

PENSACOLA STATE COLLEGE
MANUAL OF PROCEDURES

Procedure Title:	Establishing Laboratory, Special Course, and Distance Learning Fees	<u>Number</u> 316
Related Policy:	Laboratory and Special Course Fees – 6Hx20-3.019	<u>Page</u> Page 1 of 4

I. Purpose

To define lab/course and distance learning fees, to identify the costs included in lab/course and distance learning fees, to identify which courses are authorized to establish lab/course and distance learning fees, and to describe the procedures for establishing and changing lab/course and distance learning fees.

II. Procedure

A. Laboratory / Special Course Fees

1. Laboratory or special course fees may be established for any course to cover costs other than base instructional costs on courses taught in person or in a hybrid format in which the majority of the class is face-to-face.
2. Base instructional costs are defined as any additional expense incurred to conduct a specific course that would otherwise not be incurred to conduct a course in general. For instance, the costs of materials, supplies, products, and other services an instructor uses for day-to-day instruction are base instructional costs. The categories costs included in the lab fees are:
 - a. Consumable supplies, including consumable course-specific materials, supplies, and equipment provided to students to complete required projects or assignments in a course or program. This also includes the per-student cost of consumable items purchased in large quantities, such as chemicals.
 - b. Equipment, tools, medical apparatuses, software, and/or any other products purchased by the College and provided to students to complete the required learning outcomes or projects of the course or program.
 - c. Repair or replacement, including maintenance, repair, and replacement of non-consumable supplies and equipment. The cost for equipment and normal wear and tear will be determined by dividing the original cost by the product of years of service and the number of students using it per year.
 - d. Additional staffing (beyond one instructor) to conduct classes safely or in compliance with State standards. Additional staffing may include instructional, technical, laboratory, or clinical support.

- e. Special fees such as required background checks, drug screens, badges for students, insurance fees, certifications, or required testing.
 - 3. Courses authorized to establish lab fees include any course that is labeled Lab, courses with the letter “C” or “L” in the statewide course numbering system, or any other course that can establish that the College must purchase and provide consumable supplies or materials and or insurance, products, or services for students. Justification for the College providing the materials, supplies, products, insurance, and services must ensure student safety, equality of the learning experience, and/or quality control of the learning environment.
- B. Distance Learning Fee
- 1. A distance learning fee is associated with a course designated as distance learning. It shall cover costs of consumable materials, supplies, insurance, or other special projects or services purchased by the College and provided to students in a designated course/program so that the students may complete the required learning or assignments.
 - 2. Courses authorized to establish a distance learning fee. Distance learning fees can only be assessed to classes listed in the Catalog of Florida Distance Learning.
 - 3. The distance learning fee may not include the cost of materials, supplies, products, or other services the instructor uses in day-to-day instruction, such as demonstrations. The cost may consist of costs of delivery in alternative delivery formats. Distance learning fees must be assessed as an amount per credit hour. A flat fee for a course is not allowed by law.
 - a. Eligible distance learning fee costs
 - i. All costs that are eligible to be a lab fee can be used to justify distance learning fees as long as the distance learning students use the materials provided by the College.
 - ii. Costs that offset the expense of a particular distance learning format.
- C. Procedures for Establishing or Changing Lab, Special Course, or Distance Learning Fees
- 1. Throughout the academic year, the instructional supervisor shall maintain a file with documentation of the actual costs associated with providing the materials, supplies, products, insurance, or services to students in individual courses and will review the summarized lab fee revenue and costs for their programs in Workday. At least once every three years, the instructional supervisor shall review the per-student cost for each eligible course in the department. The instructional supervisor shall secure information related to anticipated increases or decreases in costs for the next academic year due to increased or decreased costs of current items, new items to be included, or items to be deleted from the lab/course fee. Given these projections and the anticipated enrollment in each course/program with a lab/course fee for

the next year, the instructional supervisor shall complete the Fee Approval form indicating the per-student cost for each of the eligible items in the lab/course or distance learning fee.

2. The total fee of the eligible items shall be rounded to the nearest whole dollar amount divisible by course credit/contact hour(s).
3. If the new cost of the eligible items does not change the total fee, the form shall be filed with the fee documentation for the course and maintained by the Dean of Baccalaureate Studies and Academic Support.
4. If the new cost of the eligible items changes the total fee, the instructional supervisor shall submit the proposed Fee Approval form through their Dean to the Vice President of Academic and Student Affairs. If approved by the Vice President of Academic and Student Affairs, the fees will be submitted to the Vice President of Business Affairs to be appropriately noticed, advertised, and presented to the District Board of Trustees for approval. If the fee proposal is denied at any time, it shall be returned to the instructional supervisor indicating the reason for non-approval. Previous endorsers will also be notified of the decision.
5. Upon DBOT approval, the Fee Approval form is signed and sent to the Dean of Baccalaureate Studies and Academic Support to maintain the College's official record with related course information. The Vice President of Business Affairs will also notify Student Financial Services of the lab fee approval.
6. The Office of Student Financial Services will implement the DBOT-approved fees, and the controller's staff will verify that implementation has been completed.
7. eLearning staff will verify that all classes with distance learning fees are listed online in the Catalog of Florida Distance Learning courses.

D. Non-Refundable Fees

Some fees are considered non-refundable. Lab, special course, or distance learning fees where the College will not be able to refund fees once money is spent fall into this category and are not eligible for a refund. Non-refundable fees include

1. College incurred expenses for materials in which ownership of the goods transfer to the student.
2. Courses representing prepaid arrangements for which the College has incurred expenses to specifically benefit enrolled students.

E. Common Program-Related Fees

1. Many programs require the same fee based upon the cost of a common good or service purchased for students entering programs. Examples include fingerprinting,

insurance, and distance learning fees based on centralized instructional delivery costs.

2. Such common fees will be kept separate from course-specific lab fees. When price changes in common cost items, the instructional supervisor must notify their chain of command to the Vice President of Academic and Student Affairs so that one common fee may be taken to the District Board of Trustees for a fee change rather than having to change each lab or distance learning fee containing the common element.
3. The District Board of Trustees review and approve or deny the common fee for all courses/programs.

Responsible Official: Vice President, Academic and Student Affairs	
President's Signature: 	Date: 10/14/2025