

NUMBER	POLICY (Budget and Finance)	PAGE
5.9	Brunswick Community College Local Fee Policy	1 of 3

**BRUNSWICK COMMUNITY COLLEGE
LOCAL FEE POLICY**

Brunswick Community College may assess and collect fees from students. These fees may be charged to curriculum and continuing education students for items not covered by tuition and registration fees.

Local fees are defined as:

- 1. Student Activity Fees.** A fee charged to students to support student activities. The student activity fee shall not exceed the \$35 per academic term. Student activity fees shall not be charged to individuals who participate only in meetings or seminars organized by the college.

Usage. Student activity fee receipts shall be used to support the cost of providing student activities, *e.g.*, student centers, student government association, clubs, enrichment and social activities, student identification cards, student athletics, student health services and student accident insurance.

Permissible expenses also include:

- a.** College personnel directly providing student activities, such as student government association staff, student activity coordinators, coaches, club sponsors, or club advisors;
 - b.** Stipends or scholarships to students who serve as officers of student organizations;
 - c.** Employee and student travel to student activities held at off-campus locations;
 - d.** Other purchased goods or services needed to conduct the student activity;
 - e.** Equipment, including vehicles, used directly for student activities;
 - f.** Capital improvement projects constructed for student activities, such as student centers, student lounges, and athletic facilities. If a capital improvement project serves multiple purposes, student activity fee receipts may be used to support capital expenditures in proportion to the square footage of the project dedicated to student activities.
- 2. Instructional Technology Fees.** A fee charged to students to support student access to instructional technology including supplies and materials that accompany use of the technology. The instructional technology fee shall not exceed \$48 per academic term for curriculum students and \$5 per course for continuing education students, unless prior approval is received from the SBCC permitting the local boards of trustees the authority to establish an instructional technology fee that exceeds the \$48 per academic term for curriculum students. Instructional technology fees shall not be charged to individuals who participate only in meetings or seminars.

Usage. Instructional technology fee receipts shall be used to support costs of procuring, maintaining, and operating instructional technology, including both information technology (hardware and software) used primarily for instructional purposes and

NUMBER	POLICY (Budget and Finance)	PAGE
5.9	Brunswick Community College Local Fee Policy	2 of 3

specialized instructional equipment necessary for hands-on instruction. Instructional technology fee receipts may be used to hire support positions to operate, maintain, and repair this technology, as well as buy the necessary supplies and materials for operations.

Instructional technology fee receipts shall not be used to purchase computers and other technology used primarily by college employees, nor may instructional technology fee receipts be used to support positions that do not directly support this instructional technology.

- 3. College Access, Parking and Security (CAPS) Fees.** A Fee charged to a student for use of the College’s parking facilities and property.
Usage. CAPS fee receipts shall only be used to support costs of acquiring, constructing, and maintaining the college’s parking facilities, parking enforcement, and security of College property. Security costs include, but are not limited to, salaries, related benefits, and operating costs associated with security personnel; contracted security services; vehicles, equipment, and capital improvements necessary to secure college property.
- 4. Required Specific Fees.** Specific fees to support other required academic costs for consumable goods or services that are specifically required for a course. Such academic costs include, but are not limited to, tools, uniforms, insurance, certification/licensure fees, e-text, lab and other consumable supplies. Specific fee rates shall be set based on the estimated cost of providing the good or service.
Usage. Specific fee receipts shall be used for the purposes for which they are charged. Excess receipts shall only be used for one or more of the following purposes: instruction, student support services, student financial aid (e.g. scholarships, grants, and loans), student refunds, student activities, curriculum development, program improvement, professional development, promotional giveaway items, instructional equipment, and capital improvements and acquisition of real property.
- 5. Other Fees.** Fees to support costs of goods or services provided by the college that are not required for enrollment. Examples include, but are not limited to, student health and other insurance fees, graduation fees, transcript fees, optional assessment fees, library/equipment replacement fees, and fees to participate in a specific event or activity. The local board of trustees shall set other fee rates based on the estimated cost of providing the good or service.
Usage. Other fee receipts shall be used for the purposes for which they are charged. Excess receipts shall only be used for one or more of the following purposes: instruction, student support services, student financial aid (e.g. scholarships, grants, and loans), student refunds, student activities, curriculum development, program improvement, professional development, promotional giveaway items, instructional equipment, and capital improvements and acquisition of real property.

NUMBER	POLICY (Budget and Finance)	PAGE
5.9	Brunswick Community College Local Fee Policy	3 of 3

Local Fees Deposit. Funds derived from local fees shall be deposited in an institutional account. Annually, the President of the College shall report any local fee levied to the System Office's Business and Finance Division.

Local Fees Refund. Local fees shall not be refunded.

Approved by Brunswick Community College Board of Trustees
October 16, 2002
June 28, 2013
June 20, 2014