

# SUNY Korea Course Fee Guidelines

## General Information

A fee, or fees, tied to a specific course or courses taken by a student at a State-operated campus, that provides students a distinctly definable monetary or educational benefit or is necessary to support an extraordinary cost(s) associated with providing a specific course. These fees must be approved by the Chancellor or Designee.

Course Fee must be used for expenses directly related to the student's participation in a course. This includes the special costs associated with use of University-owned tools, or other equipment; or the cost of other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student.

## Due Dates for Course Fee Submissions

Course fee payments need to be finalized no later than **10 business days after the Billing Statement is sent** by the Finance Team. The billing statement will be sent the third Monday of March/September. Student name and SBU ID Number needs to be stated in the memo when payment is being transferred.

Only transactions made through the process and accounts stated in the Billing Statement provided by the Finance Team of SUNY Korea will be recognized. Any other payments transferred through the SBU SOLAR, students are responsible to request for a refund to the SBU Bursar directly.

Any non-paid Course Fee by the stated deadline may cause a HOLD on SOLAR Account, in which students will not be able to issue certificates such as Enrollment Certificate, Official Transcript or register courses for the following semester.

## Factors That Allow for A Course Fee

From SUNY Fee Policy 7804: A fee may be charged for a course, or courses, that have extraordinary costs that meet the following criteria; this listing is not intended to be all-inclusive, SUNY Korea reserve the rights to alter and readjust the specific usage of such fee due project or general fee occurred:

- A. Special course supplies and materials where the student retains an end product of worth
- B. Special and unique services provided by the course
- C. Extraordinary costs associated directly with degree, diploma, or certificate program delivery (i.e. maintenance or purchase of specialized equipment, testing or certification fees, clinical and practicum activities)
- D. Costs associated with a course specific to scientific chemicals, supplies and materials, modest equipment, and proper disposal of waste

***Note: These fees are NOT permitted for routine materials (textbooks, etc.) and revenue from these fees may not be used to fund the cost of instruction, academic staff, food and beverages, or technicians.***