

**COLORADO STATE UNIVERSITY**  
**Financial Procedure Instructions**  
**FPI 2-11**

1. **Procedure Title:** Special Course Fees/Technology Fees/Music Program Fee
2. **Procedure Purpose and Effect:** Special Course Fees (SCF), Technology Fees, and Music Program Fee fall under certain rules and regulations as required by the Colorado Commission on Higher Education (CCHE). This policy is to provide guidance to those departments that have these fees.
3. **Application of Procedure:** This policy applies to those departments and areas who maintain SCF accounts, Technology Fees and Music Program Fees.
4. **Exemptions:** Any exemptions to this policy would need to be approved by the SCF Committee.
5. **Definitions:**
  - A. **Music Program Fee:** mandatory fee for music students used to cover the cost of the student's private instruction.
  - B. **SCF:** mandatory fees that a student is assessed when enrolling in specific courses that have cost-intensive components which cannot be provided through tuition.
  - C. **Technology Fees:** provide general access to state-of-the-art instructional technology by reducing the costs of technology for each student by pooling the resources of all students.
6. **Procedure Statement:**

SCF are mandatory fees a student is assessed when enrolling in specific courses that have cost-intensive components which cannot be provided through tuition. Costs are for expenses such as travel or supplies as required such as equipment rental, animal maintenance, travel for field trips, required "special" expendable materials, etc. SCF revenues must be used for costs directly related to the classes for which they are charged.

Annually, SCF accounts will be subject to a review for compliance and accuracy through procedures facilitated by the SCF Committee, led by the Provost's Office. Particular attention will be made on accounts that have, but not limited to: Type D fees, deficits at year end, revenue less than \$200 annually, and balances that should be refunded to the students. In addition, SCF accounts will be audited at least once every five years. Selection of account for review may be subject to Business and Financial Services review of the activity and other factors that are brought to their attention.

Charges for Technology provide general access to state-of-the-art instructional technology, reduce the costs of technology for each student by pooling the resources of all students, provide a competitive advantage to students who attend Colorado State University, and direct sufficient funding to these specific purposes. This charge is not intended to be a "use fee" as defined by the CCHE manual and therefore is assessed to all students regardless of whether they actually use the equipment or whether they are enrolled in a course in the specific college for that semester.

Technology Fees are a university fee used to support the implementation of technology that will be available to all students across individual college areas. This fee is administered in three main areas: library technology, web technology, and infrastructure technology with the ability to enhance other central technology as needed.

The Music Program Fee is for undergraduate and graduate music majors to pay for the cost of private instruction of the music students.

**7. Reference and Cross-References:**

Colorado Commission on Higher Education (CCHE) per policy Section VI, Part C – Tuition and Fees. The Office of the Provost and Executive Vice President who have oversight over the SCF Committee can be found at: <http://provost.colostate.edu/our-staff/>

**8. Forms and Tools:**

SCF: The SCF Manual is maintained by the Office of the Provost and Executive Vice President and can be found under the Special Course Fee Manual and Forms section at:

<http://provost.colostate.edu/faculty-administrative-professionals/>

Forms including the SCF Request Form and the Annual Review Form are located under the Special Course Fee Manual and Forms Section at:

<http://provost.colostate.edu/faculty-administrative-professionals/>

The listing of current SCF is located on the Provost's Website under Special Course Fees:

<http://provost.colostate.edu/faculty-administrative-professionals/>

Charges for Technology: The Charges for Technology Manual is maintained by and located at the Academic Computing and Network Services (ACNS)'s website

<https://www.acns.colostate.edu/committees/ucft/#1478104896176-e4a08a0b-3a98>

The University Technology Fee Advisory Board (UTFAB) home page contains the UTFAB Bylaws, Project Proposal Forms, and other information about the use of the University Technology Fee and the process of obtaining approval to use these funds: <https://utfab.colostate.edu/utfab-2017/>

*Note: Each Department that is allocated Technology Fees also has specific guidelines on the use of these fees.*