Setting up Nonstandard Fee Programs and Courses

General Guidelines

The types of nonstandard fees that can be used are:
- Waiver of segregated fees
- Waiver of out-of-state tuition
- Market-based fees
- Third-party deferral of certain fees

If a course has market-based fees associated with it, the charges must be:
- Per credit with each credit being the same dollar amount, or
- Fixed amount for the course

The Registrar’s Office Tuition Assessment Section will only accept Nonstandard Fee Program/Course requests from the school/college designees.

All courses must use the standard adjustment calendar for drop/withdrawal activity.

If a student enrolls in both a nonstandard course(s) and a regular course(s) or multiple nonstandard courses, the total charges may exceed the flat-fee range or plateau amounts as defined by the Board of Regents because the charges are handled separately within SIS.

VC Approval Guidelines

The designee should work with the Registrar’s Office and/or Bursar’s Office to define the specifics of the proposal before submitting it to the Vice Chancellor for Administration.

If approval is required from the Vice Chancellor for Administration for a new nonstandard fee program/course, the school/college designee must submit an Approval Form for Nonstandard Fee Programs and Courses to the Registrar’s Office Tuition Assessment Section before any new courses can be set up for the term. Once a nonstandard fee program/course has been approved, it does not need to be approved for subsequent terms.

All courses that route the funds back to the school/college instead of the general revenue fund will require a unique item type. The designees should work with the Bursar’s Office to define the item types. The designees may want to have the Registrar’s Office involved as well, since questions tend to arise for both areas during these discussions.

All courses needing Vice Chancellor Approval will need to be assigned a unique Reference # on the Approval Form for Nonstandard Fee Programs and Courses. The number is comprised of the school/college three character academic group code followed by a four digit number determined by the school/college designee. There will be a dash separating the academic group code from the four digit number (EDU-0001). The academic group codes are as follows:

<table>
<thead>
<tr>
<th>Academic Group</th>
<th>Code</th>
</tr>
</thead>
<tbody>
<tr>
<td>Education</td>
<td>EDU</td>
</tr>
<tr>
<td>Pharmacy</td>
<td>PHM</td>
</tr>
<tr>
<td>Institute of Environmental Studies</td>
<td>IES</td>
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<tr>
<td>Nursing</td>
<td>NUR</td>
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<tr>
<td>Letters and Science</td>
<td>L&amp;S</td>
</tr>
<tr>
<td>Engineering</td>
<td>EGR</td>
</tr>
<tr>
<td>Business</td>
<td>BUS</td>
</tr>
<tr>
<td>College of Agriculture and Life Sciences</td>
<td>ALS</td>
</tr>
<tr>
<td>Law</td>
<td>LAW</td>
</tr>
<tr>
<td>Veterinary Medicine</td>
<td>VET</td>
</tr>
<tr>
<td>Medicine</td>
<td>MED</td>
</tr>
<tr>
<td>Human Ecology</td>
<td>HEC</td>
</tr>
</tbody>
</table>
Segregated Fees Information

Segregated Fees are charged for any course where the students have access to the services provided by the fees. The decision to allow the waiver of segregated fees must be made by determining whether the student group in question has access to (not actual use of) any of the services funded by segregated fees.

System Policy F44 states that “Segregated fees may be waived for students enrolled exclusively in courses held off-campus.” If a course enrolls both off-campus and on-campus students, a special section must be set up for the “exclusively” off-campus students in order for segregated fees to be waived for those students. Segregated fees must be charged either in their entirety or not charged at all. You cannot charge partial segregated fee amounts.

Below is a listing of the segregated fees along with a brief description of each:

**Health** – The University Health Services portion of the segregated fees supports the clinical medicine, counseling, health education, and public health missions of the student health services.

**Union** – This portion of the segregated fees supports the facilities and programs at Memorial Union and union south and provides a free lecture series of the Wisconsin Union Directorate.

**Bus Pass** – Provides a free bus pass for each student on all non-campus Madison Metro Transit System bus routes.

**Recreational Sports** – This portion of the fee provides funding for the programs and facilities operated under the Division of Recreational Sports General Programs budget. Major facilities supported in this budget include the Southeast Recreational Facilities (SERF) and the Natatorium.

**GSSF** – General Student Services Fund provides support for an array of services for students at UW-Madison. Examples include GUTS/HASH Tutorial, the Student Tenant Union, the Community Law Office, Campus Women’s Center, SAFERIDE bus, and Student Radio.

**CCTAP** – Child Care Tuition Assistance Program portion of the segregated fee provides tuition grants to students with children to pay for child care costs.

**Student Gov’t Activity** – The Associated Students of Madison portion of the segregated fee supports the operation of the UW Madison student government association and other student group funding that is distributed by ASM.

**United Council** – This fee supports representation activities by the United Council of Student Governments of UW System institutions. Although strictly not a segregated fee, it is assessed with the segregated fee group but at a flat per student without regard to credit load.

**WISPIRG** – Supports the Wisconsin Public Interest Research Group which is a state-wide advocacy group involving students working on various social and environmental issues.

**Timeline**

Approximately 2 months prior to the beginning of instruction, the Registrar’s Office Tuition Assessment Section will send an email to the school/college designees. Attached will be a spreadsheet which will be updated by the school/college designee with the course information.

The school/college designees will return the list to the Tuition Assessment Section approximately 4 weeks prior to the beginning of instruction.

One week prior to the beginning of instruction, a master list of nonstandard fee courses will be sent to the school/college designees to verify the accuracy of the courses. Any changes, additions, or updates can be submitted to the Tuition Assessment Section of the Registrar’s Office.