Under Texas Education Code SEC. 54.504. INCIDENTAL FEES. (a) The governing board of an institution of higher education may fix the rate of incidental fees to be paid to an institution under its governance by students and prospective students and may make rules for the collection of the fees and for the distribution of the funds, such funds to be accounted for as other designated funds. The rate of an incidental fee must reasonably reflect the actual cost to the university of the materials or services for which the fee is collected. Thus, University Program Fee at Texas Woman’s University is collected from students under the authority of the Incidental Fee Bill.

Consistent with the weightings by course level used by the State of Texas for calculating institutional formula funding, the University Program Fee at Texas Woman’s University is assessed on the basis of course level:

- lower-level undergraduate program fee (1000- & 2000-level courses): $8/sch
- upper-level undergraduate program fee (3000- & 4000-level courses: $15/sch
- graduate-level program fee (5000- & 6000-level courses): $25/sch

The University Program Fee is charged by credit hour for each course level in which a student is enrolled, and revenue is budgeted to the appropriate department on the basis of credit hour production. Program Fee fund balances may be carried forward from one fiscal year to another; however, it is generally expected that the remaining fund balance should be no more than 10% of the current year revenues. Program fees are subject to audit at any time. The base budgets of departments with program fee balances in excess of 20% of annual revenue will be reviewed on an annual basis to determine whether any base budget adjustments are appropriate.

Revenue from the University Program Fee must be used to support the provision of educational programs to students, whether the courses involved are in face-to-face, hybrid or online formats. The following guidelines illustrate the type of expenditures appropriate for program fees. There may be programmatic expenditures not identified below for which the program fee may also be appropriate. Such costs must directly support the programmatic instructional costs.

1) Consumable supplies – all materials used by students in the classroom or participation in a program. Consumable supplies include: (a) instructional
supplies, such as chemicals, fabric, wood, clay, etc.; (b) copying charges for syllabi, tests, class packets, etc.; (c) teaching aids and materials, such as video materials, slides, transparencies, training manuals, etc.

2) Equipment and Technology – items that relate directly to student participation in a program. Examples are computers and software, recording equipment, laboratory instrumentation, and other specialized instructional equipment and materials.

3) Support for multi-media resources for instructional programmatic purposes, e.g., software licensing, access to special library or technical resources for the classroom, including online and network access to resources, specialized software, data or graphical materials, and access to other multi-media tools;

4) Service and licensing contracts to support instructional equipment and software; copyright and royalty payments for non-textbook materials used in course offerings;

5) Expenses for visiting (guest) lecturers provided that the visiting lecturer addresses students in a program in which TWU students earn semester credit hours.

6) Expenses related to disciplinary accreditations, e.g., site-visits, self-studies, travel, etc.

7) Salaries and wages – the employment of individuals for the preparation or distribution of classroom materials or to assist students in the instructional process. Examples are tutors, assistants for the preparation or distribution of classroom materials, graders, lab assistants, graduate assistants, and models. It is recommend that individuals be hired on a semester basis and be less than 50% FTE. (Consult with the Human Resources Department concerning wage rates.)

8) Travel – travel expenses for the supervision of students enrolled in practica or internships at field-based training facilities; travel expenses for field trips when part of a course in which students earn semester credit hours; travel expenses for faculty teaching at a location other than their assigned location; travel expenses for the purpose of faculty development and scholarly/creative presentation; and/or travel expenses for students presenting at regional or national conferences.

9) Logistical support, such as room and equipment rentals that are integral to a students enrolled in departmental courses or programs.

10) Food for program-related events involving students.

The following are examples of expenditures that should not be charged to the program fee:

1) Faculty salaries including any graduate teaching assistants who are instructors of record.
2) Travel expenses for recruitment of students or any other purpose except for those listed in numbers 6 and 8 above.

3) Student insurance;

4) Advertising expenses or marketing materials;

5) Reference material used solely by the faculty for the preparation of instruction.

6) Entertainment.

7) Student Scholarships.

8) Telephone charges (base costs and long distance);

9) Any other charge for which a separate fee is collected, such as the technology fee.

Academic Chairs are responsible for ensuring expenditures made from these funds are in compliance with this University Program Fee policy. This policy will be reviewed by the Provost and Vice President for Academic Affairs.