

POLICY STATEMENT 42

STUDENT FEES

POLICY DIGEST

Monitoring Unit: Office of Accounting Services
Initially Issued: December 15, 1977
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I. PURPOSE AND LEGAL FRAMEWORK

This policy is set forth to provide legal background for fees assessed by Louisiana State University; to define the various types of student fees; to establish a process for requesting approval of new fees or increases to existing fees; and to provide guidelines for the administration of fee revenue.

A. Defining Legislation

[Article VII. Section 2.1. \(A\) of the Louisiana Constitution](#) states:

Any new fee or civil fine or increase in an existing fee or civil fine imposed or assessed by the state or any board, department, or agency of the state shall require the enactment of a law by a two-thirds vote of the elected members of each house of the Legislature.

B. Interpretation of the Legislation

In *Louisiana Public Facilities Authority v. All Taxpayers, Property Owners, et al.*¹, the First Circuit Court of Appeal determined “the legislature has evidenced no intent to have oversight over ‘fees’ with respect to LSU, other than those fees directly connected with LSU’s principal governmental function of providing higher education to the citizens of this state.” The court concluded the price charged by LSU for admission to football games in Tiger Stadium is not

service or the costs of regulating a particular area would be considered fees. Those fees or charges for non-governmental functions or products and/or services not in the control of the governmental entity at issue would be exempt from legislative review.”

The AG Opinion further states that LSU “is created and exists for the sole purpose of

Student Recommended (Student Self-Assessed) Fee: a type of required fee initiated by Student Government or another group of students and approved through a campus-wide student referendum to support areas, activities, and services. These fees require approval of the LSU Board of Supervisors. Examples include mass transit, the Gumbo, the Reveille, etc.

Other Allocated

However, there are two categories of required fees that are not considered a direct part of the delivery of an education and do not require legislative approval. The distinction between the two categories is due to the method by which the fees are approved:

1. Student Recommended Fees, which are initiated by students and approved through a student referendum to support certain areas, activities, and services; and
2. Other Allocated Fees, which are approved by the university to support various service functions for students.

B. Course Fees

Course fees, which are for supplies and/or services to students applied at the course level for consumable expenses directly related to the students' participation in a course, are intended to pay for specified costs related to a course. A course fee should be based on plausible estimates of the anticipated costs or previous records of actual costs and should be kept as low as possible.

An overall goal for the university is to have a minimal number of courses charging an additional course fee. Course fees will be allowable in limited circumstances and only to recover the cost of materials and services consumed during the progress of the course or for items that students take away with them at the end of the course.

There are two types of course fees that may be assessed to students and recovered by the university: (1) supply/service fees, which require approval by a two-thirds vote of the Legislature and (2) trip fees, which require approval of the Executive Vice President for Finance & Administration/CAO and the Executive Vice President & Provost but do not require legislative approval. Examples of costs that may be recovered by assessing each type of course fee (once approved) include:

- 1.

Course fees charged to students must be set to cover not more than the cost of the goods or services provided. Course fees, when approved, must be separate, unique, and used solely for support of the course involved and for the purposes specified to create the fee. Collection of course fees in the classroom is not permitted. Students must be made aware of course fees prior to registration. Billing and payment of course fees are through standard university business practices through the Office of Bursar Operations.

C. Program Fees

These fees are assessed to students enrolled in certain specific curricula or tuition and fees set for LSU Online in accordance with [La. Rev. Stat. 17:3351.17, Act 426 of the Regular Legislative Session](#). Examples of these fees include those for the MBA Professional Program and the Digital Media Arts & Engineering Program. Adjustments to established LSU Online fees may be approved by the President.

D. Special Service Fees

These fees are assessed to students for various services including, but not limited to, graduation, diploma, transcript, Greek, late fees, and payment plan fees. Special service fees are not part of required fees or course fees. These fees require approval by the President.

E. Optional Service Fees

These fees are not part of required fees or course fees for services a student may voluntarily choose. This includes, but is not limited to, housing, meal plans, and parking. These fees require approval by the Executive Vice President for Finance & Administration/CAO and the

of the student body. The voting members of this committee are made up of six students and four university employees, and they submit fee adjustment recommendations to the university's executive administration for approval. The SRFAC is only authorized to recommend adjustments to student fees based on existing services after reviewing a department's current and future financial condition. The committee does not approve any major changes to services, such as capital outlay projects.

Adjustments for new or additional services require approval through a campus-wide student referendum or approval by the LSU Board of Supervisors. Fees approved by a student referendum also require Board of Supervisors approval. All recommendations to establish or adjust student required fees must be routed through appropriate university administrative channels to the President. The LSU Board of Supervisors may modify Student Required Fees at any time without advanced notice.

B. Course Fees

1. **Supply/Service Fees:** The academic department proposing an adjustment or new course supply/service fee must submit a request including a detailed narrative and budget justifying the fee. The request must include a completed LSU Request for Fee Establishment/Adjustment Form (See Appendix II) and requires approval by the Department Head and Dean. Once approval is obtained from the Dean, the request will be forwarded to the Executive Vice President for Finance & Administration/CAO. If the Executive Vice President approves the request, it will be forwarded to the Executive Vice President & Provost with a recommendation for approval. The Office of Academic Affairs will submit the request to the President with a recommendation to obtain legislative approval, which requires approval by a two-thirds vote of the Legislature. Once the fee is approved by the Legislature, it requires the approval of the LSU Board of Supervisors before being implemented.
2. **Trip Fees:** The academic department proposing an adjustment or new course trip fee must submit a request including a detailed narrative and budget justifying the fee. The request must include a completed LSU Request for Fee Establishment/Adjustment Form (See Appendix II) and requires approval by the Department Head and Dean. Once approval is obtained from the Dean, the request must be routed to the Faculty Senate Courses & Curricula Committee for approval. If this committee approves the addition of a trip and fee as part of the course requirement, the request should be routed to the Executive Vice President for Finance & Administration/CAO. Once the request receives approval from the Executive Vice President it will be forwarded to the Executive Vice President & Provost for final approval.

C. Program Fees

The academic department proposing an adjustment or new program fee must submit a request including a detailed narrative and budget justifying the fee. The request must include a completed LSU Request for Fee Establishment/Adjustment Form (See Appendix II) and requires approval by the Department Head and Dean. Once approval is obtained from the Dean, the request will be forwarded to the Executive Vice President for Finance & Administration/CAO. If the Executive Vice President approves the request, it will be forwarded to the Executive Vice President & Provost with a recommendation to obtain legislative approval (see below for LSU Online fee approval process). The Office of Academic Affairs will submit

reasons. A justification is required to credit fee revenue from multiple courses/programs in one account. The intent of course fees is to