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IV. **Other-Than-Tuition Charges**

No fees except those listed in the categories below are authorized. **All fees are non-refundable except where indicated otherwise (e.g., Fee for Accelerated Study).** Any fees in existence prior to the approval of this manual and not included in this section are null and void with the exception of those fees not within the purview of this manual as indicated on page 3 (i.e., child care programs, IFRs, etc.) Any additional fees which a college wishes to charge must first be submitted to the Vice Chancellor for Budget and Finance for Board of Trustees' approval. Only those charges submitted in the appropriate section of the Chancellor's report (Section C.4.) will be eligible for consideration. These fees must be accompanied by complete documentation, such as:

- Explanation of the nature of the fees,
- Number of students affected,
- Estimated amount of fees to be generated, and
- Purpose of the fees.

All "non-instructional and other fees" (refer to Subsection "A" below) must be deposited into the appropriate City University Construction Fund (CUCF) account. The only exception is indicated under Subsection "A.3.", Application Fee. In that situation, the IFR mechanism will be utilized for undergraduate application fees in order to support the University Application Processing Center's operation. This funding arrangement has been mandated by the State's Division of the Budget.

Other Charges and Student Activity Fees are not deposited into the CUCF account. Other Charges are usually assessed to students to cover the reimbursable cost of either replacing items or providing a service. These fee collections are utilized to offset college tax levy expenditures through the refund of appropriation mechanism. Material Fees and Transportation Charges policy and procedures are described in Subsection "B.4. and B.5.". Student Activity Fees collected by the college shall be deposited in a college depository account and transmitted to the appropriate governing body in accordance with Article XVI of the Board Bylaws and the University Fiscal Handbook for the Control and Accountability of Student Activity Fees.
A. Non-Instructional and Other Fees

All "non-instructional and other fees" must be deposited into the appropriate City University Construction Fund (CUCF) account (see Application Fee, Subsection "A.3." below for exception).

1. Library Fines

The colleges should be adhering to University Accounting Office (UAO) Memorandum No. 5 issued during the 1984/85 fiscal year (Refer to Addendum). In addition, if a college chooses to allow its library to collect fines, it must utilize a cash register which issues a receipt. No student should be allowed to collect fines (Library fees are discussed below in Subsection "B.1." - Other Charges).

The following schedule of library fines are currently in effect:

- General Circulation items - $.10 each day overdue (including days on which the library is closed) to a maximum of the current price of the item.
- Reserve items - $1.20 per overdue hour to a maximum of the current price of the item.
- Restricted Books - $.25 each overdue hour, with a maximum charge of $10.

2. Breakage and Locker Fees

State Education Law requires that fees collected for laboratory breakage and locker usage be deposited into the CUCF. Any colleges charging such fees must ensure that they are deposited into the CUCF.

3. Application Fee

The application fee required for admission by undergraduate freshman applicants to the senior colleges and community colleges is $65, and for undergraduate transfer and for Online Baccalaureate Program applicants the fee is $70. The application fee required for admission by applicants to graduate programs (with the exception of the Graduate School of Journalism) is $125. The application fee for admission to the Graduate School of Journalism is $65 effective for the Fall 2005 through Fall 2008. These fees are non-refundable. The colleges will continue to transmit undergraduate application fees for degree students to the UAPC. The application fees for non-degree applicants which are collected by the colleges will be retained by the colleges for transmittal to the CUCF with other tuition and fees. Likewise, all graduate application fees, whether degree or non-degree, will be transmitted to the CUCF.

The fees transmitted to the UAPC will be deposited in an IFR account in accordance with the State Division of the Budget's guidelines. The basis for this determination is a legal opinion which states that application fees paid by applicants, who at the time of payment are neither matriculated nor non-matriculated students are, therefore, not included in the statutory definition of fees which must be deposited with CUCF.
An applicant **shall pay** the application fee only once as an undergraduate and **only once** as a graduate student of the City University. Once an applicant has applied, paid his fees, been accepted to the University and has registered, he/she shall not be required to pay another application fee, except under the circumstances noted below:

- graduate students who are changing their degree objectives,
- graduate non-matriculants who have not been in continuous attendance, must reapply and pay a new application fee, or
- undergraduate students not currently in attendance at the University, who wish to apply for admission to a unit other than the one last attended, must reapply and pay a new application fee.
- cooperating teachers who fail to re-register within 13 months (See Subsection "A.13.").

A graduate or undergraduate student who has paid the application fee shall not be required to pay another fee for change of status from non-matriculant to matriculant, or for transfer (when they are currently enrolled) from one unit of the City University to another unit of the City University, or from one program of the City University to another program of the City University.

### 4. Late Registration Fee

Students who register after the regular registration date or period specified by the college will be required to pay a $25 late registration fee. It will be up to each college's discretion to establish the late registration period. Regardless of the late registration period established by the college, any student registering for the first time after the first day of classes will be required to pay this fee. The first day of classes is based upon the official CUNY calendar. Any exception to this date must be submitted to the Vice Chancellor for Budget and Finance. The Bursar's Office upon written recommendation of the Registrar's Office may waive this fee.

### 5. Change of Program Fee

Students will be required to pay a fee of $18 each time they change their program on or after the first day of classes (except for those students only dropping courses or college initiated changes). The first day of classes is based upon the official CUNY calendar. The $18 charge will cover one or more changes effected at the same time.

The following actions initiated by the student require program change fees:

- addition of a course or courses,
- changing from one course to another course,

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o changing from one section of a course to another section of the same course.

A change of program fee should not be applicable where the change is initiated by the college. Examples are:

- the college cancels or withdraws a course, whether or not the student substitutes another course,
- the college changes the hours of the course or makes other substantive changes that provides the student with justification for a change, or
- the college requests the student to transfer from one section to another section of the same course.

Under no circumstances should the waiving or voiding of a change of program fee be at the sole discretion of the Bursar's Office (the office responsible for collecting tuition and fees). The Bursar's Office upon written recommendation of the Registrar's Office may waive this fee.

6. Returned (NG) Check Processing Fee

When a student's check is tendered to the college or University Application Processing Center (UAPC) as payment of a liability and the check is not honored by the bank upon which the check is drawn (NG check), the student shall be charged a reprocessing fee. A separate $15 fee will be charged for each check that requires reprocessing. The student will be required to satisfy the obligations, the return check processing fee and a non-payment service fee (refer below) of $15 for each due date missed. In the event that the return of the check resulted from a bank error, and the bank acknowledges the error in writing, the reprocessing fee may be waived by each individual college. However, if the college's bank account is assessed a penalty fee for the NG check, even in the case of an error by the student's bank, the student will be charged the penalty fee. In the case of UAPC, the return check processing fee will be deposited in the same manner as the application fee, i.e., deposited into an IFR. Effective with the Fall, 1994 semester, this fee will be used to offset bank charges which are currently being assessed to some colleges (heretofore, the banks did not impose these charges on the colleges due to compensating bank account balances and higher interest rates). Those colleges which are not charged any bank fees will continue to deposit the NG Check Processing Fees in the CUCF. If a college does not have sufficient NG Fees to cover the bank charges, then the college must utilize its own funds to pay the difference. These funds cannot come from tuition and fee deposits.

7. Late Payment Fee

Students who are delinquent in paying tuition and fees by the college's established "due dates" will be required to pay a $15 fee for each missed due date in addition to all other outstanding college obligations. This fee can be charged for reinstatement provided that the reinstatement results from a student who has failed to settle his/her bill by the required due date. Those students using a pre-payment plan with an outside provider (currently, AMS), who do not pay
the provider by its established due dates, are charged a late fee by the provider for each missed payment (See Section V.L.). These late fees are not college fees and are not forwarded to the college. Any students who fail to pay AMS and decide to pay the college instead will be charged a college late fee provided the student has been informed in college literature of such action.

8. **Readmission Fee**

Students who are readmitted to the CUNY unit they originally attended after an absence of one or more semesters (exclusive of summer session) shall be required to pay a readmission fee of $10. This charge is not applicable to students who have paid graduate maintenance of matriculation fees for the semesters during which they did not take courses. The exception to charging this fee is a graduate non-matriculating student who has not been in continuous attendance. This student must reapply and pay another application fee (See Section IV.A.3. "Application Fees").

9. **"Make-Up" Exam Fee**

Students on occasion may not be present for final examinations during the semester. In these situations special examinations may be given upon a student's request. The fee for the first "make-up" examination is $25, with each additional "make-up" examination costing $5 during that semester. This fee applies only to final examinations.

10. **Qualifying Examination Fee**

Students wishing to receive credit for courses previously taken outside of CUNY or wishing to have pre or co-requisites waived for required courses may take a qualifying examination. The fee for each qualifying examination is $15.

11. **Transcript Fee**

There is a $7.00 charge for each transcript supplied at the request of a student. There will be no charge for transcripts supplied to other CUNY colleges and affiliated units (Mount Sinai School of Medicine, CUNY Medical School, City University School of Law at Queens College).

12. **Senior Citizen Fee (Also refer to Section VI.G.)**

Individuals satisfying the New York City/State residency requirements (as outlined in Section II.A.) and are 60 years of age and older (as of the first day of the summer session or session) are permitted to enroll in undergraduate courses, on a space available basis.

For community colleges, the tuition charges for enrolled courses will continue to be waived and the course credit will be counted for FTE reporting purposes. The amount of the waiver for community colleges will be calculated utilizing the lowest undergraduate resident degree tuition rate per credit.

For senior colleges, effective Summer 1995, tuition will not be charged provided credit is not given for the courses. Senior citizens will be attending on an audit basis and will receive an "AUD" grade. Inasmuch

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as they are auditing the courses, the credits will not be included for FTE reporting purposes. A senior citizen may enroll for undergraduate credit at a senior college provided he/she pays the applicable tuition and fees, i.e., application fee, student activity fee, etc. However, a senior citizen at a senior college cannot be a dual registered student, that is, a senior citizen cannot be enrolled in the same semester for courses on an audit basis (no tuition) and for other courses on a degree basis (tuition charged). In addition, senior citizens are not permitted to register, tuition (or fee) free, for any graduate level courses. If they do register for graduate level courses, they will be charged the graduate tuition rate regardless of whether the courses are credited toward an undergraduate or graduate degree. The student activity fee and application fee must also be paid.

The administrative fee will be $65 per semester or session. Senior citizens will also be charged the consolidated services fee, as well as any penalty fees they may incur (e.g., late registration, payment reprocessing fees, library fines, etc.). They are not charged any other regular fees such as student activity fees or application fees. This $65 fee is considered a non-instructional fee.

The following forms of proof of age are acceptable:

- Medicaid Card
- Driver's License
- Birth Certificate

The college is required to retain a copy of the above proofs or have a signed statement by a college official attesting that one of the above forms was examined and the student satisfied the age requirement.

13. Cooperating Teacher Fee (Also refer to Section VI.H.)

The Regents' Statewide Plan for Post-Secondary Education requires that teacher education programs emphasize field-based training and the participation of school personnel in the conduct and development of school-based training programs. In order to meet this goal, increasing cooperation and participation is required of teachers in the City of New York school system.

An Application Fee of $40 will be charged upon original application, but will be waived for up to three semesters of non-attendance (one to include summer session). However, if the cooperating teacher fails to re-register within 13 months of his/her last registration, he/she will again be subject to payment of the application fee. This provision is contingent upon presentation by the cooperating teacher of a valid Tuition-Waiver Certificate. The certificate is valid for enrollment within one year from date of issue. Thus, a cooperating teacher has the Fall and Spring semesters, as well as the summer session to utilize the waiver.

Upon payment of the $40 Application Fee, cooperating teachers may be granted tuition waivers for up to 6 credits for any semester (including summer session), limited to a maximum total of 18 credits. Charges for excess contact hours may also be waived for courses in which tuition has been waived. Tuition waivers may be granted to residents and non-residents and are applicable to undergraduate and graduate courses.
There is a $25 cooperating teacher fee and a Consolidated Services Fee charged to each student per semester. The Cooperating Teacher Waiver cannot be used for the Maintenance of Matriculation Fee.

Cooperating teachers who take credits in excess of those waived are required to pay tuition at the applicable rates for the additional credits, as well as the $25 cooperating teacher fee.

These cooperating teacher "students" are exempt from payment of the student activity fees; however, they must pay the Consolidated Services Fee, as well as any other-than-tuition charges (i.e., late registration, program change, etc.)

14. CUNY B.A. - Life Experience Assessment Fee
   (Also refer to Section VII.B.)

The CUNY Baccalaureate Program permits mature and highly motivated students to earn up to 15 college credits for valid learning experiences which occurred prior to the student's admission to the college. These life experience credits recognize the fact that significant learning can and does take place outside of the formal college setting. The process by which the CUNY Baccalaureate staff counsels students on the preparation of life experience portfolios, reviews and evaluates their work and validates their credits is significant and time-consuming. Therefore, all students in the CUNY Baccalaureate Program who apply for life experience credits shall be charged (at the time of application) an assessment fee in the amount of $50.00 by the Graduate School and University Center.

15. Fee For Accelerated Study

The Board, at its January 27, 1992 meeting, approved a fee for accelerated study effective with the Spring, 1992 semester. The fee applies to all law students, as well as all undergraduate degree students excluding non-residents, registered for credits beyond the established college limits of 18 credits per semester, except in programs where more than 18 credits are currently part of a semester's regular course of study (e.g., the Bio-Med program at City College and the Physical Therapy program at Hunter College), or with the approval of the President, the semester in which a student will graduate according to the college's official transcript record. The college must notify the Vice Chancellor for Budget and Finance regarding those programs where more than 18 credits are part of the semester's regular course load. In those cases involving presidential approval for graduating students, the college must establish a formal waiver process and disseminate the information to students. For purposes of this fee, remedial contact hours in Compensatory, Developmental and Non-credit Remedial courses, are not to be included in the total number of excess credits. If students are eligible for the last semester free, they must pay the Accelerated Study Fee unless they have received presidential approval waiving such fee.

This fee does not apply to non-degree students, as well as undergraduate non-residents, who pay on a per credit basis regardless of the number of credits for which they register. The following schedule applies to this fee:

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Credits In Excess of 18

<table>
<thead>
<tr>
<th>Fee</th>
<th>Credits In Excess of 18</th>
</tr>
</thead>
<tbody>
<tr>
<td>less than or equal to 2</td>
<td>$100</td>
</tr>
<tr>
<td>greater than 2 but less than or equal to 4</td>
<td>$230</td>
</tr>
<tr>
<td>greater than 4 but less than or equal to 6</td>
<td>$460</td>
</tr>
<tr>
<td>greater than 6</td>
<td>$690</td>
</tr>
</tbody>
</table>

This fee applies to regular semesters only. Study during intersession, summer session, or modules under non-traditional calendars other than spring and fall are not subject to this fee. Inasmuch as this is a fee and not tuition, TAP financial aid does not apply. This fee, however, may be included in the cost of education to determine a student's Pell award.

Students who are charged this fee will be entitled to a refund of this fee based upon the following schedule:

<table>
<thead>
<tr>
<th>Fall and Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dropping course(s) before the first day of the classes</td>
</tr>
<tr>
<td>Dropping course(s) during the first week of the semester</td>
</tr>
<tr>
<td>Dropping course(s) during the second week of the semester</td>
</tr>
<tr>
<td>Dropping course(s) during the third week of the semester</td>
</tr>
<tr>
<td>Dropping course(s) after the third week of the semester (the Form &quot;A&quot;/census date is the last day)</td>
</tr>
</tbody>
</table>

Examples of how the refund is to be calculated follow:

If a student takes 21 credits, he/she would be charged a fee of $230. If this student drops 3 to 9 credits during the first week of classes, he/she would be entitled to a refund of 75% of the $230 fee ($172.50). If the student drops 2 credits during the first week of classes, his/her refund is based upon the difference between the original fee and the new revised fee. Thus $230 - $100 = $130 x 75% = $97.50 refund.

In no case shall a student pay more than the maximum Accelerated Fee of $690 as a result of dropping and adding courses.
B. Other Charges

Other Charges are not deposited into the CUCF account. Other Charges are usually assessed to students to cover the reimbursable cost of either replacing items or providing a service. These fee collections are utilized to offset college tax levy expenditures through the refund of appropriation mechanism.

1. Library Fees

The following schedule of library fees (library fines are discussed in Subsection A.1. above) are currently in effect:

- **Damaged items**: The student must pay any overdue fines up to and including the date the item is reported as being damaged, plus an amount to be determined by nature and extent of damage, not to exceed the current price of the item, plus a processing charge of $10.

- **Lost items**: The student must pay a $10 processing charge per book, in addition to the current price of the item.

If a book's (or other material's) replacement cost cannot be determined, then the original cost plus an inflationary factor (to be determined by the Council of Chief Librarians) should be substituted. These fees pertain to all borrowers (i.e., staff, faculty and students). The refund of appropriation mechanism should be utilized to credit the applicable expense account.

2. Replacement Equipment Reimbursement

The cost of equipment which is either lost, damaged, stolen or misplaced while in the custody of either a student or faculty member should be reimbursed to the college. This reimbursement should be used as an expense offset or refund of appropriation in order that the specific equipment (budget) code may be replenished.

3. Thesis Binding or Microfilming Charges

There is a charge for binding each copy of a Master's thesis, which varies from college to college depending on the college's selection of a vendor and the number of copies requested. The refund of appropriation mechanism should be utilized to credit the applicable expense account.

4. Material Fees

Material fees may be charged for courses (undergraduate, graduate and non-degree/non-credit [i.e., continuing education]) under circumstances in which the student will own the end product of his or her work when using such materials. These fees must be approved every two years by the Board of Trustees, or if the fee changes, whichever occurs first (See Addenda for a copy of Board Resolution form to be submitted). The college catalogue must clearly state the nature and amount of the charge, by course. These fees must be collected by the college's Bursar.
All such charges and collections are to be handled through the college's Income Fund Reimbursable (IFR) accounts at the senior colleges. At the community colleges, the college should collect the applicable fees and deposit them in the college's depository account. A check should then be issued to the order of the New York City Department of Finance, and sent to the University's Accounting Office (UAO) to be credited to the college's budget as a refund of appropriation. The correspondence to UAO should indicate the appropriate IFMS and FAS codes to be credited.

5. Transportation Charges

There are certain courses (undergraduate, graduate and non-degree/non-credit) offered by colleges which require the imposition of a transportation charge for field trips. Charges of this nature are legitimate and may be levied. These fees must be approved every two years by the Board of Trustees, or if the fee changes, whichever occurs first (See Addenda for a copy of Board Resolution form to be submitted). These charges must be collected by the college's Bursar.

All such charges and collections are to be handled through the college's IFR accounts at the senior colleges. At the community colleges, the college should collect the applicable fees and deposit them in the college's depository account. A check should then be prepared, pay to the order of the New York City Department of Finance, and sent to the University's Accounting Office (UAO) to be credited to the college's budget as a refund of appropriation. The correspondence to UAO should indicate the appropriate IFMS and FAS codes to be credited.

6. Duplicate Document Processing Charges

These charges should be handled through the refund of appropriation mechanism to credit the applicable expense codes.

   a. Diploma

There is a $15 charge for the issuance of each duplicate diploma, or certificate in lieu of a duplicate diploma.

   b. I.D. Card/Library Card

There is a $5 charge for each duplicate I.D. card/Library card issued. This fee does not include the CUNYCARD (See below).

   c. Replacement Card Fee for CUNYCARD

The fee for replacement of the CUNYCARD is $10. This fee is higher than the usual lost card fee because the CUNYCARD has many multifunctional features requiring replacement as quickly as possible by the college so that students do not lose any services. This fee will be retained by the college to cover its expenses. This fee will not be applicable to the replacement of I.D. cards at those colleges which have not implemented the CUNYCARD system.

   d. Bursar Receipt/Bill or Other College Record

In order to cover the administrative costs related to the issuance of a duplicate bursar's receipt/bill, class confirmation or other college
record, a $5 charge is permitted. When a student requests copies of his/her records under the Federal Privacy Act, in accordance with the University's Records Access Policy, a fee of 25 cents per page shall be charged for each uncertified copy.

7. Consolidated Services Fee

There will be a $15.00 fee for each semester or Summer term. Generally, a good rule to follow is that a consolidated services fee is charged when a student activity fee is charged. It is applicable to all students including non-degree and senior citizens. In the case of the CUNY Honors College Program Students, this fee will be waived. This fee is non-refundable. This fee will be transmitted to the Office of University Treasury Management for deposit into an IFR account in accordance with the State's Division of the Budget guidelines. The establishment of the consolidated services fee ensures the continuation, expansion and establishment of critical university-wide services for all students. These services include but are not limited to the external processing of financial aid applications, the immunization program, the job location/development program, system-wide tuition and fee collections by the Office of the University Controller, and the administration of various tests such as the skills assessment tests. The rule for refunding this fee to students is the same as under student activity fees. Each college will submit the collections to Office of University Treasury Management as collected, but no later than the end of the semester. Form A headcount will be used to confirm the minimum amount to be submitted.

8. Technology Fee

The Executive Committee of the Board at its July 21, 2008 meeting increased the Technology Fee to $100 per semester for full-time students and $50 per semester for part-time students effective Fall 2008. This fee covers all undergraduate and graduate students, degree and non-degree, except for Senior Citizens and College Now students who register in the fall, spring, summer or intersessions. Kingsborough and LaGuardia students will pay this fee in the same manner as their Student Activity Fee, i.e., if they pay the full-time Student Activity Fee, they will pay the full-time Technology Fee. It should be noted that if a college offers two summer sessions and a student registers for both, the student will only be charged the Technology Fee in the first session.

The Technology Fee will be non-refundable, however, if the following occurs, a refund will be granted:

- the college cancels a course or courses causing the student to drop below full-time (the student would be entitled to a refund of the difference between the full-time and part-time Technology Fee),

- the student is incorrectly billed by the college (i.e., day/evening, full-time/part-time, or

- the student officially withdraws prior to the first day of the semester/session.

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Claims for these types of refund must be submitted to the Registrar within the same semester/session in which the action took place.

A student who registers for fewer than 12 credits or the equivalent per semester and, subsequently registers for additional credits or the equivalent per semester which bring the student up to the 12 credit or full-time level, must pay the additional amount of the technology fee required. However, a student who drops or withdraws from course(s) resulting in him/her falling below the 12 credit minimum shall not be entitled to a refund of any part of the Technology Fee unless the course(s) are dropped prior to the first day of classes. Students dropping courses on their own after the first day of classes are not entitled to refunds. College initiated course cancellations entitles a student to a refund of the difference between the full-time and part-time Technology Fee.

The Board resolution indicates that in exceptional cases of financial hardship, the Technology Fee may be waived. The appropriate college official, designated by the college President, shall be responsible for determination of financial hardship. The college should establish a policy which will include but not be limited to such parameters as: financial hardship based upon financial aid not being available to students; recent (within 2 or 3 months of the beginning of the semester) dramatic change in the financial circumstances of a student.

The Technology Fee will be used by the colleges to improve computer services for students and faculty. As such, it is an “Other Charge” which will not be deposited into the CUCF account. For Senior Colleges, all such charges or fee collections are to be handled through each Senior College’s Income Fund Reimbursable (IFR) account where funds will be transmitted for deposit to the Office of University Treasury Management and recorded in the Technology Fee Accounts (PAS) maintained by the Office of the University Controller (OUC). The IFR accounts will allow these funds to rollover from year to year so that each college will be able to spend all the funds based upon their approved Technology Fee Plan. For the Community Colleges, the colleges will use a special account established with the New York City Department of Finance. The Technology Fee collections will be transmitted to the Office of University Treasury Management for deposit and recording by OUC in a Technology Fee Account (PAS) established for each college. These accounts will be segregated from other college/University accounts so that the Technology Fee can be kept separate, tracked for expenditure purposes and properly accounted for. Unlike IFRs, the special City account does not provide the same rollover feature. Therefore, the Office of University Treasury Management will only send to the City special account each fiscal year, an amount to be expended for each community college that will be sufficient to cover the Technology Fee expenditures for that fiscal year. This will be accomplished through the college’s submission of a Cash Receipt Form that will also acts as a check request for payment to the New York City Department of Finance. In addition, no State or City surcharges or overhead will be assessed on these funds so that 100 percent of the Technology Fee will be used for its intended purpose.
C. Student Activity Fees

The student activity fee is the total of the fees for student government and other student activities. Student activity fees, including student government fees collected by a college shall be deposited in a college central depository and, except where earmarked by the Board, allocated by a college association budget committee subject to review by the college association as required in Article XVI of the Board Bylaws.

Student activity fees, once billed cannot be cancelled and, once paid are non-refundable unless:

- the college cancels a course or courses causing the student to drop below full-time (the student would be entitled to a refund of the difference between the full-time and part-time student activity fee),
- the student is incorrectly billed by the college (i.e., day/evening), or
- the student officially withdraws prior to the first day of the semester/session.

Claims for these types of refunds, noted above, must be submitted to the Registrar within the same semester/session in which the action took place. In no cases shall student activity fees be waived without Board approval. (Refer to Section VI. entitled "Waivers" for examples of Board approved student activity fee waivers.)

The amount of student activity fees for the fall and spring semesters varies for each type of student (i.e., graduate/undergraduate, full-time/part-time, day/evening, etc.) and from college to college. In addition, separate student activity fees may be charged for summer and intersession semesters. A complete University-wide schedule of these fees is contained in the Addenda of this Manual.

Students shall be charged the full-time or part-time student activity fee based upon the following criteria:

- students registered for a minimum of 12 credits and/or equated credits* in the regular fall or spring semester, shall pay the full student activity fee for the session they attend (i.e., day or evening),
- students registered for fewer than 12 credits and/or equated credits* (including any certified full-time students) in the regular fall or spring semester shall pay the part-time student activity fee, and

* NOTE: Equated credits are defined as non-credit hours for remedial and excess semester hours in compensatory, developmental and remedial courses as determined by each college and approved by the Board.
A student who registers for fewer than 12 credits or the equivalent per semester and, subsequently registers for additional credits or the equivalent per semester which bring the student up to the 12 credit level, must pay the additional amount of the student activity fee required. However, a student who drops or withdraws from course(s) resulting in him/her falling below the 12 credit minimum shall not be entitled to a refund of any part of the student activity fee unless the course(s) are dropped prior to the first day of classes. Students dropping courses on their own after the first day of classes are not entitled to refunds. College initiated course cancellations entitles a student to a refund of the difference between the full-time and part-time student activity fee.

For further details regarding the background and handling of student activity fees, refer to Article XVI of the Board's Bylaws. Also refer to the University's Fiscal Handbook for the Control and Accountability of Student Activity Fees (Student Handbook).

**NOTE:** Summer session students must pay the applicable student activity fee for each session attended at colleges with multiple summer sessions.

The University Student Government Fee (U.S.S. Fee) of $.85 cents is a separate component of each college's student activity fee to be allocated by the University Student Senate (U.S.S.). Effective Summer 1997, the U.S.S. fee will be imposed during summer sessions and intersessions where a college charges a student activity fee. U.S.S. fees collected by the colleges are paid directly to the City University Research Foundation. The initial payment is due upon the completion of each registration period for the Fall and Spring semesters, as well as the summer sessions. All other collections must be submitted to the Research Foundation in a timely manner, but no later than October 31 for the Fall semester, March 31 for the Spring semester and the end of the summer session. U.S.S. fees shall not be forwarded to the college associations, but shall be paid directly by the colleges to the Research Foundation. A revised transmittal form has been developed to be utilized in transmitting all U.S.S. fees to the Foundation (See Addenda). Special dates or exceptions (e.g., LaGuardia and Kingsborough Community Colleges due to their unique registration periods) may only be authorized by the Vice Chancellor for Student Affairs. See the Addenda of this Manual for the amount of the U.S.S. Fee which is collected with the Student Activity Fee at each college.