

BEMIDJI STATE UNIVERSITY
PERSONAL PROPERTY FEE REQUEST

Course: _____ Fee Amount: _____

College: _____

Semester: _____ One Semester Only? Yes _____ No _____

Justification: _____

(Reference: MnSCU Procedure 5.11.1, Part 4 defines acceptable fee types- see second page.)

BUDGET

Estimated Revenue (fee X number of students) \$ _____

Estimated Expenditures: (Please specify)

Materials retained by students: _____ \$ _____

Costs for student travel: _____ \$ _____

Equipment lease or rental: _____ \$ _____

Facility rental: _____ \$ _____

Other _____ \$ _____

Total Estimated Expenditures \$ _____

Requestor's Name/Title: _____ Date: _____

Signature _____ Date: _____

APPROVALS

Chairperson: _____ Date: _____

Dean: _____ Date: _____

Provost/Vice President: _____ Date: _____

President: _____ Date: _____

The above requested fee generates an activity that is _____ is not _____ budgeted in the current biennium.

Budget Office _____ Date: _____

Director of Accounting: _____ Date: _____

Approved _____ Not Approved _____ Account Number _____

Fee Currently Charged (If Applicable) _____

The new fee will be implemented _____ Semester, _____ Year

MnSCU – System Procedure 5.11.1 Tuition and Fees

Part 6. Personal property charges and service charges. Personal property charges and service charges are authorized by the Board and adopted at campus discretion. Personal property charges shall be for items that become the personal property of a student and have an educational or personal value beyond the classroom. Service charges shall be for services for or on the behalf of the student. Students may not be charged for consumable supplies, nor for system on-campus and off-campus facilities costs related to instruction. Individual personal property charges and service charges shall be approved by the president. The approximate range or rate shall be available to students at the time of registration. A list of these charges shall be available to students upon request at the campus. Charges are based on actual costs and can include but are not limited to charges for such items as follow. Documentation of charge calculations must be maintained for audit purposes.

Subpart A. Personal property charges. Personal property is that property retained by the student and having value outside of the classroom. Personal property may include, but is not limited to, tools, books, materials and supplies retained by the student, official transcripts, identification cards, and replacement or additional diplomas.

Subpart B. Service charges. Service charges shall include:

1. Equipment, including special leases or rentals of laptop computers as required by an institution or program. Situations requiring students to purchase or lease college- or university-wide technology shall be reviewed by the technology fee advisory committee and the campus student association(s) shall be consulted.
2. Special testing, including testing for counseling (e.g. career interest inventories, type indicators, etc.); occupational certification; retesting of entry level assessment; and optional testing requested by the student. Students shall not be charged for initial entry assessment or required outcome assessment.
3. Other instructional services, such as:
 - a. additional instructional costs not included in tuition, but paid by the student to a private vendor (e.g. theater tickets, bowling lane rentals, green fees, ski lift tickets, etc.) may be a service charge if identified at the time of registration.
 - b. costs of private lessons associated with a credit-bearing course (e.g. flight training, voice or instrument, art, etc.) may be charged in addition to tuition.
4. Other non-instructional services provided to students for their personal benefit, such as legal services, health services, and insurance.
5. Assessments to discourage a behavior such as a library overdue charge, a non-sufficient funds bank charge or restitution charge to pay for damage incurred.
6. Actual course-related travel costs required for transportation, room, board and other expense.