ◆ Undergraduate ..... \$257 to \$270
- ◆ Graduate ..... \$404 to \$424
- ◆ College of Public Health (off campus only)
  - ◆ Undergraduate ..... \$329 to \$346
  - ◆ Graduate and Other Public Health MS and PhD..... \$476 to \$500
  - ◆ Master of Health Administration ..... \$690 to \$725
  - ◆ Master of Public Health ..... \$682 to \$716

*Rationale:* These fees are based on tuition and cost of delivery. These fees help to cover costs associated with offering these programs/courses.

**ESTABLISH:**

**College of Liberal Arts & Sciences - On-line and Distance Education Courses..... \$0 to \$50**

*Rationale:* To continue to develop, deliver, evaluate and expand high quality on-line and distance education courses.

The College of Liberal Arts and Sciences (CLAS) provides a broad range of courses and degree programs. CLAS currently offers approximately 20 distance education on-site courses, 85 Guided Independent Study courses and 18 on-line courses. CLAS enrolls the vast majority of undergraduate students at SUI and provides course work for most of the other degree granting Colleges. The Colleges of Nursing (RN to BSN for licensed nurses), Medicine (Radiologic Sciences), University College (Bachelor of Applied Studies), BA in Social Work, and the CLAS Bachelor of Liberal Studies all use CLAS distance education courses to complete degree requirements.

Consideration is being given to on-line courses in mathematics, political science, sociology and a cooperative journalism and mass communications program with selected Iowa Community Colleges. The John and Mary Pappajohn Education Center (JMPEC) in Des Moines also provide unique opportunities for both graduate and undergraduate programming in terms of location and available technology. The School of Journalism and Mass Communications is considering an MA program at this Des Moines location. The largely on-site distance education Masters of Social Work has several on-line courses and is exploring blended and virtual delivery formats. SUI has quality courses, certificates, and degrees that could be improved and made available to distant learners and campus students with the assistance of appropriate funding. Successful distance education courses and programs are dependent upon consistent high quality and delivery using current technology.

This fee will enable CLAS to:

1. Meet the 15% enrollment growth increase in distance education stipulated as a benchmark in the Regent Strategic Plan;
2. Develop courses to be used in the SUI Strategic Plan for SUI/Community College Partnerships which meet the needs of geographically committed community college graduates; and
3. Meet the SUI Strategic Plan goal of increasing on-line courses to both campus and distant learners.

Specifically, the requested CLAS delivery fee will be used to:

1. Expand the number of on-line and distance education courses;
2. Review and improve the quality of all courses taught on-line and as distance education courses;
3. Invest in technology used to teach on-line and distance education courses;
4. Convert, as appropriate, Guided Independent Study courses to single term cohort-based course delivery; and
5. Appropriately compensate faculty for teaching distance education and on-line courses.

**Hospital Certificate Technology Programs (per year)..... \$984 to \$1,032**

*Rationale:* These fees are based on tuition and cost of delivery. These fees help to cover costs associated with offering these programs/courses.

**Lakeside Lab (5 weeks)**

- ♦ Undergraduate ..... \$257 to \$270
- ♦ Graduate ..... \$404 to \$424

*Rationale:* These fees are based on tuition and cost of delivery. These fees help to cover costs associated with offering these programs/courses.

ACADEMIC FEES  
IOWA STATE UNIVERSITY PROPOSALS

**Eliminate:**

**Developmental Course Fees**..... \$160-\$468

- ♦ Minimum Fee..... \$480 / Eliminate

*Rationale:* The minimum fee subcategory is unnecessary since these fees are represented as a range.

**Increase:**

**Extension Courses/Continuing Education/Workshops (per credit hour)**

- ♦ Undergraduate ..... \$255 to \$268
- ♦ Graduate..... \$396 to \$416
- ♦ MBA Program\*\*\*\* ..... \$517 to \$543 **or ELIMINATE**
- ♦ Master of Science in Seed Technology and Business ..... \$517 to \$543

*Rationale:* These fees are based on the equivalent of tuition for one credit hour and cost of delivery and can be determined after the Board approves tuition for 2011-2012. These fees help to cover costs associated with offering these programs/courses.

\*\*\*\*Contingent on the approval of the proposed differential tuition rate for graduate business students. If the proposal for this differential tuition is not approved, ISU proposes that the academic fee for the MBA Program be \$543 for 2011-2012 (5.0% increase.)

**Lakeside Lab (5 weeks)**

- ♦ Undergraduate ..... \$255 to \$268
- ♦ Graduate..... \$396 to \$416

*Rationale:* These fees are equivalent to tuition for one credit hour.

Iowa Lakeside Laboratory is a field station of Iowa's state universities that provides summer classes and research opportunities for students. The mission of Lakeside Lab is to: 1) provide science classes and research opportunities for university students; and 2) offer public programs and provide services through the state universities. Lakeside Lab offers students a unique educational experience through small full-immersion, field-oriented courses. These fees help to cover program costs.

**Registration Fees – Graduate Students – Required Enrollment Fee**..... \$792 to \$832

*Rationale:* These fees are equivalent to tuition for the two-credit resident graduate rate. Graduate students who are in their graduation term and have no coursework left are charged this fee rather than tuition because there is no coursework involved. Graduate students on assistantship and international students who must register and/or pay university fees to maintain their visas are not eligible for this fee.

ACADEMIC FEES  
UNIVERSITY OF NORTHERN IOWA PROPOSALS

**Increase:**

**Applied Music Fees – Academic Year University Students**

- ◆ Private Lessons, one course (non-majors) ..... \$117 to \$120
- ◆ Private Lessons, one course (majors) ..... \$196 to \$200

*Rationale:* To support higher costs associated with salaries and benefits for non-unit faculty who provide these lessons.

**Correspondence Study (per credit hour)** ..... \$200 to \$210

*Rationale:* To be increased at the same rates as resident undergraduate tuition.

**Developmental Course Fees** ..... \$510 to \$546

*Rationale:* To be increased at the same rates as resident undergraduate tuition.

**Extension Courses/Continuing Education/Workshops (per credit hour)**

- ◆ Undergraduate ..... \$255 to \$268
- ◆ Graduate ..... \$396 to \$416
- ◆ MBA Program ..... \$520 to \$546

*Rationale:* To be increased at the same rates as resident undergraduate tuition.

**Lakeside Lab (5 weeks)**

- ◆ Undergraduate ..... \$255 to \$268
- ◆ Graduate ..... \$396 to \$416

*Rationale:* To be increased at the same rates as resident undergraduate tuition.

**Open Credit (per project)** ..... \$510 to \$536

*Rationale:* To be increased at the same rates as resident undergraduate tuition.

**Price Laboratory School (annual rates)**

- ◆ Pre-Kindergarten Fee Nursery School Program ..... \$1,531 to \$1,540

*Rationale:* This fee covers the expenses associated with providing a comprehensive educational program for pre-K students.

- ◆ Tuition ..... \$5,768 to TBD

*Rationale:* This fee provides for instructional costs for non-district students who open enroll at Price Lab School. This fee has not been determined as of the date of this memorandum.

- ◆ Instructional Materials Fee (K-4) ..... \$0 to \$45

- ◆ Instructional Materials Fee (5-12) ..... \$0 to 90

*Rationale:* These fees cover instructional materials and curricular software packages used throughout the school.

**Academic Fees Glossary  
University of Iowa**

**Applied Music**

The music fee is charged (in addition to regular tuition and fees) to students receiving private music instruction from University of Iowa faculty. The fee offsets the costs of one-on-one instruction.

**College of Nursing Fees**

The Nurse Practitioner Lab Fee is assessed to students enrolled in a College of Nursing Graduate Program to cover the costs associated with providing hands on clinical practice in the areas of Pelvic Exam Models and Clinical Skills Workshops.

The Student Liability Insurance Fee is a fee designed to provide nursing students with the *required* personal liability insurance at a much lower rate than rates available to students individually.

**Dentistry Fees**

**A.S.D.A. Dues (DDS)**

This fee represents the dues to belong to the American Dental Education Association. It is merely a pass through from the national group to the students.

**Certificate Programs**

The College of Dentistry charges a certificate fee to those students enrolled in the listed specialized programs.

**Instrument Management System Fee (DDS and graduate students)**

This fee covers the management, sterilization and replacement of dental equipment used in the treatment of patients.

**Laboratory Supplies Fee (1st and 2nd year DDS students)**

This fee covers supplies (teeth, burs, etc.) used in the simulation clinic during the first 2 years of dental school. The simulation clinic utilizes mannequins to simulate patient experiences. The students develop the technical skills in this environment before moving on to actual patient care.

**Professional Liability Insurance (4th year DDS students)**

This fee covers for malpractice while they serve their extramural rotations outside of the college.

**Dual Degree Fee for DVM/MPH students**

Since 2003, the University of Iowa College of Public Health (CPH) has offered a combined Doctor of Veterinary Medicine/Master of Public Health (DVM/MPH) degree program in collaboration with Iowa State University (ISU). UI Master of Public Health students who are not in combined programs are assessed a tuition supplement of \$6000. Since the DVM/MPH combined students do not pay a tuition supplement when they are enrolled at ISU, they are only being assessed half of the total tuition supplement (\$3000) for the UI summer sessions. However, as MPH students, they derive the same benefits from the tuition supplement funds as students who pay the full amount.

To assure student equity and to recover funding essential to the mission of the MPH program, students in the combined DVM/MPH program are assessed a flat fee of \$3000 to make up the difference between the actual tuition supplement collected (\$3000) and total tuition supplement other students pay (\$6000). A portion of this fee will be assessed each semester a student enrolls at UI and is not paying UI tuition. Since students generally take six 3 credit hour courses in this manner, a flat fee of \$500 for each semester the student takes a 3 credit hour course at UI when also enrolled at ISU ( $\$500 \times 6 = \$3000$ ) is assessed.

**Academic Fees Glossary**  
**University of Iowa**  
*(continued)*

**Dual Degree Fee for MPH/All Others**

The University of Iowa College of Public Health Master of Public Health (MPH) program offers combined degrees with the UI Colleges of Law, Pharmacy, Medicine, and Nursing. MPH students who are not in combined programs are assessed a tuition supplement of approximately \$6,000 over the course of their studies. Law, Pharmacy, Medicine and Nursing combined students do not pay the MPH tuition supplement since they are assessed tuition for their respective primary degree. However, as MPH students, they derive the same benefits from the tuition supplement funds as non-combined MPH students. To assure student equity and to recover funding essential to the mission of the MPH program, the College of Public Health all combined degree MPH programs students are assessed a flat fee of \$500 per semester whenever the student is enrolled in MPH courses and not designated as an MPH student for tuition purposes. A similar proposal was approved and initiated for the Doctor of Veterinary Medicine and MPH combined program between the University of Iowa and Iowa State University in FY2009.

**Extension Courses/Continuing Education/Workshops**

Listed are the tuition rates for students enrolled in extension/continuing education courses or programs offered by the University. The rates are on a per credit hour basis except for the Executive MBA program. The tuition listed for the Executive MBA program is 2-year total charge.

**Delivery Fee – CLAS On-line and Distance Education Courses**

Students enrolled in on-line or distance education courses offered by the College of Liberal Arts & Sciences are charged an additional \$50 per credit hour delivery fee. The CLAS delivery fee covers the expenses associated with: 1) expanding the number of on-line and distance education courses offered, 2) the technology used to teach on-line and distance education courses, and 3) converting (as appropriate) GIS courses to single term cohort-based course delivery.

**Hospital Certificate Technology Programs**

Fee charged to students enrolled in UI Health Care Technology certificate programs.

**Lakeside Labs**

Tuition rates for the students enrolled in extension/continuing education courses offered by the University at the Iowa Lakeside Laboratory campus.

**R•E•A•C•H**

The University of Iowa R•E•A•C•H (Realizing Educational and Career Hopes) program is a unique two-year certificate program for young adults with multiple learning and cognitive disabilities. The R•E•A•C•H Program combines academic instruction, career experiences, community involvement, and residential life to create a dynamic collegiate experience. Through the R•E•A•C•H Program, students are empowered and provided with the skills necessary to become independent, productive, and fully participating adults living and working in the community. R•E•A•C•H Program fees include a processing fee to evaluate candidates for this program and an acceptance for those students who are accepted into the program who wish to evidence their intent to actually enroll in the program. A portion of the acceptance fee is used to offset a portion of the first semester's program costs.

*Last revised December 16, 2010*

**Academic Fees Glossary  
Iowa State University**

**Applied Music Fees**

**Private Music Instruction (one credit) – \$150**

**Private Music Instruction (two credits) – \$190**

The music fee is charged to students receiving private music instruction and is in addition to regular tuition. The fee offsets the costs of one-on-one instruction. Revenue generated from this fee is returned to students through music scholarships. One credit of instruction is \$150; the fee for two credits is \$190.

**Developmental Course Fees**

A developmental course fee is charged in addition to the tuition charged for other courses on the student's schedule. For example: A student taking 12 credits plus a developmental course will pay full-time tuition for the 12 credits, plus the developmental course fee(s). Developmental course fees range from \$160 – \$480. These fees are intended to cover the direct costs of offering these developmental courses.

**Extension Courses/Continuing Education/Workshops (per credit hour)**

These fees help to cover the costs associated with offering these programs and courses. The fee amount is based on the equivalent of what tuition would be for one credit hour and cost of delivery.

**Lakeside Lab**

Iowa Lakeside Laboratory is a field station of Iowa's state universities that provides summer classes and research opportunities for students. The mission of Lakeside Lab is twofold: 1) to provide science classes and research opportunities for university students and 2) to offer public programs and provide services through the state universities. Lakeside Lab offers students a unique educational experience through small full-immersion, field-oriented courses. This fee helps to cover program costs.

**Registration Fees – Graduate Students – Required Enrollment Fee**

Graduate students, who are in their graduation term and have no coursework left, will be assessed a fee equivalent to the two credit resident graduate tuition rate. Students are charged a miscellaneous fee rather than tuition because there is no coursework involved. Graduate students on assistantship and international students who must register and/or pay university fees to maintain their visa are not eligible for this fee.

*Prepared by the Office of the Registrar January 6, 2011  
Reviewed by the University Non-Tuition Related Fees Committee January 7, 2011  
Last Revised: January 7, 2011*

**Academic Fees Glossary  
University of Northern Iowa**

**Applied Music Fees**

These fees are charged to students receiving private music instruction and are in addition to regular tuition. The fees offset the costs of one-on-one instruction. The fees vary depending upon whether the student is a music major or not and if taken for one course or two courses.

**Correspondence Study (per credit hour)**

Guided independent study is instruction provided remotely in various transmittal formats such as the web, the ICN, WebCT and paper.

**Developmental Course Fees**

Developmental courses are those whose level of content knowledge is fundamental to beginning level college credit courses. This fee is tied to the two hours undergraduate resident tuition rate. Any credit earned in developmental courses is not applicable to a degree.

**Extension Courses/Continuing Education/Workshops (per credit hour)**

Courses offered on a non residential (distance) basis are provided through continuing education. These credit bearing courses may be at the undergraduate, graduate and/or MBA level. Such courses may be presented in person, over the ICN or via the Web.

**Lakeside Lab (5 weeks)**

Lakeside lab is a unique instructional center on the shores of West Okoboji Lake. Instruction is offered through the Division of Continuing Education and Special Programs at both the undergraduate and graduate levels.

**Open Credit (per project)**

Open credit is designed for special projects such as papers, experiments, works of art or portfolio assessment of prior learning. The fee for each project is tied to the two hour undergraduate resident tuition rate.

**Price Laboratory School (annual rates)**

- ◆ Pre-Kindergarten Fee Nursery School Program – This fee covers the expenses associated with providing a comprehensive educational program for pre-K students.
- ◆ Tuition – This fee provides for instructional costs for **non-district** students who **open enroll tuition in** at Price Lab School.
- ◆ Instructional materials fee (K-4 and 5-12) – This fee covers instructional materials and curricular software packages used throughout the school.

Administrative Fees	SUI			ISU			UNI		
	Actual 2010-2011	Proposed 2011-2012	% Change	Actual 2010-2011	Proposed 2011-2012	% Change	Actual 2010-2011	Proposed 2011-2012	% Change
<b>Account Review Fee (per hour)</b>	--	--	--	\$10	\$10	0.0%	--	--	--
<b>Admission / Tuition Deposit Fees</b>									
DDS	\$500	\$500	0.0%						
DPT (Physical Therapy)	\$300	\$300	0.0%						
JD - first deposit April 1	\$250	\$250	0.0%						
JD - second deposit June 1	\$150	\$150	0.0%						
MBA	\$300	\$300	0.0%						
MD	\$50	\$50	0.0%						
PharmD	\$250	\$250	0.0%						
Physician Assistant (Caver College of Medicine)	\$400	\$400	0.0%						
Veterinary Medicine Advance Payment	--	--	--	\$500	\$500	0.0%	--	--	--
<b>Application Fees (non-refundable)</b>									
Undergraduate Domestic Student	\$40	\$40	0.0%	\$40	\$40	0.0%	\$40	\$40	0.0%
Undergraduate International Student	\$85	\$85	0.0%	\$50	\$50	0.0%	\$50	\$50	0.0%
Graduate Domestic Student	--	--	--	\$40	\$40	0.0%	\$50	\$50	0.0%
Graduate International Student	--	--	--	\$90	\$90	0.0%	\$70	\$70	0.0%
Graduate/Professional Domestic Student	\$60	\$60	0.0%	--	--	--	--	--	--
Graduate/Professional International Student	\$100	\$100	0.0%	--	--	--	--	--	--
PharmD Student	\$100	\$100	0.0%	--	--	--	--	--	--
Veterinary Medicine Student	--	--	--	\$75	\$75	0.0%	--	--	--
Non-Degree Students	\$40	\$40	0.0%	--	--	--	\$40	\$40	0.0%
Re-Entry Fee	\$20	\$20	0.0%	--	--	--	--	--	--
Background Check Fee - Students/Patient Care	\$50	\$50	0.0%	--	--	--	--	--	--
<b>Billing Fees</b>									
Additional Statement	--	--	--	\$5	\$7.50	50.0%	--	--	--
Deferred (payment over three months)	--	--	--	--	--	--	--	--	--
Fall and Spring Semesters	\$20	\$20	0.0%	\$20	\$20	0.0%	\$20	\$20	0.0%
Summer Session	\$15	\$15	0.0%	\$20	\$20	0.0%	\$20	\$20	0.0%
Installment Payment Plan (payment over twelve months)	--	--	--	\$50	\$50	0.0%	--	--	--
<b>Career Placement Services Fees - By College</b>									
Business & Liberal Arts	--	--	--	--	--	--	\$20	ELIMINATE	ELIMINATE
Education	--	--	--	--	--	--	--	--	--
Credentials (per set)	--	--	--	--	--	--	--	--	--
e-Portfolio (per selected course)	\$30	\$30	0.0%	--	--	--	\$5	ELIMINATE	ELIMINATE
One Set of Credentials (inactive applicant)	\$5	\$5	0.0%	--	--	--	--	--	--
Registration Fee	\$10	\$10	0.0%	--	--	--	--	--	--
Ten Additional Sets of Credentials	\$10	\$10	0.0%	--	--	--	--	--	--
Vacancy Lists	\$15	\$15	0.0%	--	--	--	--	--	--
Human Sciences									
New Credentials File	--	--	--	\$20	\$20	0.0%	--	--	--
Credentials Mailing Fee	--	--	--	\$5	\$5	0.0%	--	--	--
Veterinary Medicine (one time)	--	--	--	\$10	\$15	50.0%	--	--	--
Career Services (one time) --> Moved to line above	--	--	--	\$10	\$10	MOVED	--	--	--
<b>Career Placement Services Fees - Career Center Employment Expo</b>									
Career Services (one time)	\$32	\$32	0.0%	--	--	--	--	--	--
Catalog Sales Fee	--	--	--	\$5	ELIMINATE	ELIMINATE	--	--	--
College of Education e-Portfolio (per selected course) --> Moved to Career Services	\$30	\$30	MOVED	--	--	--	--	--	--

Administrative Fees	SUI			ISU			UNI		
	Actual 2010-2011	Proposed 2011-2012	% Change	Actual 2010-2011	Proposed 2011-2012	% Change	Actual 2010-2011	Proposed 2011-2012	% Change
CLEP Score Report Fee	\$5	\$5	0.0%						
Cooperative Education Placement Fee									
Departmental Exam for Credit Fee (per exam)	\$50	\$50	0.0%	\$100	\$100	0.0%	\$50	\$50	0.0%
Diploma Replacement Fee	\$45	\$45	0.0%	\$25	\$25	0.0%	\$25	\$25	0.0%
Duplicate Check Fee -> Moved to Reissue Check Fee				\$30	\$30	MOVED	\$30	\$30	MOVED
Employer Reimbursement Deferred Billing Fee	\$35	\$35	0.0%	\$35	\$35	0.0%	\$25	\$25	0.0%
Fax Fee (for sending official documents)	\$7	\$7	0.0%	\$7	\$7	0.0%	\$7	\$7	0.0%
Financial Aid A/R Reissue Check Fee -> Moved to Reissue Check Fee	\$10	\$10	MOVED						
<b>Graduate College Fees</b>									
Copyright Fees									
Doctoral Dissertation and Master's Thesis (optional)				\$55	\$55	0.0%	\$65	\$65	0.0%
Publication Fees									
Doctoral Dissertation				\$65	\$65	0.0%	\$65	\$65	0.0%
Master's Thesis				\$55	\$55	0.0%			
Thesis Fees									
Electronic Essay & Graduate Publication Fee for DMA students	\$65	\$0	ELIMINATE						
Essay Fee - DMA	\$165	\$0	ELIMINATE						
Master's Thesis Publication Fee	\$20	\$10	-50.0%						
PHD, Doctorate of Musical Arts (DMA)	\$220	\$155	-29.5%						
Masters	\$145	\$145	0.0%	\$100	\$100	0.0%	\$25	\$25	0.0%
Doctorate				\$100	\$100	0.0%	\$35	\$35	0.0%
Graduation and Degree Application Fee	\$75	\$75	0.0%	\$50	\$50	0.0%	\$50	\$50	0.0%
Late Fee for Applying After Deadline	\$20	\$20	0.0%						
ID Card Replacement Fee	\$25	\$25	0.0%	\$25	\$25	0.0%	\$25	\$25	0.0%
ID Card Annual Maintenance Fee - Non-Students/Non-Employees				\$15	ELIMINATE	ELIMINATE			
Immunization Record Late Fee							\$30	\$30	0.0%
<b>International Students and Scholars</b>									
English Proficiency Examination	\$30	\$30	0.0%						
Fall and Spring Semesters	\$70	\$70	0.0%						
Summer Session	\$35	\$35	0.0%						
Key/Access Card Replacement Fee				\$25	\$25	0.0%			
Late Payment of Fees and Charges	\$25	\$25	0.0%	1%	1%	0.0%	\$25	1% of amount past due	Will Vary
<b>New Student Programs/Matriculation Fees</b>									
Administrative Fee	\$250	\$250	0.0%	\$190	\$195	2.6%	\$175	\$185	5.7%
Undergraduate International Student Orientation (additional program)	\$120	\$120	0.0%						
<b>Perkins Loan Fees</b>									
Collection Letter							\$10	\$10	0.0%
Credit Bureau File Fee							\$3	\$3	0.0%
Late Payment							10% of pymt	10% of pymt	0.0%
<b>Price Laboratory School Fees (annual rates)</b>									
Activity Fee (grades 6-12)							\$55	\$60	9.1%
Instrument Rental Fee (Band and Orchestra)							\$79	\$80	1.3%
Percussion Fee							\$50	\$50	0.0%

Administrative Fees	SUI			ISU			UNI		
	Actual 2010-2011	Proposed 2011-2012	% Change	Actual 2010-2011	Proposed 2011-2012	% Change	Actual 2010-2011	Proposed 2011-2012	% Change
<b>Refund Schedule Fees</b>									
Before the First Day of Class	100.0%	100.0%	0.0%	100.0%	100.0%	0.0%	100.0%	100.0%	0.0%
First Week	90.0%	90.0%	0.0%	90.0%	90.0%	0.0%	90.0%	90.0%	0.0%
Second Week	75.0%	75.0%	0.0%	75.0%	75.0%	0.0%	75.0%	75.0%	0.0%
Third Week	50.0%	50.0%	0.0%	50.0%	50.0%	0.0%	50.0%	50.0%	0.0%
Fourth Week	25.0%	25.0%	0.0%	25.0%	25.0%	0.0%	25.0%	25.0%	0.0%
<b>Refund Schedule Fees - Reduced Load (reduction of hours)</b>									
First Two Weeks	100.0%	100.0%	0.0%	100.0%	100.0%	0.0%	100.0%	100.0%	0.0%
After Second Week	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%	0.0%
<b>Registration Fees</b>									
Drop/Add/Change (Day 6 of classes and later)	\$12	\$12	0.0%	\$12	\$12	0.0%	\$10	\$10	0.0%
Doctoral Post Comprehensive or Prelim	\$70	\$70	0.0%	\$70	\$70	0.0%	\$70	\$70	0.0%
Graduate Continuing Scholar	--	--	--	--	--	--	\$50	\$50	0.0%
Late	--	--	--	--	--	--	\$20	\$20	0.0%
Day 1 - 5	\$30	\$30	0.0%	--	--	--	--	--	--
Day 6 - 10	\$60	\$60	0.0%	--	--	--	--	--	--
Day 11 onward	\$100	\$100	0.0%	--	--	--	--	--	--
Undergraduate students	--	--	--	\$20	\$20	0.0%	--	--	--
Graduate Students, Day 1 - 5	--	--	--	\$20	\$20	0.0%	--	--	--
Graduate Students, Day 6 - 10	--	--	--	\$50	\$50	0.0%	--	--	--
Graduate Students, Day 11 onward	--	--	--	\$100	\$100	0.0%	--	--	--
Masters Final	\$70	\$70	0.0%	--	--	--	--	--	--
<b>Reinstatement Fee --&gt; Moved to Late Payment of Fees and Charges</b>	\$25	\$25	MOVED	--	--	--	--	--	--
<b>Reissue Check Fee</b>	\$10	\$30	200.0%	\$30	\$30	0.0%	\$30	\$30	0.0%
<b>Restricted Enrollment Fee (per occurrence) --&gt; Moved to Late Payment of Fees and Charges</b>	--	--	--	--	--	--	\$25	\$25	MOVED
<b>Returned Check/Debit Fee</b>	\$30	\$30	0.0%	\$30	\$30	0.0%	\$30	\$30	0.0%
<b>Senior Fee (optional)</b>	--	--	--	\$2	\$2	0.0%	--	--	--
<b>Sponsored International Student Fee</b>	--	--	--	5% of fees	5% of fees	0.0%	--	--	--
<b>Student Counseling Service Fee</b>	--	--	--	--	--	--	--	--	--
Late / No-Show Appointment Fee	--	--	--	\$15	ELIMINATE	ELIMINATE	\$15	ELIMINATE	ELIMINATE
<b>Study Abroad Fees</b>									
Academic Year	--	--	--	--	--	--	\$480	\$480	0.0%
Administrative Fee	\$350	\$400	14.3%	\$105	\$105	0.0%	\$65	\$65	0.0%
Non-IJ Sponsored Program Participants	--	--	--	--	--	--	\$120	\$120	0.0%
One Semester	--	--	--	--	--	--	\$360	\$360	0.0%
Participation Fee	\$50	\$50	0.0%	--	--	--	--	--	--
Program Fees	--	--	--	\$600	\$600	0.0%	--	--	--
Fall and Spring Semesters	--	--	--	\$350	\$350	0.0%	\$150	\$150	0.0%
Summer Session	--	--	--	--	--	--	--	--	--
<b>Transcript Fees</b>									
First and Additional Copies	\$15	\$15	0.0%	\$15	\$15	0.0%	\$15	\$15	0.0%
Special Handling Charge (early transcript; partial transcript)	\$25	\$25	0.0%	\$5	\$5	0.0%	--	--	--
Electronic Transcript Fee	\$3	\$3	0.0%	--	--	--	--	--	--
<b>Veterinary Medicine Mobile Computing Fee</b>	--	--	--	\$2,500	\$2,500	0.0%	--	--	--

\*\*\* These fees have not been determined as of the date of this memorandum.

**ADMINISTRATIVE FEES  
UNIVERSITY OF IOWA PROPOSALS**

**ELIMINATE / DECREASE:**

**Graduate College Fees**

♦ Thesis Fees

- ♦ Electronic Essay & Graduate Publication Fee for DMA students..... \$65 / Eliminate
- ♦ Essay Fee – DMA ..... \$165 / Eliminate
- ♦ Master's Thesis Publication Fee ..... \$20 to \$10
- ♦ PhD, Doctorate of Musical Arts (DMA)..... \$220 to \$155

*Rationale:* ProQuest (the company that processes/publishes SUI's electronic theses and dissertations) eliminated publication fees. SUI had passed along ProQuest's fee to students who deposited theses/dissertations with the Graduate College.

Due to the elimination of the ProQuest fee, the University proposes to reduce the "Master's Thesis Publication Fee" and the "PhD, DMA" fee.

The "Essay Fee – DMA" and "Electronic Essay & Graduate Publication Fee – DMA" are redundant and can be removed.

**INCREASE:**

**Reissue Check Fee ..... \$10 to \$30**

*Rationale:* To bring SUI's fee to the same level as ISU and UNI. SUI's fee has been \$10 since first approved by the Board in 2002. Banks typically charge \$10 to put a stop on any check; the estimated cost of reissuing a check is now \$14. The University Billing Office normally waives this fee if the student agrees to sign up for direct deposit.

**Study Abroad Fees - Administrative Fee ..... \$350 to \$400**

*Rationale:* To cover the increased operating costs associated with higher enrollment and interest.

This fee was first established and approved by the Board in 2008. SUI offers approximately 75 study abroad programs scattered across every continent (except Antarctica.) If no SUI programs are right for a student, the student may participate in a program offered by another U.S. university or foreign university. In 2009-10, 801 SUI undergraduate students studied abroad, representing more than 70 different majors.

OSA has been challenged to become more self-sufficient, relying less on allocations from SUI's general education fund. In FY 2011, OSA experienced increased enrollments and interest and therefore increased operating costs. Much of the expansion in Study Abroad offerings has been in faculty-led, short term programs which tend to require more administrative effort than most of the semester or longer-term summer programs.

**CHANGE:**

**College of Education e-Portfolio (per selected course) (\$30)..... Moved to Career Services**

**Financial Aid A/R Reissue Check Fee (\$10) ..... Moved to Reissue Check Fee**

**Replacement Fee (\$25) ..... Moved to ID Card Replacement Fee**

**Reinstatement Fee (\$25)..... Moved to Late Payment of Fees and Charges**

**ADMINISTRATIVE FEES  
IOWA STATE UNIVERSITY PROPOSALS**

**ELIMINATE:**

**Catalog Sales Fee** ..... \$5 / Eliminate

*Rationale:* No longer applicable as ISU is moving to an electronic catalog, beginning with academic year 2011-2012.

**ID Card Annual Maintenance Fee – Non-Students/Non-Employees** ..... \$15 / Eliminate

*Rationale:* Not assessed to students.

**Student Counseling Service Fee**

♦ **Late/No-Show Appointment Fee** ..... \$15 / Eliminate

*Rationale:* No longer classified as miscellaneous.

**INCREASE:**

**Billing Fees – Additional Statement** ..... \$5 to \$7.50

*Rationale:* To help deter the increased costs associated with providing an additional billing statement upon student request. This fee has not increased in 20 years, yet printing and postage costs have increased substantially.

**Career Placement Services Fees-By College – Veterinary Medicine (one time)**..... \$10 to \$15

*Rationale:* To help further defray the cost of development and maintenance of a new, more user-friendly online Job Board for DVM students. Additional funds would be used for student hourly help to assist programmers and staff with data entry, archiving of current Job Board listings, and other tasks associated with the development and maintenance of a new Job Board.

**New Student Programs/Matriculation Fees** ..... \$190 to \$195

This fee is assessed to all new degree-seeking undergraduates. The fee covers costs associated with orientation and Destination Iowa State programming, including publications, mailings, programming, and student assistants who provide services to students and their families during orientation and Destination Iowa State. For students entering in the summer or fall semester, this fee is refundable prior to May 1 (minus a \$25 administrative fee.) For students entering in the spring semester, this fee is refundable prior to November 1 (minus a \$25 administrative fee.)

*Rationale:* To cover the cost of one math placement assessment per new undergraduate student (cost is currently \$5.00 per assessment). ISU contracted with ALEKS to pilot the administration of a web-based math placement assessment for new undergraduate students through December 2012. Given the timing associated with applicants accepting their offers of admissions, the \$5 increase from \$190 to 195 would be effective with those students entering in the summer of 2012.

**New Student Programs/Matriculation Fees – Administrative Fee**..... \$20 to \$25

*Rationale:* To defray administrative costs if a student chooses not to enroll prior to May 1 for fall and summer semesters and November 1 for spring semester. The \$5 increase represents increased administrative costs. This fee is not a separate fee, but rather the nonrefundable portion of the New Student Programs/Matriculation Fee.

**CHANGE:**

**Career Placement Services Fees - By College**

**Career Services (one time) (\$10)** ..... Moved to Veterinary Medicine (one time)

**Duplicate Check Fee (\$30)** ..... Moved to Reissue Check Fee

**Replacement Fee (\$25)** ..... Moved to ID Card Replacement Fee

**ADMINISTRATIVE FEES  
UNIVERSITY OF NORTHERN IOWA PROPOSALS**

**ELIMINATE:**

**Career Placement Services Fees – By College**

- ♦ Business & Liberal Arts ..... \$20 / Eliminate
- ♦ Credentials (per set)..... \$5 / Eliminate

*Rationale:* No longer needed/collected. The University has concluded that it will not charge these fees and propose that they be dropped.

**Student Counseling Service Fee – Late/No Show Appointment Fee ..... \$15 / Eliminate**

*Rationale:* No longer classified as miscellaneous.

**INCREASE:**

**Late Payment of Fees and Charges .....\$25 to 1%**

*Rationale:* To adopt a variable fee assessed at 1% of the amount past due when a student fails to pay the minimum amount due. This fee would be assessed monthly until the payments are current. Changing the fee to a rate-based fee makes the fee more equitable to all students.

**New Student Programs/Matriculation Fees ..... \$175 to \$185**

*Rationale:* To support new orientation and other retention initiatives developed by the First Year Council and Retention Council (as a result of Foundations of Excellence self-study process). Funds will support: (1) implementation of MAP-Works, an early warning/intervention system that identifies new students at risk of leaving the institution; and (2) annual salary increases for those salaries funded through this fee.

**Price Laboratory School Fees (annual rates)**

- ♦ Activity Fee (grades 6-12) ..... \$55 to \$60
- ♦ Instrument Rental Fee (Band and Orchestra) ..... \$79 to \$80

**CHANGE:**

**Restricted Enrollment Fee (\$25) ..... Moved to Late Payment of Fees and Charges**

**Duplicate Check Fee (\$30) ..... Moved to Reissue Check Fee**

**Replacement Fee (\$25) ..... Moved to ID Card Replacement Fee**

**Administrative Fees Glossary  
University of Iowa**

**Admission/Tuition Deposit**

Some colleges/programs require applicants who are accepted into the program to submit a deposit to ensure that only students who are genuinely interested in enrolling at Iowa accept the offer of admission. At Iowa, the Dentistry, Physical Therapy, Law, MBA, Medicine, and Physician Assistant programs currently have an admission/tuition deposit.

**Application Fee – Domestic Students**

The application fee is charged to individuals applying for admission to the University of Iowa. The fee is charged to cover administrative costs such as data processing, personnel, word processing, and postage. The application fee is non-refundable.

**Application Fee - International Students**

This application fee is charged to non-immigrants applying for admission to the University of Iowa. This fee is charged to cover administrative costs such as data processing, personnel, word processing, and postage. These individuals are charged a higher rate because of the additional costs associated with the evaluation of foreign academic records, the need to maintain special resource materials and immigration forms, and increased postage for overseas mailings. The application fee is non-refundable.

**Application Fee – College of Pharmacy**

The College of Pharmacy charges a fee to cover the costs of its enhanced application/admissions process. (This fee is in addition to the standard University application fee.) The College of Pharmacy currently admits students through the Pharmacy College Admission Service (PCAS) system which is available through the American Association of Colleges of Pharmacy (AACCP). Through this service applicants apply to the central service and direct their applications to pharmacy schools of their choosing. After the College of Pharmacy determines which students are to be admitted, information is sent to the UI Admissions office, which then processes the students into the UI system and prepares their file for graduation tracking.

**Application Fee – Non-degree Students**

Non-degree student are assessed an application fee to cover administrative costs such as data processing, personnel, word processing, and postage. The application fee is nonrefundable. Non-degree students range from high school students taking university courses, to visiting students enrolled in regular courses or in a study abroad program, to students working on teaching certification or prerequisite coursework for professional colleges, to students just taking courses for pleasure, to name just a few of the types. These applications can take nearly as much processing and staff time as applications submitted by degree-seeking students.

**Application Fee – Re-entry**

The re-entry application fee is assessed a returning student has not been enrolled for three consecutive sessions who wishes to re-enroll in the University.

**Background Check (students involved in patient care)**

This fee is charged to conduct criminal background checks for all students involved in patient care. These students must undergo a criminal background check prior to beginning clinical rotations.

**Billing Fees – Deferred Payment**

This administrative charge is assessed to those students who do not pay their *full* tuition, room and board charges in August for fall semester and January for spring semester. This permits students to spread payment over three installments. The fee helps defray the extra data processing involved in carrying and billing the charges over a longer period of time, as well as the extra personnel required in the Treasurer's Office to handle the traffic involved with three tuition payments per semester instead of one.

**Administrative Fees Glossary**  
**University of Iowa**  
*(continued)*

**Career Services Fee (by college) – College of Education**

This fee is charged when a student utilizes the services of the Educational Placement Office, which has a comprehensive suite of products and services designed to help students make the most of their transition from academe to the professional marketplace. The Educational Placement Office offers personalized assistance and the advantage of sophisticated web-based technology to assist job seekers and employers in the global marketplace.

**Career Services Fee – Career Center Employment Expo**

The employment expo is an online recruiting system that allows students to easily search for jobs and internships, and to sign up for on-campus interviews. The fee goes toward maintaining the online recruiting system. The system allows students to upload resumes/cover letters, search and apply for jobs and internships and research organizations. Employers can post full-time jobs/internships, search student resumes and manage interview schedules. Additionally, undergraduate students can access **Iowa Career Exploration Network** in Employment Expo to connect with over 500 professionals from across the country. The fee allows students to use the system and is good for three years after the student's graduation date.

**CLEP Score Report**

A UI student may request that a copy of their CLEP score report be mailed to another institution. This fee covers the cost of processing the request.

**Departmental Exam for Credit Fee**

This fee covers the expenses of creating or purchasing, administering, and scoring special examinations to determine whether students may receive test-out credit for a course in which they are not formally enrolled.

**Diploma Replacement**

This fee is charged to individuals who have requested a replacement diploma. The charge covers the cost of printing the diploma, personnel to process the order, postage, and other administrative costs.

**Employer Reimbursement Deferred Billing Fee**

This fee is assessed to those students who have demonstrated a valid employer reimbursement contract and who desire the deferment of designated approved tuition and fees. The designated approved tuition and fees will be due and payable 30 days after the presentation of grades to students. In providing this option students who have a valid agreement with their employers can avoid registration holds or other unnecessary financial burdens.

**Fax Fee (for sending official documents)**

A fax fee is charged for sending official documents, such as transcripts, certifications, and statement of account, using electronic facsimile technology. The fee covers the phone charges and personnel costs associated with preparing and sending the document.

**Graduate College Fees**

Master's Thesis Fee - This nonrefundable fee is charged to any student who submits a Masters degree thesis to the Graduate College. This fee helps defray costs associated with providing part-time support for the thesis office, electronic thesis administration, and other administrative costs.

Master's Thesis Publication Fee – All Master's thesis candidates are assessed a fee for the microfilming and archiving of the thesis. This fee is in addition to the thesis fee.

PhD, Doctorate of Musical Arts (DMA) Fee– All PhD and Doctor of Musical Arts candidates are assessed a fee to cover microfilming of the thesis, web access and distribution, archiving, and publication in Dissertation Abstracts International.

**Administrative Fees Glossary**  
**University of Iowa**  
*(continued)*

**Graduation and Degree Application Fee**

The graduation and degree application fee is assessed to students when they submit an application for graduation. The fee partially covers the cost of such items as diplomas, diploma covers, data processing, personnel, the commencement program booklet, and other administrative costs. There is also a late fee for applying for degree after the deadline. These fees are non-refundable.

**ID Card Replacement Fee**

All students receive their first student identification card free of charge. Those cardholders who have lost or misplaced their identification card are assessed a fee to cover the cost of replacement.

**International Students - English Proficiency Evaluation (EPE) Examination Fee**

This fee covers the cost of administering the English Proficiency Evaluation (EPE) examination to new students whose first language is not English, to ensure that they have the requisite English language proficiency to succeed academically at UI.

**International Students & Scholars Administrative Fee**

This fee provides funding for the special services required by international students, including immigration and personal advising, programming and outreach. The fee is charged to all students attending the UI in an education (F or J) immigration status.

**Late Payment of Fees and Charges (formerly reinstatement fee)**

Restrictions are placed on a student's registration and charging ability when the minimum payment is not made by the due date. The reinstatement fee is assessed to lift the restrictions.

**New Student Program/Matriculation Fee**

The Matriculation Fee (formerly called Orientation Fee) pays for programming expenses for orienting new freshmen and new transfer students and their parents to the University, and for enrolling them in their classes. Orientation programs are organized by the Orientation Office within Admissions with major contributions from Academic Advising (formal programs for students and parents plus individual advising), Evaluation and Examination Services (placement exams for mathematics, foreign language, and chemistry), the Office of International Students and Scholars (specialized transition services to new international students) and Student Financial Aid (aid advising and financial management).

**New Student Programs/Matriculation Fee for Undergraduate International Student Orientation (additional program)**

The Office of International Student and Scholars (OISS) provides an extensive orientation program for all new international students, undergraduate, graduate, and professional. This program addresses the unique legal and cross-cultural issues encountered by international students. The program takes place prior to the standard undergraduate orientation and academic advising program which is required of all new undergraduates (including international undergraduates) and is designed to supplement that program. The fee allows OISS to continue to provide the necessary transition services to help new international students, both graduate and undergraduate, to be successful at the University. The fee is charged to all new undergraduate degree-seeking students in F or J immigration status.

**Administrative Fees Glossary**  
**University of Iowa**  
*(continued)*

**Refund Schedule**

The tuition assessment for regular full semester courses is set at the end of the second week of the semester. The number of credits for which a student is enrolled at the end of the second week determines the tuition assessment. Students adding additional credits after that date have the appropriate additional tuition assessed. This policy affects students who are enrolled in at least one course and does not affect the policies approved for students withdrawing from the University.

**Refund Schedule – Withdrawal of Entire Registration**

- Before the first day of class 100%
- First Week 90%
- Second Week 75%
- Third Week 50%
- Fourth Week 25%
- After Fourth Week 0%

**Refund Schedule for Reduced Load (reduction of hours)**

- Drop course within first two weeks 100%
- Drop course after second week 0%

**Registration, Change of**

Students may process course drops or adds through the fifth day of classes at no charge. Beginning the sixth day of class, a fee is charged for each form processed to partially cover the processing costs. This fee also encourages students to process course changes early in the term so other students may utilize course spaces.

**Registration, Late**

This fee is assessed to students who do not register for classes before the first day of class. This fee is an administrative charge to encourage students to register for classes in a timely manner so as to provide enrollment management data to administrative areas who can make decisions on how to best utilize university resources.

- Day 1 – 5 \$ 30
- Day 6 – 10 \$ 60
- Day 11 onward \$100

**Reissue Check Charge**

This fee is assessed to those individuals who request the issuance of a duplicate check. This charge helps defray the personnel time involved in researching the check, the cost of printing a new check, as well as the bank costs.

**Returned Check / Debit Fee**

This fee is a surcharge against the maker of a dishonored check or against the person who authorizes a direct debit to an account with insufficient funds or an account that has been closed.

**Study Abroad Administrative Fee**

This fee is assessed to students participating in a group study abroad program. This fee is in addition to the program fee they must pay. It covers various administrative costs associated with these programs, such as registration and special processing, which creates additional workload.

**Transcript Fee**

This fee is charged to anyone ordering an official transcript. The fee covers data processing, forms, mailing, and personnel costs. An additional handling fee may be charged for special order transcript services (e.g., early transcript or partial transcript).

**Administrative Fees Glossary  
Iowa State University**

**Account Review Fee (per hour)**

This fee will be assessed to those students who request account research for prior semester periods. The \$10 per hour fee (with a minimum of \$10) helps defray the costs of personnel time taken to perform the research, which involves gathering information from various sources when the request is made for a prior semester.

**Admission / Tuition Deposit Fees – Veterinary Medicine Advance Payment**

Student applicants to the College of Veterinary Medicine who have accepted an offer for a position to enroll in that college may subsequently change their mind and withdraw, sometimes as late as the first day of classes. These late withdrawals can result in unfilled spaces, or the need to ask an alternate candidate to make a hasty move to Ames with little time to make arrangements for financial aid, housing, or books. To reduce the incidence of late withdrawals, admitted students are assessed a non-refundable payment toward tuition of \$500.

**Application Fees (non-refundable)**

**Undergraduate Domestic Student**

This \$40 application fee is charged to individuals in the undergraduate domestic student category applying for admission to Iowa State University. This fee is charged to cover administrative costs such as data processing, personnel, word processing, and postage.

**Undergraduate International Student**

This \$50 application fee is charged to non-immigrants applying for undergraduate admission to Iowa State University. This fee is charged to cover administrative costs such as data processing, personnel, word processing, and postage. These individuals are charged a higher rate because of the additional costs associated with the evaluation of foreign academic records, the need to maintain special resource materials and immigration forms, and increased postage for overseas mailings.

**Graduate Domestic Student**

This \$40 application fee is charged to individuals in the graduate domestic student category applying for admission to Iowa State University. This fee is charged to cover administrative costs such as data processing, personnel, word processing, and postage.

**Graduate International Student**

This \$90 application fee is charged to non-immigrants applying for graduate admission to Iowa State University. This fee is charged to cover administrative costs such as data processing, personnel, word processing, and postage. These individuals are charged a higher rate because of the additional costs associated with the evaluation of foreign academic records, the need to maintain special resource materials and immigration forms, and increased postage for overseas mailings.

**Veterinary Medicine Student**

This \$75 application fee is charged to individuals applying for admission to the Veterinary Medicine College at Iowa State University for their first degree-seeking enrollment. This fee is charged to cover administrative costs such as data processing, personnel, word processing, and postage.

**Billing Fees**

**Additional Statement**

Students are offered the service of mailing a copy of their monthly Receivables Office billing statement to a second address. The \$7.50 per semester charge is assessed to cover the cost of implementing this service, including but not limited to, postage, printing envelopes, and personnel time.

**Administrative Fees Glossary  
Iowa State University  
(continued)**

**Deferred (payment over three months)**

**Fall and Spring Semesters / Summer Session**

This \$20 administrative charge (fall, spring, and summer) is assessed to those students who do not pay their full tuition, room and board charges on or before August 20 for fall semester, January 20 for spring semester, and May 20 for summer session. This permits students to spread payment over three installments. The administrative fee helps defray the extra data processing and mailing costs involved in carrying and billing the charges over a longer period of time, as well as the extra personnel required in the Treasurer's Office to handle the traffic involved with three tuition payments per semester instead of one.

**Installment Payment Plan Fee**

This administrative charge is assessed to those who elect the Iowa State University Installment Plan. This plan will allow students to pay tuition, room, board, fees, and accounts receivable costs in twelve equal monthly installments. The \$50 annual application fee will defray the extra data processing and mailing costs associated with carrying the charges over a longer period of time, as well as the bank fees associated with the direct debit of payments.

**Career Services Fees – By College**

Services such as career exploration and job-search counseling, workshops, career resource centers, company literature and videos, full-time and experiential education postings and interview scheduling, career fairs, and mock interviews are provided for all students without charge. Five colleges have no registration fee (Agriculture and Life Sciences, Business, Design, Engineering and Liberal Arts and Sciences).

**Human Sciences** – Education students and alumni are assessed a \$20 fee to establish and open a new credentials file, plus a \$5 credential mailing fee.

**Veterinary Medicine** – Vet Med students are charged a \$15 senior career services fee to help support the development and maintenance of an on-line job board for DVM students. Funds are used for help defray staffing, maintenance, data entry archiving and other costs associated with offering this service.

**Departmental Exam for Credit Fee**

This \$100 fee covers the expenses of creating or purchasing, administering, and scoring special examinations to determine whether students may receive test-out credit for a course in which they are not formally enrolled.

**Diploma Replacement Fee**

This \$25 fee is charged to individuals who have lost their diploma and have requested a replacement. The charge covers the cost of printing the diploma, personnel to process the order, postage, and other administrative costs.

**Employer Reimbursement Deferred Billing Fee**

This fee of \$35 will be assessed to those students who have demonstrated a valid employer reimbursement contract and who desire the deferment of designated approved tuition and fees. The designated approved tuition and fees will be due and payable 30 days after the presentation of grades to students. In providing this option students who have a valid agreement with their employers can avoid registration holds or other unnecessary financial burdens.

**FAX Fee (for sending official documents)**

A \$7 FAX fee is charged for sending official documents, such as transcripts, certifications, and statement of account, using FAX technology. The fee covers the phone charges and personnel costs associated with preparing and sending the document.

**Administrative Fees Glossary**  
**Iowa State University**  
*(continued)*

**Graduate College Fees**

**Copyright Fees – Doctoral Dissertation and Master’s Thesis (Optional)**

PhD and Master’s candidates may pay an optional fee of \$55 for copyright services offered through ProQuest/UMI. The copyright fee covers the U.S. copyright fee as well as the costs to ProQuest of the copies required by the Copyright Office. The student will authorize this on-line with a credit card when submitting the electronic thesis.

**Publication Fees**

**Doctoral Dissertation** – All PhD candidates will pay a \$65 fee directly to ProQuest/UMI to cover microfilming, web access and distribution, archiving, and publication in Dissertation Abstracts International. This fee is in addition to the thesis fee.

**Master’s Thesis** – All Master’s thesis candidates will pay a \$55 fee directly to ProQuest/UMI for the microfilming and archiving of the thesis. This fee is in addition to the thesis fee.

**Thesis Fees – Doctorate and Masters**

This \$100 nonrefundable fee is charged to any student who submits a master's degree thesis or doctoral dissertation to the Graduate College. This fee helps defray costs associated with providing part-time support for the thesis office, electronic thesis administration, and the salary of the thesis reviewer.

**Graduation and Degree Application Fee**

This \$50 fee is assessed to students when they submit an application for graduation. The fee partially covers the cost of such items as diplomas, diploma covers, data processing, personnel, the commencement program booklet, postage and mailing costs of diplomas not distributed at commencement, and the implementation of a new degree audit system, which will include the option of delivering the audit on demand through the Web giving students more comprehensive, timely, and frequent information about their progress towards degree. This fee is non-refundable.

**Identification Card Replacement Fee**

All students receive their first student identification card free of charge. Those cardholders who have lost or misplaced their identification card are assessed a \$25 fee to cover the cost of replacement which includes the cost of materials, processing, and personnel associated with the replacement process.

**Key/Access Card Replacement Fee**

This \$25 fee is assessed to those individuals requesting a replacement key or access card. This is a cost recovery fee which will pay for actual administrative, materials and labor costs associated with replacing a key or card.

**Late Payment of Fees or Charges**

The finance charge is a penalty charged to discourage late payment of bills, as well as to make up for the university's lost opportunity for investment income. The 1% per month finance charge also helps defray the costs of extra data processing, handling, and mailing involved with the record keeping and collection of charges over a longer period of time. This fee is assessed to students and non-students.

**Administrative Fees Glossary**  
**Iowa State University**  
*(continued)*

**New Student Programs/Matriculation Fees**

The New Student Programs/Matriculation fee of \$195 will be assessed to all new degree-seeking undergraduates. The fee covers costs associated with orientation and Destination Iowa State programming, including math assessment, publications, mailings, programming, and student assistants who provide services to students and their families during orientation and Destination Iowa State. For those students entering in the fall semester, the New Student Programs/Matriculation fee is refundable prior to May 1 (minus a \$25 administrative charge).

Administrative Fee – This fee is the nonrefundable portion of the New Student Programs/Matriculation Fee, and is assessed to defray administrative costs if the student chooses not to enroll prior to May 1 for fall and summer semesters and November 1 for spring semester.

**Refund Schedule Fees**

Tuition assessment for regular full semester courses is set at the end of the second week of the semester. The number of credits for which a student is enrolled at the end of the second week determines the tuition assessment. Students adding additional credits after that date will have the appropriate additional tuition assessed. This policy affects students who are enrolled in at least once course and does not affect the policies approved for students withdrawing from the University.

**Refund Schedule Fees**

Before the First Day of Class	100%
First Week	90%
Second Week	75%
Third Week	50%
Fourth Week	25%
After Fourth Week	0%

**Refund Schedule Fees - Reduced Load (reduction of hours)**

First Two Weeks	100%
After Second Week	0%

**Registration Fees**

**Drop/Add/Change (Day six of classes and later)**

Students may drop or add a course through the fifth day of classes at no charge. On day six of classes and later, an administrative fee of \$12 is charged for each form processed to partially cover the processing costs. This fee also encourages students to process course changes early in the term so other students may utilize course spaces.

**Doctoral Post Comprehensive or Prelim**

Doctoral students who have passed the Ph.D. preliminary examination must register and pay appropriate fees. Students who are not on assistantship, and do not use the facilities, equipment, or staff time may pay this minimum fee of \$70 in lieu of registration for credit. By so registering, they certify their continuing intention to complete their degree program.

**Administrative Fees Glossary  
Iowa State University  
(continued)**

**Late Registration**

- Undergraduate Students – \$20
- Graduate Students, Day 1-5 – \$20
- Graduate Students, Day 6-10 – \$50
- Graduate Students, Day 11 onward – \$100

This fee is assessed to students who do not register for classes before the first day of class. This fee is an administrative charge to encourage students to register for classes in a timely manner so as to provide enrollment management data to administrative areas who can make decisions on how to best utilize university resources. The stepped up fee for graduate students is necessary because ISU provides tuition scholarships for students on assistantship appointments. Students who do not register by the end of the second week may create significant payroll, fee assessment, and scholarship problems that will take excess staff time to resolve.

**Reissue Check Fee**

This fee will be assessed to those individuals who request the issuance of a duplicate check. This \$30 charge helps defray the personnel time involved in researching the check, the cost of printing a new check, as well as the bank costs.

**Returned Check/Debit Fee**

This \$30 fee is a surcharge against the maker of a dishonored check. According to Section 554.3512, subsection 1, Code 2003 of the State of Iowa, a fee of \$30 may be assessed against the maker of a dishonored payment instrument. This \$30 fee is a surcharge against the person who authorizes a direct debit to an account with insufficient funds or an account that has been closed. According to Section 554.3512, subsection 1, Code 2003 of the State of Iowa, a fee of \$30 may be assessed against the maker of a dishonored payment instrument.

**Senior Fee (optional)**

This is a \$2 optional fee for graduating seniors. The funds generated by the fee go to the Senior Class Council that sponsors a variety of activities for seniors. Events include the Senior Send-off, spring and fall commencement receptions, international graduation reception, graduation breakfast, senior week, and the solicitation of pledges for the senior class gift.

**Sponsored International Student Fee**

The sponsored international student fee (5% of fees) is assessed to the sponsor of international students as a way to compensate for the special record keeping, billing requirements, correspondence, and the deferred payment option extended to sponsoring agencies.

**Administrative Fees Glossary**  
**Iowa State University**  
*(continued)*

**Study Abroad Fees**

**Administrative Fee**

This \$105 fee is assessed to students participating in a group study abroad program. This fee is in addition to the program fee they must pay. It covers various administrative costs associated with these programs, such as registration and special processing, which creates additional workload.

**Program Fee – Fall Semester, Spring Semester and Summer Term**

This study abroad program fee of \$600 (fall and spring semesters) or \$350 (summer term) will be used to partially finance the cost of administering university-wide study abroad programs. The fee will also be used for promotional efforts to increase campus awareness of these opportunities and to assist in the development of new programs. Finally, the fee will be used to assist in the cost of site visits and be of great value in the evaluation of programs and in advising Iowa State University students interested in these programs.

**Transcript Fees - First and Additional Copies**

This \$15 fee is charged to anyone ordering a transcript. The fee covers data processing, forms, mailing, and personnel costs.

**Special Handling Charge (early transcript; partial transcript)**

An additional \$5 special handling charge will be assessed for same day transcript service or other requests that require immediate or special handling.

**Veterinary Medicine Mobile Computing Fee**

This \$2500 fee is charged to all entering first year veterinary medicine students to support the college's mobile computing initiative. The fee covers tablet PC and required software. This initiative ensures that students 1) have the most effective and efficient learning experience possible and 2) enter the workforce prepared to use current technologies in continuing education and professional practice. To guarantee compatibility and adequate support, computers must be purchased through the ISU CVM bulk purchasing agreement.

*Prepared by the Office of the Registrar January 6, 2011*  
*Reviewed by the University Non-Tuition Related Fees Committee January 7, 2011*  
*Last Revised: January 7, 2011*

**Administrative Fees Glossary  
University of Northern Iowa**

**Application Fees (non-refundable)**

**Undergraduate Domestic Student**

This application fee is for those students applying for admission as new undergraduate students to the University of Northern Iowa. This fee is non refundable and is used to defray administrative costs incurred in the processing of these applications in the areas of data processing, personnel, supplies and postage.

**Undergraduate International Student**

This fee is charged to non immigrant applicants to undergraduate study at the university. This fee is slightly higher than the domestic rate to cover the additional costs incurred with the evaluation of foreign credentials, international postage and immigration forms.

**Graduate Domestic Student**

This fee is for the processing applications for admission to graduate study. This fee is non refundable and is used to defray administrative costs incurred in the processing of these applications in the areas of data processing, personnel, supplies and postage.

**Graduate International Student**

This fee is non refundable and used to defray costs associated with the admission of international graduate students. The evaluation of foreign credentials for admission and transfer equivalency is costly on an individual basis. In addition, immigration documents and international communications add to the processing cost of these applications.

**Non-Degree Students**

This fee is non refundable and used to defray costs associated with the admission processing for those students applying for admission on a non degree basis. Students in this category may include exchange students and dual enrollment students.

**Billing Fees**

**Deferred (payment over three months)**

This is a once a semester charge for those students who wish to spread their payments over 3 monthly installments.

**Cooperative Education Placement Fee**

The fee covers the costs of working with placement sites to establish internships and cooperative educational experiences for students.

**Departmental Exam for Credit Fee (per exam)**

This fee covers expenses in creating, administering and scoring special examinations for students who wish to 'test out' for credit from a regular course in which they are not enrolled.

**Diploma Replacement Fee**

This charge is assessed to students who wish a replacement copy prepared of their lost or destroyed diploma.

**Employer Reimbursement Deferred Billing Fee**

This fee is assessed to those students who have a reimbursement agreement with their employer. This allows the students to defer paying for the course until they receiving reimbursement from their employer.

**Fax Fee (for sending official documents)**

This fee covers the cost to the institution for faxing official documents for students. The fee covers phone charges and personnel costs for preparation and sending.

**Administrative Fees Glossary  
University of Northern Iowa  
(continued)**

**Graduate College Fees**

**Copyright Fees**

This is an optional fee for those students who wish to have their masters or doctoral dissertations/thesis copyrighted by the U.S. Copyright Office.

**Publication Fees**

**Doctoral Dissertation**

This fee is associated with the electronic duplication of doctoral dissertation. This fee equals the amount charged to the university by the outside vendor who provides this service.

**Thesis Fees**

The fee is charged to doctoral or masters students submitting thesis for review by an editor in the Graduate College. The fee helps to defray costs in materials and personnel to provide this service.

**Graduation and Degree Application Fee**

This fee is assessed to students graduating from the university and pays for the creation and staging of the commencement ceremonies, preparation of the commencement program booklets and preparation and mailing of diplomas and diploma covers.

**ID Card Replacement Fee**

This fee is assessed to students who request replacement of their lost or destroyed student ID card. This fee covers cost of materials, equipment, processing and personnel associated with this service.

**Immunization Record Late Fee**

Students who have not provided the required immunization documentation are assessed this fee. The fee covers the cost of individual mailings and follow-ups to students who are late providing the state required information.

**Late Payment of Fees and Charges**

This administrative charge is a variable fee assessed at 1% of the amount past due when a student fails to pay the minimum amount due on their university statement of account. The fee is assessed monthly on the amount past due until the payments are brought current.

**New Student Programs/Matriculation Fees**

This fee is assessed to all new degree seeking undergraduate students. The fee funds new student orientation programs, including staffing, facilities, and programming costs. The fee also funds initiatives and programs for new students during their first year on campus.

**Perkins Loan Fees**

**Collection Letter**

When a student is not current with repaying their Perkins Loan the institution may have to place their account with a collection agency. This fee covers the cost of creation of the collection letter notification.

**Credit Bureau File Fee**

If a student is placed with a collection agency a filing fee is charged to the university by the Credit Bureau. This fee covers the charge to the university by the Credit Bureau.

**Late payment**

The fee associated with the late payment of a Perkins Loan is 10% of the amount of the scheduled payment.

**Administrative Fees Glossary**  
**University of Northern Iowa**  
*(continued)*

**Price Laboratory School Fees (annual rate)**

**Activity Fee (grades 6-12)** - This fee is to cover costs associated with the creation and student activities for students in grades 6-12.

**Instrument Rental Fee (Band and Orchestra)** - The fee covers the maintenance and amortization of musical equipment for the Price Lab School Band and Orchestra.

**Percussion Fee** - This fee provides maintenance and amortization of percussion equipment.

**Refund Schedule Fees**

Tuition for the semester is set at the official census date which is at the end of the first two weeks of instruction. Students adding credits after this date will have the appropriate amount of any additional tuition assessed. If a student totally withdraws from the term their amount of tuition reduction is based on the general refund schedule. Students reducing their credit load but remaining enrolled have their tuition assessment based on the reduced load schedule.

Before the First Day of Classes	100%
First Week	90%
Second Week	75%
Third Week	50%
Fourth Week	25%

**Refund Schedule Fees - Reduced Load Schedule (reduction of hours)**

First Two Weeks	100%
After Second Week	0%

**Registration Fees**

**Drop/Add/Change (Day 6 of classes and later)** - For dropping or adding classes after the 5<sup>th</sup> day of instruction.

**Doctoral Post Comprehensive or Prelim** - To create and maintain an enrollment for doctoral students who have completed all coursework but have not finished all degree requirements.

**Graduate Continuing Scholar** - For graduate students who need university services such as computer labs and the library but are not registered in any coursework.

**Late** - Assessed to students whose initial registration for a semester is on or after the first day of instruction.

**Reissue Check Fee** - This fee is to cover the cost in creating a replacement check.

**Returned Check/Debit Fee**

This fee is assessed when a check from a student is returned to the university because of insufficient funds. It is also assessed when a debit payment from a student is disallowed because of insufficient funds.

**Study Abroad Fees**

Fees assessed to enable and place students in study abroad enrollments.

**Administrative Fee** - This fee is charged to those students wishing to participate in study abroad programs at the university.

**Transcript Fees**

This fee for each official transcript covers the cost associated with data processing and personnel to create maintain and publish one academic transcript.