

## **V. FEES, FINES, AND CHARGES ESTABLISHED BY THE INSTITUTIONS**

This Fee Book does not include the special fees, fines, and charges that institutions may establish under the authority delegated by the State Board, including fees that concern only one institution or that are levied for services to non-students. Special fees, fines, and charges are not to substitute for Tuition, Incidental Fees, or other fees established by the Board. Fees that may be established by the institutions are described below.

### **A. Fees for Instruction Related Services**

#### Laboratory and Course Fees Adopted by Individual Institutions

This Fee Book does not establish Laboratory or Course Fees that concern only one institution. The Laboratory or Course Fees must be published in the institution's catalogue and/or time schedule of classes. Laboratory or Course Fees are limited to institutional sale to students of equipment, materials, or services required as a part of course instruction where:

The equipment or material:

- 1) Is retained as the personal property of the student at the conclusion of the course,
- and
- 2) Is not readily available for purchase through the bookstore or other external source.

The service is essentially the equivalent of textbooks as a tool of instruction (such as a charge for film rental in a course in cinematic art or travel to field sites for certain courses).

Approval will not be given for Laboratory or Course Fees that constitute a charge for the use of institution owned equipment, for specimens, for reagents, for software licenses or other microcomputer application charges for goods or services not retained by the student, or for other materials and supplies consumed in the instruction process, except for certain non-required physical education courses that involve use of non-state-owned facilities or expensive equipment.

### **B. Fees for Non-Instruction Related Services and Materials**

The Board requires that the level of charges should be sufficient to ensure recovery of the cost of providing the services and materials. These include charges for auxiliary services, e.g. food services, student centers, parking, and bookstores; charges for facilities use; and, charges for other materials and services.

The institutions may also set the level of fines for violation of campus regulations.

*Administrative Authority:*

*OAR 580-040-0010 Institutional Authority to Establish Fees and Charges*  
*OAR 580-040-0025 Traffic Regulations, Parking Fees, and Enforcement Fines*