

RADFORD UNIVERSITY

Policy Title: Fee Policy	Effective Date: 2/27/1992
Policy Number: FA-PO-1205	Date of Last Review: 1/23/2020
Oversight Department: Office of the Vice President for Finance and Administration	Next Review Date: 1/1/2023

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. 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.

4. POLICY

- A. Code of Virginia § 23.1-1301.A.5. 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. In a resolution approved February 15, 2018, the Board of Visitors delegated authority to the Vice President for Finance and Administration & Chief Financial Officer (VPFA/CFO) “to approve the establishment, modification, or waiver of any and all fees other than tuition, mandatory education and general (E&G), comprehensive, room, and board fees charged to all students”. The resolution further stated that this delegated authority “includes the establishment and negotiation of rates, including the offering of volume discounts to businesses and organizations, for limited educational programs.
- 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 VPFA/CFO.
- 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) 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](#).
- 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.

5. PROCEDURES

- 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. The *Fee/Waiver Request Form* must include detailed documentation justifying the request.
- 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 VPFA/CFO for consideration and approval.
- D. If approved by the VPFA/CFO, 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.

6. EXCLUSIONS

None

7. APPENDICES

Appendix: [Fee/Waiver Request Form](#)

8. REFERENCES

[Code of Virginia Section § 23.1-307.A](#), "Public Institutions of higher education; tuition and fees."

[Code of Virginia Section § 23.1-1301.A.5.](#), "Governing boards; powers."

9. INTERPRETATION

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

10. APPROVAL AND 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.

Effective January 23, 2020, the *Fee Policy* and related procedure were incorporated into the current University Policy template. Section 4.B. of the policy was amended to incorporate revised language approved by the Board of Visitors.

For general information concerning University policies, contact the [Office of Policy and Tax Compliance](#) – (540) 831-5794. For questions or guidance on a specific policy, contact the Oversight Department referenced in the policy.