



PERSONAL PROPERTY FEE & SERVICE CHARGE REQUEST

One form per fee amount.

Route at least four weeks prior to opening of Course Registration.

REQUESTER NAME					DATE	
SCHOOL or DEPT			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						
SEMESTER & YEAR TO START APPLYING FEE	CONTINUE APPLYING FEE TO FUTURE SEMESTERS?		DEPOSIT FEES TO THIS STUDENT SERVICES/FEES ACCOUNT		CREATE A STUDENT SERVICES/FEES ACCOUNT FOR THIS PREFIX/DEPARTMENT	
	YES NO				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	TOTAL ESTIMATED EXPENDITURES
APPROVALS						
DEPT CHAIR					DATE	
DEAN					DATE	
SPECIAL FEE CODE & GROUP					OBJECT CODE	
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					ACCOUNT	
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.