

Fee and Billing Guidelines for Undergraduate Students¹

Overview: The undergraduate tuition rate approved by the Board of Trustees is expected to provide all instructional courses required as part of a student's degree program---both required and elective courses.

The costs associated with delivering these courses are expected to be funded by the unit offering the course. It is a goal of the University administration that students be charged no incremental fees above the standard tuition charge and that no student should be excluded from a credit-bearing course due to financial need. If funding available to a department or college is not adequate to cover costs of program delivery, the Dean can consider taking requests to the Budget Working Group for review.

In rare instances, there may be a need to consider an incremental fee for a credit-bearing course or non-credit bearing activity that is critical to a student's degree and cannot be satisfied in any other way. In these cases, a proposal should be submitted for consideration and any proposed additional fees must be approved in advance of the course posting or advertising for the activity.

Tuition and fees are core components of the "cost of attendance" calculation reported to various government agencies by the University each year. The "cost of attendance" is a driver in the determination of the financial aid eligibility of each student. Financial aid disbursement is highly regulated by the federal government and any disbursement of aid by the University (by a central office or other unit) must be coordinated with Notre Dame's Office of Financial Aid.

Additional fees for credit-bearing courses during the academic year:

This applies to items such as travel, housing, stipends, course supplies, and program fees for courses that are on or off-campus. Courses that are being offered during the academic year (including mid-term and semester break) are included in these guidelines.

Fee Approval Process:

1. A proposal outlining the proposed course and related fees must be approved in writing by the Dean of the College/School. This includes any course fees, as well as, any no-show or late withdrawal fee.
2. This approved proposal should be submitted by the Dean of the College/School to the Senior Associate Provost for Budget and Planning.

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Office of the Provost

Office of Budget and Planning

3. Once approved by the Office of the Provost, the proposal will be sent to the Associate Vice President, Office of Budget and Financial Planning, for final review and approval.
4. All approved fees will be added to the official University Course Fees Listing, which authorizes charges to be placed on a student's account. Fees included on the University Course Fees Listing are reviewed annually, with input from the respective college, and finalized by the end of the calendar year for the subsequent fiscal year.

Student Account Billing

If there is an approved fee associated with a credit-bearing course the fee must be billed to the student by the Office of Student Accounts. Such fees will likely be eligible for financial aid as determined by the Office of Financial Aid.

Additional charges for non credit-bearing activities during the academic year:

This applies to items such as travel, housing, stipends, activity supplies, and activity charges for activities or enrichment experiences that are on or off-campus. Activities or enrichment experiences that are being offered during the academic year (including during mid-term and semester breaks), are included in these guidelines. Note: While approval of fees for credit-bearing courses is rare, approval of charges for non-credit-bearing activities or enrichment experiences are expected to be routine.

Fee Approval Process:

1. A proposal outlining the proposed activity and related charges must be approved in writing by the Dean of the College/School. This includes any course charges, as well as, a no-show or late withdrawal charge.
2. This approved proposal should be submitted by the Dean of the College/School to the Senior Associate Provost for Budget and Planning.
3. Once approved by the Office of the Provost, the proposal will be sent to the Associate Vice President, Office of Budget and Financial Planning, for final review and approval.
4. All approved charges will be added to the Optional Enrichment Approved Charges Listing, which authorizes charges to be placed on a student's account. Charges included on the Optional Enrichment Approved Charges Listing are reviewed annually, with input from the respective college/school, and finalized by the end of the calendar year for the subsequent fiscal year.

Billing and Financial Aid Process:

If there is an approved charge associated with an activity that is non credit-bearing, the charge will be billed in one of two ways:

1. If a subsidy is being provided, the charge is required to be billed to the student by the Office of Student Accounts and the subsidy is required to be dispersed by the Office of Financial Aid.
 - If the subsidy is being funded by a University department, the department must provide a University FOAPAL for the funding and work in conjunction with the Office of Financial Aid in distributing these awards.
2. If no subsidy is being provided, the department must bill and collect these charges from the student through a University approved method. The department should work with the Office of Budget and Financial Planning to determine the most appropriate billing mechanism.