



3344-67-01 Guidelines for establishing miscellaneous fees.

- (A) Fees for non-instructional service and applied music instruction should be fixed at a level designed to recover for the university the cost of providing the service. In areas funded by the general fee, charges will be made to students only for exceptional services. Examples of such exceptional services are general physical examination for insurance purposes or psychological testing for employment.
- (B) Charges to university personnel should cover the direct expense of providing the service. Charges to persons outside the university shall cover the direct expense of providing the service and in addition, may include indirect expenses for overhead.
- (C) In determining costs for professional services, departments should use a figure of thirty dollars per hour for professional staff time and fifteen dollars per hour for graduate student time, in assessing.
- (D) All university fees and charges, for whatever purposes, shall be collected through the cashier's office.
- (E) All fees and other charges requested to be charged by any organizational unit of the university shall be referred to the university budget committee by the appropriate vice president in advance of any assessment. The committee will make its recommendation to the president for approval and authorization of the assessment.
- (F) A complete list of miscellaneous fees and charges is to be distributed to the board of trustees annually.

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