

Pass Through Fee Requests

Definition of a Pass Through Fee

Students will be charged for expenses related to the delivery of the course, such as insurance costs, specialized course materials, required certification testing expenses, malpractice fees, etc. Students will also be responsible for fees charged by external vendors for expenses directly related to the course.

Process for Approval

1. On October 1, curriculum analyst provides program leads with list of existing pass through fees.
2. Program leads audit these fees for accuracy (increases, decreases, additions, and deletions) and report any changes with the supporting documentation to the instructional collaboration group lead. The instructional collaboration group lead is responsible for facilitating this process. See steps below.

Step-by-Step Instructions:

Instructional collaboration group lead is responsible for confirming that these steps are followed.

1. Program lead reviews existing pass through fees with collegewide counterparts to confirm accuracy or need for changes.
2. If changes are necessary, program lead completes and signs Pass Through Fee Request Form verifying collegewide approval to request the new fee or fee change.
3. Program lead submits form to their instructional collaboration group lead with proper documentation for fee attached. Documentation includes:
 - Contract with legal approval and all required signatures
 - Invoice or quote for charges
4. Instructional collaboration group lead reviews and signs the form and sends to the assistant to the vice president for academic affairs
5. Assistant to the vice president for academic affairs facilitates the approval and communication of the fee as follows:
 - Associate vice president for academic affairs
 - Vice president for academic affairs
 - Vice president for finance

If approved, the assistant to the vice president for academic affairs sends the form to the designated director of business services and registrar to identify a detail code and then notifies the following individuals: vice president for academic affairs, associate vice president for academic affairs, associate vice president for student affairs, assistant vice president for finance, directors of business services, director of research and analytics, director of financial aid, registrars, data manager assigned to pass through fees, curriculum analyst, and all deans of instruction.

Schedule:

- October 1: Fee audit is distributed
- January 15: Pass-Through Fee Request Forms for subsequent academic year due to instructional collaboration group lead
- February 1: Pass-Through Fee Request Forms for subsequent academic year due to assistant to the vice president for academic affairs

For out-of-cycle requests, they must be submitted at least three months prior to registration for the effective term.

Questions about pass through fees should be directed to the instructional collaboration group lead.

Pass through Fee Request Form

New fee Fee Increase Fee decrease Remove fee

Requested effective term _____

Note: Form must be submitted to your _____ K _____

Course Title _____ Subject/Number _____

List all pass through fees currently associated with course _____

New requested pass through fee amount _____

Total pass through fees on course after requested change _____

Please provide justification for the pass-through fee. Attach all supporting documentation and approved and signed contract (if applicable) with this form.

Program Lead

I confirm that this pass-through fee has been reviewed and recommended by all department chairs for the program.

Name _____ Phone Number _____

Signature _____

Instructional Collaboration Group Lead

Name _____ Signature _____

Date Received by Assistant to the Vice President for Academic Affairs:

Approval Signatures

Associate Vice President for Academic Affairs _____

Vice President for Academic Affairs _____

Vice President for Finance _____