PURPOSE

All special course/lab fees must be approved in advance by the SCF District Board of Trustees and are assigned to individual courses/labs for collection with tuition/matriculation fees at the time of registration.

The special course/lab fee process has been delegated by the President to be jointly managed by the Vice President Academic Quality and Success (VPAQS) and the Vice President of Business and Administrative Services (VPBAS). Fees are initiated by the office of the VPAQS and submitted to the VPBAS for inclusion in the annual budget.

Only special fees appearing on the SCF “Schedule of Course Fees” may be assigned to courses/labs.

Generally, all sections of a given course/lab must carry the same special fees. In certain cases (i.e. the distance learning format of a course) the fees may differ. Differences should result only from format or delivery factors, as course/lab content and requirements are the same across all sections.

Special course/lab fees may only be charged for consumable/recurring supplies/services directly related to the course/lab and must be traceable directly to the student. All special course/lab fees must adhere to Florida rule and law. Typical costs acceptable for coverage through course/lab fees include the following.

- Standardized, non-reusable commercial tests (e.g. Myers-Briggs)
- Special service from outside vendor (e.g. liability insurance for student in health courses)
- Lab supplies for student science experiments (e.g. chemicals, botanical specimens, etc.)
- Computer supplies/paper for software/computer lab-based courses
- Art studio supplies (e.g. clay, paint, paper)
- Field trip expenses
- Individual access to specialized software (e.g. WebCT licenses, CAD/CAM, etc.)

PROCEDURE

The special course/lab fee schedule is submitted to the SCF District Board of Trustees each year as part of the annual budget package. The special course/lab fee schedule is reviewed each
spring and new fees, revisions, or deletions to current course/lab fees are submitted in writing (see the form “Analysis of Special Course/Lab Fees” next page), along with appropriate justification and back-up documentation as described, to the VPAQS Office. Course number changes mandated by the Florida Department of Education Standard Course Numbering System office (SCNS) and courses deleted from the catalog via CDR Committee submission (for courses with accompanying special course/lab fees) are deemed to be “cosmetic” and are updated at this time. The forms and a summary of the new, revised and deleted fees are forwarded to the VPBAS for review and an exhibit of the new, revised and deleted fees is submitted to the SCF Board of Trustees. The special course/lab fees associated with each class/lab are reviewed at least once every three years as part of the catalog and budget preparation process.

The special course/lab fee records are maintained by the VPAQS office as part of the master special course/lab fee file process. The “Schedule of Course Fees” is maintained by the VPBAS office.
## STATE COLLEGE OF FLORIDA
### ANALYSIS OF SPECIAL COURSE/LAB FEES

Note: Fees must not exceed unusual costs and documentation must be reviewed every three years. New course fees will be reviewed one year after fee is initiated and then every three years thereafter.

<table>
<thead>
<tr>
<th>COURSE TITLE:</th>
<th>COURSE NUMBER:</th>
</tr>
</thead>
<tbody>
<tr>
<td>PREPARED BY:</td>
<td>DATE:</td>
</tr>
</tbody>
</table>

All items are to be completed. Write “Not Applicable” where appropriate.

1. **CONSUMABLES**: (non-renewable, disposable materials and/or supplies that are used during the course.)
   - Provide copies of invoices, purchase requisitions, rosters, show per student cost
   - Est. Cost/Student $__________

2. **SPECIALIZED PERSONNEL EXPENSES**: (applicable where supplemental services are required beyond the assigned instructor.)
   - Provide job description, salary details, show hours/break down by students
   - Est. Cost/Student $__________

3. **INCIDENTAL BREAKAGE**: (applicable to materials and/or equipment destroyed or lost during the course.)
   - To be deleted, included in #1 Consumables above
   - Est. Cost/Student $__________

4. **MAINTENANCE & REPAIR**: (costs related to routine servicing and upkeep of equipment for the course.)
   - Provide copies of invoices, purchase requisitions, rosters, show per student cost
   - Est. Cost/Student $__________

5. **CONTRACTED SERVICES**: (services provided by outside agencies or organizations necessary for the course.)
   - Provide copies of invoices, rental agreements or contracts, rosters, per student cost
   - Est. Cost/Student $__________

6. **UTILITIES**: (expenses beyond normal utility cost.)
   - Provide copies of invoices, purchase requisitions, rosters, per student cost
   - Est. Cost/Student $__________

7. **TRANSPORTATION COSTS**: (cost incurred by the college to convey students to off-campus sites.)
   - Provide copies of invoices, purchase requisitions, rosters, per student cost
   - Est. Cost/Student $__________

8. **OTHER**: (please specify)
   - Must detail, provide copies of invoices, purchase requisitions, per student cost
   - Est. Cost/Student $__________

**Total Estimated Cost**: $Actual

**Recommended Special Course/Lab Student Fee**: $Fee

### Approval:

- Dept. Chair
  - Date
- Dean/AVPAQS
  - Date
- Vice President, Academic Quality & Success
  - Date
- Business & Administrative Services
  - Date

**BOT Approval/Date**: __________

**Next Review**: __________
1. **CONSUMABLES**: (non-renewable, disposable materials and/or supplies that are used during the course.)

   Est. Cost/Student $ \\

2. **SPECIALIZED PERSONNEL EXPENSES**: (applicable where supplemental services are required beyond the assigned instructor.)

   Est. Cost/Student $ \\

3. **MAINTENANCE & REPAIR**: (costs related to routine servicing and upkeep of equipment for the course.)

   Est. Cost/Student $ \\

4. **CONTRACTED SERVICES**: (services provided by outside agencies or organizations necessary for the course.)

   Est. Cost/Student $ \\

5. **UTILITIES**: (expenses beyond normal utility cost.)

   Est. Cost/Student $ \\

6. **TRANSPORTATION COSTS**: (cost incurred by the college to convey students to off-campus sites.)

   Est. Cost/Student $ \\

7. **OTHER**: (please specify)

   Est. Cost/Student $ \\

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**Total Estimated Cost:** $  

**Recommended Special Course/Lab Student Fee:** $  

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Approval:

- Dept. Chair  Date 
- Dean/AVPAQS  Date 
- Vice President, Academic Quality & Success  Date 
- Business & Administrative Services  Date 

**BOT Approval/Date:**  

**Next Review:**  

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