

INSTRUCTIONS for the FORM 100

April, 2002

- Item 1. Any additions or modifications of Instructional Charges must be accomplished prior to the beginning of registration of classes and shall be reflected in the proper University publications prior to their implementation at registration. See policy below.
- Item 2. Please obtain all appropriate signatures. The form cannot be processed without signatures.

POLICY FOR ASSESSING COURSE/CLASS INSTRUCTIONAL CHARGES AS PART OF TUITION/FEE ASSESSMENT AND PAYMENT PROCESS

1. Definitions: Course instructional charges are "Specific Student Fees" as defined by the Board of Trustees, Code of Policy, IV-A, 2.
2. Criteria for including course instructional charges in the tuition/fee assessment and payment process of course registration:
 - a. The charge and its current amount must be approved by the Provost and Vice Chancellor or a designated representative.
 - b. The approved charge must be published in the Schedule of Classes as part of the course listing for the term in which it is to be assessed as part of registration.
 - c. The charge must be consistently applied to all students who enroll in the class.
 - d. The charge must be in one of two formats, and only one format is applicable to each charge. There can be no combinations of formats:
 - (1) A flat amount per course.
 - (2) A flat amount per semester hour of the course.
 - e. Refunds must be made within the refunding policy for tuition and fees approved by the Board of Trustees.
3. A completed Form 90 must be processed along with this form.

When using Adobe Acrobat Reader, you will only be able to save the form. When using Adobe Acrobat, you will be able to save the form and the information you entered.