Course Fees

Objective
To develop an effective efficient process for submitting and updating course fees in a timely manner that will prevent the enrollment cancellation of students for nonpayment of course fees.

Overview
The Maricopa Community College District Governing Board expects that students will contribute to the normal basic costs of their education through the payment of tuition and registration fees. With Board approval, Colleges may charge a special course fee to offset unique course costs that exceed the normal basic costs that are covered by tuition. The special course fee provides additional funding for extraordinary materials/services or access to specialized equipment/software necessary to meet the stated course competencies.

Colleges have an opportunity to update established course fees or add new fees on existing courses two times per year. The Governing Board will review Fall course fee changes at the February Board meeting with final approval in March. Colleges may also submit Spring course fee changes for review and approval at the September Board meeting. Once approved the Academic Scheduling office updates/attaches new/revised course fees to each section of the class that is being offered for the semester the fee has been approved. The calendar of course fee due dates is below.

College Process for Submitting Course Fees

Fall Course Fee Approval
Departments must submit revised course fees to VP of Administrative Services in January for final Board approval in March. Fall registration begins the last week of February.

Spring Course Fees Approval
Departments must submit revised course fees to VP of Business Services in August for final Board approval in September. Spring registration begins the last week of September.

In order to minimize student impact and the loss of course fee revenue, academic departments must verify that all currently approved course fees are correctly attached to their classes prior to the beginning of registration. The academic scheduling office will ensure that new/revised fees that are approved will be correctly attached to classes within one week of the approval date. Course fees will not be added to courses that have enrollment after this time. It is the responsibility of the department chair or designee to verify and validate that the appropriate course fees and respective amounts are properly assigned to courses before students are enrolled. This should be done during schedule building for that term. After schedule building if a new section is approved, the course fee should be included in the Change of Master to create the section. The Academic Scheduling office will verify the course fee is governing board approved before adding it to the new section.

The department must also verify that if a course fee was not placed on a course due to negligence regarding this process, that it must be requested and verified for the subsequent semester as well as the same semester in the next academic year. Course fees roll with sections from Fall to Fall and Spring to Spring semesters only. They do not roll from Fall to Spring. For example, if a course fee is added or changed in Fall, it will not be attached to its equivalent in Spring unless it is requested. Please note that if a course fee was newly approved and not updated by the academic scheduling department, the error will be brought before the manager of the cashier office or designee to determine the impact to students should the fee be attached after enrollment has begun.

It is highly recommended that academic departments utilize available reports to verify course fees one semester prior to the next enrollment period (see document titled “Verifying Course Fees”). Early review and detection would enable departments to submit changes to the Governing Board for approval should a change be needed.
Course fees cannot be changed arbitrarily. The Governing Board must approve all fee changes including increases, decreases, new fees or removal of fees.

**Verifying Course Fees**

There are three reports available for faculty and staff to verify course fees. A short description of each report is presented along with a screen shot of the appearance of each report. These reports are referred to as Boexi reports (Business Objects Enterprise 11) and can be found at www.my.maricopa.edu under the employee tab with the menu item called BOEXI login. The reports are found in the Academic Departments folder.

**MCCD_SR_2260 Classes with Fees**

This report includes all courses with and without course fees. It shows the maximum amount charged as Student Financial fee (SF) and Class schedule fee (CL). It shows the maximum amount of total fees charged by Item Code by class, with an option to hide class details.

**MCCD_SF_1730 Classes with CFS Account Codes**

Similar to the SR 2260, but with modification – it only shows those courses with a course fee as well as the CFS account code where the revenue goes. This report includes maximum amount charged as Total Fees and the maximum amount of total fees charged by Item Code by class, with an option to hide class details.

**MCCD_SR_3160 Course Fee Collection**

Total fees collected by section and by prefix.
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Total Fees Collected for: RDG $1,470.00