

Title/Subject: **FEES: ESTABLISHMENT, DELETION, CHANGES**

Applies to:  faculty  staff  students  student employees  visitors  contractors

Effective Date of This Revision: November 2014

Contact for More Information: Financial Planning & Budgets

Board Policy  Administrative Policy  Procedure  Guideline

---

**PURPOSE:**

To set the policy and procedure for establishing and changing fees assessed to students, outside individuals and organizations.

**BACKGROUND:**

The Board of Trustees has reserved to itself the power to approve certain charges. The authority to approve many other fees has been delegated to the President.

The Board of Trustees Bylaws (Article V, Section 2, E) reserve the Board's authority for: "Establishing, reviewing, or rescinding tuition and fees applicable to students generally. Such tuition and fees include, but may not be limited to, on-campus and off-campus tuition, fees established for specific academic programs, general fees applicable to broad categories of students, and room and board rates. Fines and penalties included in the University traffic ordinance shall be determined by the Board."

Also in the Bylaws (Article VI, Section 1, B) is this delegation to the President: "Authority to establish, revise or rescind all fees, fines, penalties, late fees, and charges for services rendered by the university, except where that authority is reserved to the Board, is delegated to the President. Any changes in such fees, fines, penalties, late fees, and charges shall be changes in university policy that will be available from Financial Planning & Budgets office upon request."

**POLICY:**

Either the Board or the President must establish all fees or charges by way of written approval, unless other arrangements are established in writing. A list of fees and charges assessed to CMU students, outside individuals and organizations has been generated. Fees and charges not included in the list are not authorized charges and should not be assessed.

A Vice President or designee may establish and change the following fees without obtaining the President's or Board's approval: CMU Bookstore charges, CMU Connect charges, inter-department charges, vending machine charges, Advancement activities, WCMU Public Media activities, Surplus Sales, Aramark charges, and user charges for University Health Services, Carls Center, and College of Medicine's clinical operations.

Title/Subject: **FEES: ESTABLISHMENT, DELETION, CHANGES**

---

**GUIDELINES:**

When fees charged for a specific activity/class tend to be variable, the department should determine a range of costs. The range should be an approximation based on either past figures or future estimates and should not be so broad as to defeat its purpose. In order for the range to allow for cost fluctuations, the upper limits should be set somewhat higher than the actual anticipated costs. There is no need to submit another Fee/Change Request Form until the actual costs exceed 10% of the high end of the range.

*Central Michigan University reserves the right to make exceptions, modify or eliminate this policy. This document supersedes all previous policies, procedures and directives relative to this subject. Please refer questions or concerns to the Originating Department.*