



REQUESTER NAME				DATE	
DEPARTMENT			COLLEGE		
Minnesota State System Procedure 5.11.1 Tuition and Fees, Part 5 defines acceptable fee types. See page 2.					
COURSE PREFIX & #(S)	COURSE TITLE(S)			FEE AMOUNT	
JUSTIFICATION - additional space on page 2					
SEMESTER & YEAR TO START APPLYING FEE	CONTINUE APPLYING FEE TO FUTURE SEMESTERS?	DEPOSIT FEES TO THIS STUDENT SERVICES/FEES COST CENTER		OBJECT CODE	CREATE A STUDENT SERVICES/FEES COST CENTER FOR THIS PREFIX/DEPARTMENT
	YES NO			9151	YES NO
ESTIMATED REVENUE Fee x # of students	ESTIMATED EXPENDITURES				
	Materials retained by students	Costs for student travel	Equipment lease or rental	Facility Rental	Other
APPROVALS					
DEPT CHAIR				DATE	
DEAN				DATE	
PROVOST/VP				DATE	
ACADEMIC AFFAIRS WILL FORWARD FORM TO BusinessOffice@bemidjistate.edu					
BUSINESS SERVICES COMPLETES THE SECTION BELOW					
APPROVED DENIED		FEE CURRENTLY CHARGED (if applicable)			
SEMESTER & YEAR THE NEW FEE WILL BE IMPLEMENTED				COST CENTER	
NOTES					
BUSINESS OFFICE SIGNATURE				DATE	



ADDITIONAL INFORMATION

Minnesota State System Procedure 5.11.1 Tuition and Fees

Part 5. Personal property charges, service charges, and assessments

Personal property charges, service charges, and assessments are authorized by the board and adopted at campus discretion. Students may not be charged for consumable supplies related to instruction.

Individual personal property charges, service charges, and assessments 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 each campus. Documentation of charge calculations must be maintained for audit purposes.

Subpart A. Personal property charges

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. These items may include, but are not limited to, tools, books, and materials retained by the student. It also includes official transcripts, identification cards, and replacement or additional diplomas.

Subpart B. Service charges

Service charges shall be for services for or on the behalf of the student and may include:

1. Equipment, including purchases, special leases, or rentals 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 but not limited to, testing for counseling (e.g. career interest inventories, type indicators, etc.); occupational certification, licensure, or assessment; 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 vendor or auxiliary service (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 or services associated with a credit-bearing course (e.g. flight training, voice or instrument, art, etc.) may be charged in addition to tuition.
 - c. electronic course materials, including online subscriptions but not including open educational resources (OER) materials.
4. Other non-instructional services provided to students such as legal services, health services, background checks, drug and alcohol screening, and insurance.
5. Actual course-related travel costs required for transportation, room, board and other expense.