1. PURPOSE

The Fee Policy for Radford University (University) outlines the requirements for establishing new, modifying existing, and waiving any fees.

2. APPLICABILITY

The Fee Policy is applicable to any division or department of the University requesting to establish, modify, or waive any fee.

3. AUTHORITY

University policies fall within a greater hierarchy of laws, statutes, and regulations. The Board of Visitors has been authorized by the Commonwealth of Virginia to govern Radford University. (See Code of Virginia § 23.1-1301, 2102)

The Board of Visitors, in the Board Bylaws, has delegated much of the authority to manage the University to the President, who serves as the agent of the Board and as the Chief Executive Officer of the University. As a part of that management, the President, in conjunction with the President’s Cabinet, will direct the development and implementation of University Policies and Procedures.

4. DEFINITIONS

Division Head: President, Provost, or applicable Vice President.

Fee: Any rate charged by the University other than tuition, mandatory educational and general (E&G), comprehensive, room, and board fees.

5. POLICY

A. Code of Virginia § 23.1-1301.A.S. authorizes the Radford University Board of Visitors to “fix the rates charged to students of the University for tuition, mandatory fees, and other necessary charges.” The Board of Visitors exercises this power by approving tuition and related rates for each academic year.
B. The Board of Visitors delegated to the administration the authority for approving minor fees, and changes thereto, at the February 27, 1992, Board of Visitors meeting and the President has delegated this authority to the Chief Financial Officer & Vice President for Finance and Administration (CFO/VPFA).

C. University divisions or departments must not establish, modify, or waive any fee(s) charged to any group(s) and/or person(s) without prior approval from the CFO/VPFA.

D. Any division or department currently charging a fee, which has not been previously approved, or documentation of the approval is not on file, must submit a completed Fee/Waiver Request Form (see Appendix of the related procedure) to the Office of Budget and Financial Planning for consideration. The form must include sufficient documentation to justify the fee request. The form should only be used for programs that are currently approved by the University.

E. All payment collections for fees under this policy must be in compliance with the University's Funds Handling Policy and related procedure.

F. While there is no annual deadline to submit the Fee/Waiver Request Form for approval, to the greatest extent possible it should be aligned with the annual budget development process.

6. PROCEDURES

See Corresponding PROCEDURE # FA-PR-1205
(Include Appendices with Procedure)

7. RESPONSIBILITIES

See Corresponding PROCEDURE # FA-PR-1205

8. INTERPRETATION

The authority to interpret this policy rests with the President of the University and is generally delegated to the Chief Financial Officer & Vice President for Finance and Administration.

9. EXCLUSIONS

None

10. REFERENCES

- Code of Virginia Section § 23.1-307.A., “Public Institutions of higher education; tuition and fees.”

11. APPROVAL AND REVISIONS

The University President and the President's Cabinet have approval authority over this policy and all subsequent revisions.
Procedures related to the establishment, modification, or waiver of fees were developed and distributed as an annual memorandum beginning in July 2006 and continuing until March 2013.

The existing University Fees Memorandum was revised and developed into the formal Fee Policy and related procedure, and formatted in the new templates in July 2013.

The Fee Policy and related procedure were submitted to the President’s Cabinet for review on October 16, 2013. They were approved unanimously, and President Kyle signed the Fee Policy on October 16, 2013.

Effective October 1, 2016, the Fee Policy and related procedure were reviewed by the oversight department and the Office of Policy Compliance. Minor editorial changes were made, but no substantive changes were made that would affect the content or intent of the policy.

For general information concerning University policies, contact the Office of Policy Compliance at (540) 831-5794. For questions or guidance on a specific policy and/or procedure, contact the Oversight Department.
1. BRIEF POLICY DESCRIPTION

The Fee Policy for Radford University (University) outlines the requirements for establishing new, modifying existing, and waiving any fees.

2. APPLICABILITY

The Fee Policy is applicable to any division or department of the University requesting to establish, modify, or waive any fee.

3. PROCEDURE

A. Departments requesting to establish a new fee, or modify or waive an existing fee, must complete and submit a Fee/Waiver Request Form (see Appendix) through their respective supervisory channel, including the Division Head, for review and approval.

B. Upon his/her approval, the Division Head must forward the Fee/Waiver Request Form to the Office of Budget and Financial Planning for review and evaluation of all fiscal implications associated with the request.

C. The Office of Budget and Financial Planning will return the Fee/Waiver Request Form to the Division Head with recommendations or forward to the Chief Financial Officer & Vice President for Finance and Administration (CFO/VPFA) for consideration and approval.

D. If approved by the CFO/VPFA, the Office of Budget and Financial Planning will retain the original Fee/Waiver Request Form and will provide an electronic copy to the requesting department, the Division Head, and the University Controller’s Office.

4. RESPONSIBILITIES

A. Departments will be responsible for completing the Fee/Waiver Request Form and providing detailed documentation to justify the request. Departments will also be responsible for collecting payments in compliance with the University’s Funds Handling Policy and related procedure.
B. The Office of Budget and Financial Planning will be responsible for reviewing the Fee/Waiver Request Form for the potential fiscal impact associated with the request. The Office of Budget and Financial Planning will coordinate the review with the University Controller’s Office as needed.

C. The CFO/VPFA will be responsible for all final approvals of requests to establish, modify, or waive fees.

5. APPENDICES

Appendix: Fee/Waiver Request Form

APPROVED BY: ___________ Signed ___________________ DATE: October 2013

Signature

NAME: Richard S. Alvarez

TITLE: CFO & Vice President for Finance and Administration