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User Charges

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I. REASON FOR THIS POLICY

To document USD’s User Charge process.

II. STATEMENT OF POLICY

In December, User Charge Request Forms will be sent to Vice Presidents to request charges for the upcoming fiscal year. Each request must state the following information:

- Name of charge
- Department
- Dean/Director
- Vice President
- Index, Fund, Org, Program
- % increase requested, if any
- Narrative Justification stating the purpose of the charge, who the charge will be applied to (student, intra-campus, external), previous year’s financial statement on this charge, as well as projected use of funds generated by charge.

In January, the Support Center Review Committee will review and recommend the intra-campus user charges for approval for the upcoming fiscal year. The Vice President of Financial Affairs reviews all user charges.

III. DEFINITIONS

Revenues from charges are retained by the universities. Charges are distinguished from fees as they are elected services.

Student User Charges - The University may charge students for “elective” services the University has been granted authority to administer, provided the service does not have a direct or specific relationship to a course offering. “Non-elective” charges, i.e., where the student is required to pay for the service whether or not they receive any benefits, are expressly prohibited unless approved by the Board of Regents. Examples: This category includes any service provided to students for which a charge is assessed. Typical charges include liability insurance, credentials, golf, non-credit courses, dues, testing, day care, psychological, hearing, student health or dental hygiene services, fines or late charges, deposits, membership or organization charges, locker rental, replacement charges, etc. This category does not include the price charged for direct sales or rental of consumable goods such as coin-operated copying, food sold at dining services, etc.

Please keep in mind that no department may charge students for supplies/materials, services or projects without first acquiring proper approval. You must first go through this user charge process or the annual fee process before charging a student for anything.

Intra-Campus User Charges - Charges incurred by one department for services rendered by another department. Examples: Fleet, Facilities Management, Ed Media, Information Technology Services, and others.

External Campus User Charge - Charges incurred by an external party outside of the University for services rendered by a University department. Examples: Fitness class charges to non-students, faculty or staff; swim lessons; room rental; etc.

Incidental Charges - The universities may assess students incidental charges for elective miscellaneous services the university has been granted authority to administer, provided that the services do not have a direct or specific relationship to a course offering. The services must be elected by the students and not mandated by the university.

Course Charges - Students enrolled in certain courses for which the services of an outside vendor are required may be assessed a charge for the course. Students enrolled in programs requiring malpractice or other insurance may be assessed a charge to recover payments made on their behalf. Course charge shall be noted in the course description published in the university catalog.

Field Trips - The universities may assess students incidental charges for field trips related to courses that do not have a special discipline fee. Courses that have a lab fee can be assessed incidental charges. This charge can be assessed provided that the costs are for the field trip only (transportation, meals and lodging, price of admission, etc.).

Any funds collected for field trips shall be collected by the same university offices that are responsible for the collection of tuition and fees.

Study Tours - The universities may assess students a study tour charge to cover the costs of studying abroad for Board approved study tour programs. The costs may include student transportation, meals, lodging, and other incidental costs. The charge may also include the allocated costs for faculty overhead (transportation, meals, lodging, etc.). Salary costs for faculty members that will teach portions of the program can only be included if no tuition revenues will be collected for the associated credits.

Assessment Charges - Unless a fee is specifically approved by the Board, only certain assessment costs can be charged to students according to the following criteria:

1. The initial cost of system-wide exams mandated by the Board will be covered with university support fee revenues paid by students. The cost of retests will be borne by the student.
2. The cost of exams required for admittance into a field of study will be paid for by students taking the exam.
3. The cost of major field assessment exams or exit-exams will be covered by university support fee revenues paid by all students.
4. The cost of licensing exams required by external agencies for various disciplines will be covered by the students taking the exams.

SOURCE: BOR, October 2004; BOR, June 2007.

IV. PROCEDURES

Proposed changes beyond the Board approved CPI should be indicated. There may be situations where an automatic application of CPI is not appropriate or the most effective for a particular charge. For example, a cost plus 10% rate would not want CPI applied to the 10% (as actual costs increase between years at an inflationary rate, then the charges will also increase). Where no increases are requested and no exceptions to the automatic application of CPI are indicated,

the Budget office will apply the new CPI rate. All detailed information pertaining to charges will be located on the website once the charges are set for the upcoming fiscal year.

V. RELATED DOCUMENTS, FORMS AND TOOLS

SD Board of Regents Policy on Charges (<https://www.sdbor.edu/policy/documents/5-4.pdf>)

USD Approved User Charges: <https://portal.usd.edu/financial/financial-affairs/budget.cfm>