



**Date of Board Meeting:** May 21, 2024

**Subject:** Refund Science-Related Lab Fees & Increase Certain Lab Fees

**Recommendation:** Approve Science-Related Lab Fee Refunds & Increase Certain Lab Fees

**Background and Rationale:**

The current practice for tuition and fee refunds exempts some lab fees from being refunded during the refund period (i.e., AGRI, BIOL, GEOL, CHEM, ENGR, PHYS, BCIS, and COSC courses). The internal process to refund tuition and handle nonrefundable lab fees is a manual and tedious process for employees. The request is to allow students to receive a refund during the refund period on science-related lab fees (AGRI, BIOL, GEOL, CHEM, ENGR, PHYS, BCIS, and COSC). This refund does not apply to vocational programs/course fees. The effective date is fall 2024.

The second request, to be effective spring 2025, is to increase science-related lab fees by \$5.00 to \$15.00 to help offset the increasing cost of instructional supplies. Below is the requested fee change:

- Increase \$5 (from \$25 to \$30) for: AGRI, BIOL, GEOL, CHEM, and PHYS.
- Increase \$5 (from \$15 to \$20) for BCIS 1305 Business Computer Applications.
- Increase \$10 (from \$10 to \$20) for ENGR 2304 Engineering Mechanics—Statics and COSC (except COSC 1301).
- Increase \$15 (from \$5 to \$20) for COSC 1301 Introduction to Computing.

**Cost and Budgetary Support:** Minimum \$5 fee increase generates about \$22,500 per year; offsets eliminating nonrefundable fee

**Strategic Priority Alignment:**

<input type="checkbox"/> Student Success	<input type="checkbox"/> Community Impact
<input checked="" type="checkbox"/> Resource Optimization	<input type="checkbox"/> Institutional Excellence

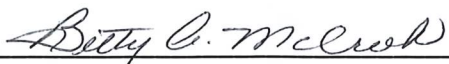
**Resource Person(s):** Executive Vice President Amanda Allen and Vice President Leigh Ann Collins

**Signatures:**

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 Originator  
  
 \_\_\_\_\_  
 Cabinet-Level Supervisor

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 Date  
 5-6-24  
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 Date

**President's Approval:**

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 President

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 5-8-24  
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 Date