

Policy: **Student Fees**

Responsible for Policy: Administration & Finance

Policy Number: **M-2**

Most recent approval date: July 2015

Policy Statement

Finger Lakes Community College shall comply with New York Education Law Section 6403 and the corresponding NYS Education Department regulations in the establishment of a student fee schedule.

Reason for Policy

In order to provide students with a full range of services and programs, Finger Lakes Community College must require students to pay certain fees. This policy is intended to assist students in planning their educational budgets.

Applicability of the Policy

Students, Division Heads, Department Heads, members of the Controller's Office, members of the Bursar's Office, and the Board of Directors of the Finger Lakes Community College Association, Inc. ("FLCC Association") should be familiar with this policy.

Definitions

None

Related Documents

- NYS Education Law Section 6304 (Financing of Community Colleges)
- NYS Education Department regulations, 8 NYCRR Part 602
- State University of New York Community College Business Officers' Manual
- FLCC Policy on Military Service and Veterans' Affairs
- FLCC College Catalog
- Agreement between Finger Lakes Community College and the FLCC Association, Inc.

Review dates/action taken (requires Board of Trustees approval):

- September 2011: original approval date
- Fall 2012: no policy revisions
- July 2015: no revisions

Procedure: **Student Fees**
Responsible for Procedure: Administration & Finance

Procedure Number: **M-2**
Effective Date: July 2015

Procedures

Creation, Approval and Filing of Fee Schedule

The Vice President of Administration/Treasurer will annually set a fee schedule, taking into account requests from department or division heads. Once the Vice President of Administration and Finance has set the fee schedule, it will be submitted to the College's Board of Trustees for approval along with the tuition schedule. Following the Finger Lakes Community College Board of Trustees approval, the tuition and fee schedules will be filed with SUNY on or before the date set by the Chancellor of SUNY or designee and in accordance with the appropriate forms and instructions.

Forms/Online Processes

- None

Appendix

- None

Review dates/action taken:

- September 2011: original effective date
- Fall 2012: review
- July 2015: no revisions