

CHAPTER IV

FINANCE AND BUSINESS

SECTION I. REPORTS

- A. Annual Report. Each System institution shall submit an annual financial report by September 1 each year in order that the Board may see an overall picture of its financial position for the previous fiscal year ending June 30. Such reports shall be submitted to the Board office in a format complying with appropriate National Association of College and University Business Officers (NACUBO) and Governmental Accounting Standards Board (GASB) standards.
- B. Other Reports. System institutions shall submit to the Board office one copy of any financial report submitted to any State or federal agency and any other report requested by Board staff in a timely manner on prescribed forms.

SECTION II. BUDGETS

- A. Budget Requests. Budgetary requests by each institution for the ensuing fiscal year shall be submitted to the Board office prior to presentation to the Board of Regents, the Division of Administration (DOA), and the Legislature. After appropriations have been made by the Legislature and approved by the Governor, each institution shall submit a revised budget to the Board for approval, based on the amounts appropriated and any other changes resulting from legislative action.
- B. Adjustments. Required budget amendments (BA-7s) shall be submitted to the Board staff for approval prior to submission to any other State agency.

SECTION III. FEDERAL FUNDS

Grant Requests. System institutions are authorized to employ an independent firm of certified public accountants to audit federal programs with approval of the Legislative Auditor and review and approval of the Board staff.

SECTION IV. STUDENT RESIDENCE REGULATIONS

Pursuant to House Concurrent Resolution No. 226 of 1986, residency has been defined for the System and guidelines have been established that shall apply for fee assessment purposes. *(See PPM)*

SECTION V. STUDENT FEES

- A. Application Fees. A non-refundable application fee shall be assessed each person making application for admission or re-admission to an institution under the jurisdiction of the Board.
- B. Special Application Fee. Each institution shall be allowed to charge an additional fee for each out-of-state application for the following allied health programs: Dental Hygiene, Occupational Therapy, Nursing, Pharmacy and Radiologic Technology.
- C. Activity, Registration and Tuition Fees. The Board of Supervisors annually shall fix the Schedule of Resident and Non-Resident Mandatory Attendance Fees for institutions under its jurisdiction. Full-time undergraduate fees shall apply to students enrolled for twelve hours or more per semester (eight or more per quarter). Full-time graduate fees shall apply to students enrolled for nine hours or more per semester (six per quarter).
- D. Off-Campus Fees. Fees for extension courses and other off-campus offerings (except contractual arrangements) shall be assessed in the same manner as for on-campus offerings. Fees for courses offered under contractual arrangement may not be for a lesser consideration than on-campus offerings without specific approval of the Board. With Board approval, special fees may be assessed for courses offered through distance learning technologies. *(See PPM)*
- E. Late Registration Fee. An additional fee may be charged any student registering after the close of the regular registration period.
- F. Refund Policy. Each university shall develop a refund policy for registration fees appropriate to the individual campus, and in accordance with State and federal regulations.

- G. Drop, Add and Change Fees. A transaction fee for a drop, add, or change of section may be assessed when the transaction is for the convenience of the student. All transactions for the convenience of the university and beyond the control of the student shall be without charge.
- H. Building Use Fee. Each institution shall charge a building use fee to be dedicated to the construction and/or renovation of academic or academic-related facilities as defined by law.
- I. Vehicle Registration Fee. System institutions are authorized to assess vehicle registration fees not to exceed \$100 per year. The income from these registrations shall be used for construction, repair, maintenance, security and operation of parking facilities including streets, roadways, walks, buildings and walkways leading into such parking facilities and for the purchase and maintenance of vehicles where there is a student transit system in use to serve off-campus parking. Institutions may also establish and collect fines for parking and traffic violations on campus. (Revised 6/18/2012)
- J. Academic Enhancement Fee. System institutions are authorized to charge each student an Academic Enhancement Fee not to exceed \$25 per semester.
- K. Self-Assessed Fees. All self-assessed fee proposals voted by the students upon themselves and their successors shall be submitted to the Board for its initial approval prior to the student vote. It is unnecessary to resubmit this item for Board approval subsequent to the students' voting. The Board shall approve any increases of student-assessed fees.
 - 1. Proposal Requirements
 - a. All proposals for fee increases shall include a complete justification, a projection of annual revenues generated by the fee, anticipated expenditures by line item, terms of assessment, voting methodology, the SGA resolution authorizing the proposal (with associated vote), and communication plans to publicize the proposal.
 - b. Voting for student assessed fee proposals shall be scheduled to coincide with regular campus elections such as Homecoming Court, SGA elections, etc. in order to maximize participation.
 - c. Campuses shall maintain a record of final votes, the percentage of eligible students participating in the vote and actual communication plans employed to promote awareness of each particular fee proposal. (Revised 8/26/2011)

2. Automatic Renewal

- a. All student self-assessed fees, except fees used to secure bonded indebtedness shall be renewed automatically on an annual basis, but shall be subject to a recall referendum (as provided below) and shall be subject to the supervision and management authority of the Board (BYLAWS Sect. 5 RULES of the Board of Supervisors for the University of Louisiana System).
- b. All student self-assessed fees used to secure bonded indebtedness shall remain irrevocable until final payment on the bonds, but thereafter shall be subject to the Oversight Committee and the supervision and management authority of the Board (BYLAWS Sect. 5 RULES of the Board of Supervisors for the University of Louisiana System).

3. Oversight Committee

- a. Each institution shall form a Student Self-Assessed Fee Oversight Committee. The chairperson of the committee shall be elected by the voting members of the committee and will vote only in the event of a tie. Committee membership as determined by each institution shall include, but not be limited to:
 - i. The Chief Business Affairs Officer and the Chief Student Affairs Officer, or their respective designees, each of whom will have a voice, but will not vote.
 - ii. Each institution shall establish guidelines for selection of student members on the committee; however, student representation on the committee should comprise members of diverse interest groups.
- b. The committee shall schedule an annual orientation meeting coordinated by the Chief Business Affairs Officer on appropriate fee use and review the system of budgetary reporting. The committee shall be provided budget summaries for each student self-assessed fee and other documentation as reasonably requested by the committee.
- c. The committee may file a report recommending whether the SGA Senate should take action to initiate the recall referendum process with respect to a student self-assessed fee.

4. Recall Referendum

- a. A student self-assessed fee, other than a fee used to pay bonded debts, shall be subject to recall by a vote of the students in accordance with each institution's SGA Constitution.

- b. The recall referenda shall be placed on the ballot for vote with the following language with respect to each fee:

“Do you favor the automatic renewal of (description of fee) as a student self-assessed fee?”

YES _____ NO _____

- c. The student self-assessed fee(s) shall be renewed if a majority of students voting reply in the affirmative. If the vote is negative, the fee(s) shall be discontinued effective at the end of the fiscal year. The fee(s) may be reinstated in any subsequent year, but only through the same process that applies to any proposed new student-assessed fee. (Revision approved 3/21/97)

5 Student Technology Fees. Act 1440 of the 1997 Regular Session of the Legislature (R.S. 17:3351.1) provides for an assessment not to exceed \$5 per credit hour, or \$100 per semester, and requires colleges and universities to develop written plans for use of proceeds from student-assessed technology fees. The primary purpose of this fee is for the acquisition of computer and telecommunications equipment and software to expand technologies for the benefit of students. (Addition approved 3/23/01) (*See PPM on Student Technology Fee Expenditure Guidelines and PPM on Guidelines for Use of Dated Equipment Bought with Technology Fee Money*)

- L. Room Deposit. (1) A room reservation/application fee not to exceed one-hundred dollars (\$100) may be assessed each student reserving a residence hall room. (2) A refundable damage deposit up to one-hundred-fifty dollars (\$150) may be charged each student reserving a residence hall room. (Revision approved 9/24/99)
- M. Room and Board Charges. The revenues derived from these charges shall be dedicated to the retirement of any System Revenue Fund bonded indebtedness, operating expenses and to fund appropriate reserves for the repair and replacement of facilities. Room and board charges recommended by each System institution must be submitted to the Board staff for review and approval.
- N. Approved Waiver of Non-Resident (Out-of-State) Fees for Gifted Students. Each institution is authorized to waive non-resident fees for certain gifted out-of-state students in accordance with established System criteria and guidelines. (*See PPM*)
- O. Fee Exemption for Faculty, Staff and Dependents. A faculty or staff member who is employed on a full-time basis at a University of Louisiana System institution or System office may enroll for undergraduate or graduate instruction at a reduced fee

schedule. Dependents of such employees may also enroll in undergraduate instruction at a reduced fee schedule. (Revised 8/09)(See PPM)

P. Fee Exemptions for Senior Citizens. Any person 60 years of age or older who registers for three credit hours or less per semester may do so at no charge except for the application fee, technology fee, and any other course-specific fees such as laboratory fees. Credit hours enrolled in by such individuals in excess of three hours will require payment of the usual charges.

Q. Council for the Development of French in Louisiana (CODOFIL) Tuition Waiver. As part of an ongoing international accord between the State of Louisiana and France, the French Community of Belgium, Quebec, and the Maritime Provinces of Canada, institutions within the System are authorized to waive mandatory registration and non-resident fees for one year to qualified residents of the countries/provinces listed above.

The maximum number of fee waivers to be awarded at any one time shall be as follows:

1. Eight at the baccalaureate level,
2. Four at the master's level, and
3. Two at the doctorate level.

To qualify for the program, each candidate must:

1. Be a Belgian, Canadian, or French citizen,
2. Be enrolled at the time of request in an establishment of higher education in Belgium, France, Quebec, or the Maritime Provinces of Canada,
3. Be at least in the second year of higher education or have completed at least two years of higher education studies,
4. Be accepted in a university of the State of Louisiana and present proof of academic admission. This requires that the candidate satisfy the admission requirements of the university (TOEFL – English test, and/or GRE, diploma equivalencies and university credits, within the deadlines), and
5. Be enrolled as a full-time student, in a Louisiana university (12 hours per semester [8 per quarter] minimum for undergraduate work and nine hours per semester [six per quarter] minimum for graduate work). (Addition approved 3/26/99)

R. Special Purpose Fees. Each System institution, as appropriate, may assess special purpose fees after review and approval by the Board. (Revision approved 3/26/99)

SECTION VI. ADVERTISEMENT, PROMOTIONS AND SOLICITATION

Each campus shall develop and distribute a written campus solicitation policy that complies with state laws and conforms to System management policies and procedures. (Revision approved 10/29/99) (*See PPM*)

SECTION VII. SALES AND DISTRIBUTION OF ALCOHOLIC BEVERAGES

Sales and distribution of alcoholic beverages shall be in accordance with state and local laws and ordinances, and the Drug Free Schools and Communities Act. Violations of these regulations may be grounds for campus disciplinary action in addition to any criminal charges that may be filed. (Revision approved 4/28/00) (*See PPM*)

SECTION VIII. PROCEDURES FOR HANDLING COMPLAINTS OF UNREASONABLE COMPETITION FROM COLLEGES AND UNIVERSITIES

In accordance with the intent of Senate Concurrent Resolution 125 of the 1985 Regular Session of the Louisiana Legislature, procedures have been developed to guide System institutions in addressing private business or industry complaints of unreasonable competition. (*See PPM*)

SECTION IX. USE OF AIRLINE TRANSPORTATION

Only authorized Civil Aeronautics Board (CAB) and Federal Aviation Administration (FAA) approved airlines or properly insured and certified private aircraft shall be used for charter services by the institution.

SECTION X. FLEXIBLE BENEFITS

The institutions are authorized to enact flexible benefit, or "cafeteria," plans for their employees in accordance with Section 125 of the Internal Revenue Code.

SECTION XI. APPLICATIONS FOR LICENSES OR PERMITS

Licenses and Permits. System institutions making applications to federal, state, or local government and/or agencies for licenses and permits shall inform the System President. The Board does hereby authorize the President of the institution or his/her designee to complete such applications, sign all necessary documents, and execute any and all authorization forms so required. (Addition approved 8/25/00)

SECTION XII. REPORTING REQUIREMENTS

The following reports shall be submitted to the Board office, on a timely basis: (Anticipated due dates)

- A. Operating Budgets (July)
- B. Legislative Budget Requests (November)
- C. Annual Financial Reports (September)
- D. Student Enrollment Reports (June, September, February)
- E. Resident and Nonresident Mandatory Attendance Fees Schedules (August)
- F. Unclassified Position-Description, Justification and Certification Forms
- G. Recommended Promotions in Rank (August)
- H. Request for Faculty Tenure (August)

SECTION XIII. TEXTBOOK ADOPTION

Each university shall develop a written policy and procedure regarding textbook adoption information. The policy shall be disseminated to all departments and faculty in a timely manner as well as to both on-campus and off-campus vendors upon request. Universities will ensure equal access to such information by all parties. (*See PPM*)