

NORTHWEST FLORIDA STATE COLLEGE Board Policy 6Hx17-4.52

Title:	LAB FEES/SPECIAL FEES
Reference:	
History:	Local Language, March 2005

Local Language

All lab/special fees must be approved in advance by the Board of Trustees and are assigned to individual courses for collection with tuition fees at the time of registration.

The lab/special fee process is jointly managed by the Office of Instruction and the Office of Business Services. Fees are initiated by the Office of Instruction and submitted to the Office of Business Services for inclusion in the annual budget.

Only lab fees appearing on the NWFSC Lab Fee Schedule may be assigned to courses.

Generally all sections of a given course must carry the same lab fees. In special cases (i.e., the distance learning format of a course) the fees may differ. Differences should result only from format or delivery factors, as course content and requirements are the same across sections.

Lab/special fees may only be charged for consumable/recurring supplies/services directly related to the course and must be traceable directly to the student. All lab/special fees must adhere to Florida rule and law. Cost acceptable for coverage through lab/special fees include, but are not limited to, the following:

- standardized, non-reusable commercial tests (e.g. Myers-Briggs)
- specific service from outside vendor (e.g. cholesterol testing through Twin Cities Hospital for students in wellness classes)
- lab supplies for student science experiments (e.g. chemicals, botanical specimens, etc.
- computer supplies/paper for software/computer lab based courses
- Art studio supplies (e.g. clay, paint, paper)
- field trip expenses
- Individual access to specialized software (e.g. WebCT licenses, CAD/CAM, etc

See Appendix R - Procedures