

# Team Charge: University Fee Committee

*Last updated: January 2025*

<b>OBJECTIVES</b>	
<i>Objectives</i>	<p>To execute the approval and implementation of various student fees that fall under the University Fee Committee's (hereafter referred to as 'the Committee') jurisdiction as dictated by Regents' Bylaw Section 10.01.</p> <p>Ensure that fees are set with affordability in mind and are communicated transparently to students and stakeholders.</p> <p>Ensure fees are utilized to support diverse learning models and educational opportunities, including off-campus programs and unique instructional methods.</p> <p>Establish and refine procedures to efficiently review, approve, or disapprove proposed fees, ensuring due consideration of extraordinary cost justifications put forth by units.</p>
<b>SHARED UNDERSTANDING</b>	
<i>Background/context</i>	<p>At the University of Michigan (U-M), funds collected through tuition, mandatory fees, and other general funds are allocated to various units each year through the budget process. This supports a range of educational expenses, including faculty/staff salaries, instructional support, facilities, IT infrastructure, student services, and more. The Regents are responsible for setting tuition and mandatory fees, ensuring both the sufficiency of university funds and the affordability of education for students.</p>
<i>Scope</i>	<p>The Committee approves and implements non-mandatory student fees that are not part of the "full program student fees" set by the Board of Regents. This involves establishing supplemental procedures, guidelines, or delegated processes for fee approval.</p> <p>The Committee requires that fees be documented, approved, and tracked individually for each course by the respective college or school. The Committee can implement the Standard Practice Guide and administer its fee approval and oversight authority through supplemental written procedures, guidelines, reports from constituent team members/offices, or delegated processes.</p> <p>The Committee ensures that units develop and propose class fees and educational program fees in compliance with university policies. The Dean's Office or Budget Administrator must support all proposed fees.</p> <p>The Committee consults with units to review complex or unusual fee</p>

	<p>requests, referring these to the full committee as necessary. It also coordinates with Financial Services for setting refunds, partial refunds, or cancellation policies.</p> <p>The Committee promotes fee transparency to students and requires that all fees be communicated clearly on school or college websites and through other media. It also re-enforces consistency in billing practices by ensuring fees are billed through U-M student accounts.</p> <p>The Committee may monitor unit compliance with fee policies through audits and reviews by various university offices, including Audit Services and the Office of Budget and Planning, to ensure consistency and compliance.</p> <p>The Committee can establish and update chartfield or financial guidelines for consistent tracking and auditing of student fees..</p> <p>The Committee holds periodic meetings to review proposals, document actions, and facilitate the governance of student fees.</p>
<i>Definitions</i>	<p><b>Full Program Student Fees:</b> Includes tuition and mandatory fees for all or most students.</p> <p><b>Non-Mandatory Fees:</b> Fees assessed due to extraordinary, individual course-related or program-specific costs.</p> <p><b>Class/Lab Fees:</b> Fees for materials or activities tied directly to an individual course, applicable for extraordinary and non-routine costs.</p> <p><b>Program Fees:</b> Fees supporting extraordinary costs specific to particular educational programs.</p>
<b>THE TEAM</b>	
<i>Who is on the team?</i>	<p><b>Chairperson</b> Associate Vice Provost for Academic and Budgetary Affairs and Executive Director, Office of Budget and Planning</p> <p><b>Team members</b> Office of Budget and Planning Global Engagement Enrollment Management Office of the Registrar Student Financial Services</p>
<p><i>Who can the team contact and/or consult with when they have questions?</i></p> <p><i>How can this group help them?</i></p>	<p><b>Office of Budget and Planning:</b></p> <ul style="list-style-type: none"> <li>• Answer clarifying questions about the work</li> <li>• Act as an ongoing advisor around policy and procedures</li> </ul>
<b>ROLES AND RESPONSIBILITIES</b>	

<b>Associate Vice Provost for Academic and Budgetary Affairs and Executive Director, Office of Budget and Planning</b>	Oversees the budget process, chairs the University Fee Committee, and coordinates fee approvals and guidelines to ensure alignment with the university's strategic financial and academic goals. Engages in consultation regarding pre-enrollment fees.
<b>Office of Budget and Planning</b>	Supports the Provost and Executive Director/Committee Chair in executing the university's budget process, and University Fee Committee policies to ensure funds collected from tuition and fees are appropriately allocated to support various educational costs and institutional needs.
<b>Global Engagement</b>	Establishes global educational experience policies and provides consultation, support services, and infrastructure for U-M Schools/Colleges/Units offering education abroad programs and placements for U-M students. Develops and maintains resources for international travel health and safety, including response to critical incidents and travel emergencies abroad.
<b>Enrollment Management</b>	Responsible for developing, proposing, administering, and clearly communicating pre-enrollment fees and processes, ensuring transparency and alignment with the budgetary cycle.
<b>Office of the Registrar</b>	Facilitates student registration and enrollment, maintains student records and transcripts, publishes detailed tuition and fees schedules, administers the class/lab fee request process, approves standard fee requests, provides documentation and communication regarding student fees, and collaborates closely with Student Financial Services for billing and reporting.
<b>Student Financial Services</b>	Handles the billing of approved fees directly to student accounts, maintains records and coding for charges, and provides semi-annual reports on fee structures, ensuring consistency and integration with other university financial processes.
<b>LEVEL OF COMMITMENT</b>	
<i>What is the time commitment expected of team members?</i>	Periodic scheduled meetings, at least once annually, with additional business coordinated between constituent teams through electronic means, and/or additional meetings as needed.
<i>Is the team expected to report out on their work?</i>	Semi-annual reports by the Office of the Registrar and Student Financial Services, outlining implemented fees are required.
<b>TOOLS AND RESOURCES</b>	
<i>What information, references, or process-related teaching tools are available to the team?</i>	<b>Offices/References</b> <a href="#">U-M Standard Practice Guide</a> <a href="#">U-M Audit Services</a> <a href="#">U-M Office of Budget and Planning</a> <a href="#">Office of the Registrar</a> <a href="#">Student Financial Services</a>  <b>Forms &amp; Tools</b>

	<a href="#">Detailed Class/Lab Fee Guidelines and Request Form</a> <a href="#">Guidance on Education Abroad and Off-Campus Program Fees</a> <a href="#">Tuition &amp; Fee Search Tool</a>
<b>STAKEHOLDERS</b>	
	<b>Stakeholders</b> <ul style="list-style-type: none"><li>• Students and Prospective Students at U-M</li><li>• Faculty and Staff</li><li>• School/College Units</li><li>• Executive Officers and Chancellors of U-M Campuses</li><li>• University Fee Committee</li></ul>