


PROCEDURE

Subject	Special Course/Lab Fee Instruction	Number: 5.02.01
Source	Executive Vice President/Provost, Vice President of Finance and Administrative Services	Reference (Rule #) 6HX14-5.02
President's Approval Date:	 4/5/23	

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 Executive Vice President/Provost and the Vice President of Finance and Administrative Services. Fees are initiated by the office of the Executive Vice President/Provost and submitted to the Vice President of Finance and Administrative Services 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 be charged for supplies/services directly related to the course/lab and must provide direct benefit to the student. All special course/lab fees must adhere to Florida law.

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, along with appropriate justification and back-up documentation to the Executive Vice President/Provost Office. Course number changes mandated by the Florida Department of Education Standard Course

Numbering System office (SCNS) and courses deleted from the catalog via Curriculum Development Review (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 Vice President of Finance and Administrative Services 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 as part of the catalog and budget preparation process.

The special course/lab fee records are maintained by the Executive Vice President/Provost office as part of the master special course/lab fee file process. The "Schedule of Course Fees" is maintained by the Vice President of Finance and Administrative Services office.

Fees for Distance and Correspondence Education Courses: SCF does not charge differential fees for online and correspondence students. Some online and correspondence classes require a student to take various assignments at a location where proctoring of examinations or other assignments may be required to verify the identity of the person who will be completing the examinations or other assignments. While SCF does not charge fees for such proctoring at any of its campus locations for proctoring, students who are unable to go to an SCF testing location must make advance arrangements at an approved testing facility elsewhere. Students are responsible for any fees that may be charged by the approved remote test facility.

Students are notified at the time of course registration of all courses that require any form of proctoring in the Course Comments that are provided in the listing of available courses offered at any time, as well as their responsibility for any fees that may be charged by the remote test facility.