

Handbook of Operating Procedures

NON-MANDATORY FEE APPROVAL

A. Purpose

The purpose of this policy is to set forth the procedures for proposing and approving the student fees and charges described in The University of Texas System Board of Regents' *Rules and Regulations* Rule 40401, Section 3, Delegation of Approval of Certain Fees and Charges.

B. Persons Affected

This policy applies to all individuals associated with The University of Texas Rio Grande Valley (UTRGV), including faculty, staff, students, contractors, and vendors.

C. Policy

1. All non-mandatory fees must be approved before being charged to UTRGV students or applicants. Proposals to add or change non-mandatory fees described in Section 3 of *Regents' Rule* 40401 are subject to the approval processes of this policy, including appropriate review or approval by fee committee(s) and student group(s). Unless otherwise specified, an approved fee or fee change will apply beginning with student registration charges for the ensuing fall semester.
2. All other fees require approval by the Board of Regents and fall outside the scope of this policy.

D. Procedures

1. Proposal preparation:
 - a. To propose a new fee or a change to an existing fee, the sponsoring department or college must fully complete the [UTRGV Fee Request Form](#) in accordance with the instructions and timeline provided by UTRGV administration. The sponsoring department or college is responsible for vetting the proposal with applicable fee committee(s) and student group(s) as appropriate.
 - b. Completed requests shall be submitted to the Planning and Analysis Office (P&A) for review. The deadline to submit requests for the ensuing academic year is typically January 31.
2. Proposal evaluation: P&A will evaluate the fee proposal and contact the sponsor should any items require clarification or modification. This review will include a consideration of the statutory authority for the proposed fee.
3. Submission for final approval:
 - a. P&A will submit the finalized proposals to the President for review and approval.
 - b. Except for fee proposals discussed in Section D.3.c below, fee proposals approved by the President will be packaged and forwarded to the appropriate UT System executive vice chancellor for review and final approval.

- c. Approval authority for continuing education or self-supporting course fees and elective non-academic charges for goods and services has been fully delegated by the Board of Regents to the President. Therefore, these fee proposals do not require UT System executive vice chancellor approval.
4. Notification of approval decision:
 - a. P&A will notify the sponsoring department or college and respective division head upon receipt of each approval or disapproval. Notifications will typically occur in March.
 - b. P&A will notify Student Accounting Services (SAS) of approvals. The sponsoring department or college shall coordinate with SAS and other departments as necessary to ensure approved changes are implemented.
5. Off-cycle requests: Fee proposals submitted outside of the timeline provided by UTRGV administration will be considered on a case by case basis and must be justified by unusual circumstances. The procedures of this section D will still apply to such requests.

E. Definitions

1. Non-mandatory fee – For purposes of this policy, a fee which is not charged to all students upon enrollment. The following categories are listed in the Regents' *Rules and Regulations*, Rule 40401, Section 3 Delegated Student Fees:
 - a. Fees for vehicle registration and fees and other charges associated with parking, as authorized by *Texas Education Code* [Sections 51.202\(a\)](#) and [54.505](#).
 - b. Matriculation fee, as authorized by *Texas Education Code* [Section 54.006\(a-1\)](#).
 - c. Fees associated with the option to pay tuition by installment, as authorized by *Texas Education Code* [Section 54.007\(c\)](#).
 - d. Supplemental fees for coaching or individual instruction, as authorized by *Texas Education Code* [Section 54.051\(l\)](#).
 - e. Laboratory fees, as authorized by *Texas Education Code* [Section 54.501\(a\)](#).
 - f. Incidental fees, as authorized by *Texas Education Code* [Section 54.504](#) including, but not limited to, course fees.
 - g. Charges and fees for certain payments, related to electronic funds transfer or credit card payment, as authorized by *Texas Education Code* [Section 54.5011](#).
 - h. Fees and other charges for rentals, rates, and charges for certain occupancy, services, use, and availability of facilities or services including, but not limited to, student housing and board rates, as authorized by *Texas Education Code* [Section 55.16](#).
 - i. Continuing education or self-supporting course fees, as authorized by *Texas Education Code* [Section 54.545](#).
 - j. Elective non-academic charges for goods or services that are not typically required at any point over the course of a student's enrollment at an institution. Examples of such charges include those for theater or sporting event tickets, health center goods and

services, or elective recreational activities such as intramural sports or personal training.

F. Related Statutes or Regulations, Rules, Policies, or Standards

[University of Texas System Board of Regents' Rules and Regulations, Rule 40401, Assessment, Collection, Delegation, and Waiver of Tuition, Fees, and Charges](#)

G. Dates Reviewed or Amended

May 13, 2022 - Reviewed and amended (non-substantive: updated responsible executive).