



Business and Finance Committee Meeting Agenda

Austin Peay State University

417 College Street

Clarksville, TN 37040

September 14, 2017

Call to Order

Roll Call/Declaration of Quorum

Action Items

- A. Approval of Capital Outlay and Maintenance Requests for Fiscal Year 2018 - 2019
- B. Approval of Policy on Access to and Use of Campus Property and Facilities 1:019
- C. Approval of Fees, Charges, Refunds, and Fee Adjustments Policy 1:021
- D. Approval of Campus Facility Master Plan Policy 1:026
- E. Approval of Campus Property Acquisitions

Adjourn



**Agenda Item: A.**

**Date:** September 14, 2017

**Subject:** Approval of Capital Outlay and Maintenance Requests

**Action Recommended:** Approval by Roll Call Vote

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**Background Information:**

As the coordinating body for higher education in Tennessee, the Tennessee Higher Education Commission (THEC) engages with institutions and governing boards on capital investments through its role to develop and approve recommendations for capital outlay and maintenance funding. THEC identifies capital investment needs and determines priorities for those investments to be considered by the Governor and the General Assembly as part of the annual appropriations act. APSU will submit to THEC and the State Building Commission a capital outlay request for a new Health Professions Building and two capital maintenance projects for the fiscal year 2018-2019.

**Proposed Implementation Date:** Fiscal Year 2018 - 2019

**Item Details:**

To meet the demand of growing academic programs in Nursing, Counseling, Medical Laboratory Science, Radiation Technology, Social Work and Health & Human Performance, APSU is submitting a capital outlay request for a Health Professions Building for fiscal year 2018-2019. APSU will also submit maintenance outlay requests for replacing the mechanical system in Kimbrough and updating fire alarms in Trahern, Kimbrough, and Woodward Library.



**Agenda Item: B.**

**Date:** September 14, 2017

**Subject:** Approval of Policy on Access to and Use of Campus Property and Facilities  
1:019

**Action Recommended:** Approval by Roll Call Vote

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**Background Information:**

The Policy on Access to and Use of Campus Property and Facilities 1:019 sets the policy and procedures for the use of campus property and facilities. The Policy has been updated to be in compliance with the Campus Free Speech Protection Act, which takes effect January 1, 2018.

**Proposed Implementation Date:** September 14, 2017

**Item Details:** See attachment.

**Austin Peay State  
University**

**Policy on Access to and Use of Campus Property and  
Facilities**

**Issued:** September 14, 2017

**POLICIES**

**Responsible Official:** Vice President for Finance and Administration

**Responsible Office:** University Facilities

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**Policy Statement**

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It is the policy of Austin Peay State University (Austin Peay or University) to regulate the use of its campus property and facilities in a content and viewpoint neutral manner, consistent with the University's mission and educational purpose.

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**Purpose**

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This policy shall be implemented and construed to ensure that there is no undue disruption of Austin Peay's mission; to promote an educational atmosphere on campus; to prevent commercial exploitation of students; to preserve residential tranquility; and to ensure that use of campus property and facilities complies with federal, state (T.C.A. §8-50-1001) and local law and, regulations.

Austin Peay recognizes that it is important to the educational process and environment that persons affiliated with the University, including officially recognized student organizations and other groups, have reasonable access to and use of the educational facilities on campus to hear various views. The University's campus, facilities, and buildings, however, are not open public forums. Rather, they are intended solely for use consistent with the advancement and orderly administration of its educational mission for the benefit of its students, staff, and affiliated entities/individuals. Austin Peay, therefore, does not ordinarily make its buildings or other facilities available to outside individuals or outside groups. Exceptions may be made only if the proposed use is consistent with institutional policies and the University's mission.

The use of Austin Peay State University facilities by non-affiliated entities/individuals is permitted only as prescribed in this policy.

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- Affiliated Individuals
- Non-affiliated Individual
- Student

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- Publication of the Policy

### **Links**

- Summer Camps
- Police Staffing Matrix
- APSU Policy 3:001
- APSU Policy 2:052
- APSU Policy 6:004

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### **Definitions**

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<b>Affiliated Entities</b>	An officially registered student, student group or student organization
<b>Affiliated Individuals</b>	Persons officially connected with the University including students, faculty, and staff
<b>Non-affiliated Individual</b>	Any person who is not an “affiliated individual”
<b>Student</b>	A person who is currently registered for a credit course or courses, non-credit course or program at the University, including any such person during any period which follows the end of an academic period which the student has completed until the last day for registration for the next succeeding regular academic period.

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### **Procedures**

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**Access to Facilities and  
Prioritized Users**

1. Access to and use of Austin Peay's campuses, facilities, and property are restricted to the institution, the institutional administration for official functions, affiliated individuals/entities, and the institution's invited or sponsored guests, or when part or all of a campus, its buildings or facilities are open to the general public for a designated period of time and purpose, or when access/use by non-affiliated entities or individuals has been allowed pursuant to the provisions of this policy.
2. Denial of a request to access/use campus facilities and/or property shall be based solely on factors related to reasonable regulations in light of the University's educational mission and the nature of the facility or property requested and rendered in a content/viewpoint neutral manner. See Section Use by Non-affiliated Individuals/entities D. For examples of reasons for denial.
3. Priority for the use of university facilities is in the following order: 1) credit and non-credit classes and programs, 2) University-sponsored activities, 3) all other requests for usage. When considering requests for use, priority shall be given to affiliated individual/entities whose proposed use is consistent with the University's educational mission, with highest priority for use of University buildings, facilities, and/or property always being reserved for administrative and educational uses. Educational and administrative uses include, but are not limited to: classes, university-wide events, commencement, awards programs, and recruitment and/or registration events.
4. All requests for use of university space must be made at <http://www.apsu.edu/facilities/events>, where there is an online list of the facilities/areas available for use/rental by affiliated and/or non-affiliated entities and individuals. Applications will be evaluated and processed in the order they are received. Facilities use requests not related to class scheduling are reviewed and approved/denied in the University Facilities Office, except for the following:

All Athletic spaces (Dunn Center and associated athletic fields) approved by the Office of Athletic Director.

Music/Mass Communications Concert Hall approved by Office of the School of Music.

Foy Recreation Center and Intramural Field approved by the Office of University of Recreation.

5. Applications to reserve facility space for priority use (administrative and educational should be submitted prior to April 1 for the following academic year. After that date, facility space scheduling for the following academic year will be open to affiliated entities/individuals for all other uses. After the Spring Semester is concluded, scheduling will open to non-affiliated entities/individuals. However, the scheduling or the rescheduling of classes, no matter the time of the year, takes priority or all other scheduling.
6. Notification of approval or denial of an application to reserve facility space will be provided by email.
7. All approved users of campus facilities or property are subject to all Austin Peay and federal, state and local laws. Further, they must adhere to any conditions of facility usage as outlined in this policy or stated by the approving body.

**Use of Affiliated  
Individual/entities**

1. Faculty and/or affiliated individuals may invite uncompensated, unaffiliated guest speakers for regular class sessions and/or meetings without prior application or approval where attendance at the class session or meeting will be limited to members of the class or affiliated entity and where no fee or compensation from state funds will be paid to the speaker.
2. Access to or use of campus facilities or property by affiliated entities and affiliated individuals for an event other than a regular meeting of its membership that will include a compensated guest speaker and/or be open to persons outside group membership be made through the application process established in this policy. The sponsoring entity will be responsible for the conduct of both the speaker and non-affiliated guests at the event as well as for compliance with all laws, APSU rules or policies while present on campus or using campus facilities or property. An application for such access or use of campus facilities or property must clearly set forth the identities of both the affiliated individual/entity filing/sponsoring the application as well as the non-affiliated entity being sponsored.
3. Specialty spaces such as auditoriums and gym spaces may have additional requirements regarding their use.

Applicants can check the <http://www.apsu.edu/facilities/events> website for operating use manuals for various campus buildings.

4. The University will not charge students security fees based on the content of their speech, the content of the speech of guest speakers invited by students, or the anticipated reaction or opposition of listeners to speech.
5. The University must allow all students and all faculty to invite guest speakers to campus to engage in free speech regardless of the views of guest speakers.
6. The University will not disinvite a speaker invited by a student, student organization, staff, or faculty member because the speaker's anticipated speech may be considered offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed by students, faculty, administrators, government officials, or members of the public.
7. The University may cancel an event if there is a credible threat of violence.

**Use by Non-affiliated  
Individuals/entities**

1. Non-affiliated individuals/entities may apply for use or access to designated university space. A list of those facilities is on the online reservation system <http://www.apsu.edu/facilities/events>
2. The University has designated the Morgan University Center as the main location on campus for use by non-affiliated individuals/entities to request. Campus auditoriums; and gyms may be available for rent on a space available basis if the event does not interfere with the educational mission of the university.
3. The University Center Plaza is the designated space on campus, where access may be granted to non-affiliated individuals/entities without an associated fee. A fee may be assessed should the requesting party require additional set up, cleanup or audio visual (AV) support. All other assignable university space will have, at a minimum, a rental fee associated with the space.
4. Long term use of (more than once and less than 4 months) assignable university is subject to a review of request and



the impact of the ongoing operation of the University.

5. A contract may be required based on the nature of the requested event. Non-affiliated individuals/entities will be required to submit a deposit for the space equal to 1/2 of their total estimated costs.
6. A forfeiture of a deposit will be applied to non-affiliated individuals/entities based on the following:

Cancellation 120 days before the start of their event

100% refund

Cancellation 90-120 days before the start of their event

75% refund

Cancellation 60-90 days before the start of their event

50% refund

Cancellation 30-60 days before the start of their event

25% refund

Cancellation less than 30 days

no refund

### **Denial of the Use of Facilities**

Denial of a request to access/use campus facilities and/or property shall be based solely on factors related to reasonable regulations in light of the University's educational mission and the nature of the facility or property requested and rendered in a content/viewpoint neutral manner. Such reasons may include, but are not limited to, the following:

1. The property or facilities have been previously reserved by another group, organization or individual with equal or higher priority;
2. Frequency of previous use during an academic period in comparison to that of a contemporaneous applicant;
3. Use of the property or facilities requested would be impractical due to scheduled usage prior to or following the requested use, or due to other extenuating circumstances;
4. The applicant or sponsor of the activity has not provided accurate or complete information required on the application for registration;
5. The applicant or sponsor of the activity has been responsible for violation of University policy during a previously registered use of campus property or facilities;

6. The applicant has previously violated any conditions or assurances specified in a previous registration application;
7. The facility or property requested has not been designated as available for use for the time/date;
8. The anticipated size or attendance for the event will exceed building/fire codes, established safety standards, and/or the physical or other limitations for the facility or property requested;
9. The activity is of such nature or duration that it cannot reasonably be accommodated in the facility or area for which application is made;
10. The size and/or location of the requested use would cause substantial disruption or interference with the normal activities of the University, the educational use of other facilities or services on campus or the flow of vehicular or pedestrian traffic;
11. The activity conflicts with existing contractual obligations of the University;
12. The activity presents a clear and present danger for physical harm, coercion, intimidation, or other invasion of lawful rights of the University's officials, faculty members, or students, the damage or destruction, or seizure and subversion, of the University's or school's buildings, other property, or for other campus disorder of a violent or destructive nature. In determining the existence of a clear and present danger, the responsible official may consider all relevant factors;
13. The requested use would be contrary to local, state, or federal law, and regulation, or the University.

**General Conditions for Use of Property or Facilities**

Once an affiliated individual or entity or a non-affiliated individual or entity has permission to use University property or facilities, including open access areas, the requirements outlined in this section, as well as all other requirements put forth in this policy, must be met. Violation of, or failure to comply with, the requirements set forth in this policy or other University policies may result in the immediate revocation of previously granted approval for access/use of campus facilities or property.

1. Applicable building, fire codes, and safety standards applicable to a particular facilities and/or property must be met.
2. All Austin Peay rules and/or policies must be followed.
3. Sound amplification equipment may be used only when prior approval has been requested and approved by the appropriate official taking into account the University's educational mission and the nature of the facility or property requested, location, and time of day.
4. Any rental of University equipment must follow the University Facilities guidelines.
5. All persons operating motor vehicles in conjunction with an approved use/access of campus facilities and/or property shall be subject to University and rules, regulations, policies and procedures regarding traffic and parking.
6. Users of facilities or property and/or their sponsor(s) are responsible for all activities associated with the event.
7. Use of the requested facility and/or property shall be limited to the declared purpose in the application for use/access to campus facilities and/or property.
8. Access to, or use of, campus facilities shall not be permitted overnight unless specifically requested and approved pursuant to the requirements of this policy and/or other applicable University policies. Such use shall be limited to the specific time and location set forth in the notice of approval/registration document.
9. All persons on campus in conjunction with an approved application for use/access shall provide adequate identification upon request to appropriate officials and security personnel of the institution. Persons or groups who refuse to provide such identification may be subject to immediate removal from campus and/or disciplinary action. In appropriate circumstances, such persons may become subject to arrest and/or prosecution.

10. Austin Peay has the right to terminate the use of campus facilities or property by any group, organization or individual that violates any provision of this policy, University policy, local, state, or federal law or regulation. Failure to comply with, the requirements set forth in this policy or other University policies may result in the immediate revocation of previously granted approval for access/use of campus facilities or property, and student disciplinary sanctions, if appropriate.
11. Non-affiliated entities/individuals using APSU facilities, shall indemnify the institution. In certain circumstances or events, the university reserves the right to require:
  - a. Adequate bond or other security for damage to campus property;
  - b. Personal injury and property damage insurance coverage;
  - c. A performance bond or other insurance guaranteeing or insuring performance of its obligations under the contract; and/or
  - d. Other types of insurance, if approved by APSU.
12. Insurance policies must list APSU as additionally insured and be for \$1 million. See attached link for a matrix for when additional maybe required.

**Distribution of Leaflets,  
Literature, Pamphlets, Etc.  
– Commercial  
Use/Solicitation Prohibited**

1. Distribution of leaflets, literature, pamphlets is not permitted within:
  - a. Classroom, library or other academic buildings or facilities;
  - b. Administrative and employee offices and work areas; or,
  - c. Student residence halls, dormitories or apartment buildings.
2. No obscene literature or material, as defined by law, shall be distributed on any property owned or used by APSU.
3. Placement of flyers, leaflets, literature, etc., is not permitted on motor vehicles parked on the Austin Peay campus.
4. APSU campus property and facilities may not be used for the commercial or profit-making activities except when engaged in a business relationship, pursuant to a contract, with the University and/or when a rental/or lease agreement or facilities reservation is in place specifically for such

temporary purpose.

5. The University will not establish permitting requirements that prohibit spontaneous outdoor assemblies or outdoor distribution of literature, although an institution may maintain a policy that grants members of the college or university community the right to reserve certain outdoor spaces in advance.
6. Any literature which is distributed or sold and any advertisement shall comply with all applicable laws and policies of APSU. Requests to distribute or sell literature shall be included with the underlying application to use campus facilities and/or property through the online reservation system. Literature and/or advertisements may only be sold or distributed in conjunction with an approved application for use of facilities.
7. The university has designated the University Center Post Office area and the outdoor campus bulletin boards as the posting locations for the non-affiliated individuals/entities.

#### **Publication of the Policy**

The University shall make the policies related to the free speech act available to students and faculty annually through one or more of the following methods:

1. Published annually in APSU's student handbook and faculty handbook, whether paper or electronic;
2. Make the policy available to students and faculty by way of a prominent notice on APSU's website other than through the electronic publication of the policy in the student handbook and faculty handbook;
3. Send the policy annually to students and employees to their institutionally-provided email address; or
4. Address the policy in orientation programs for new students and new faculty.

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#### **Links**

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**Summer Camps**

<http://www.apsu.edu/university-facilities/index.php>

**Police Staffing Matrix**

<http://www.apsu.edu/university-facilities/reservations/policematrix.php>

<b>APSU Policy 3:001</b>	<a href="http://www.apsu.edu/policy/3s_student_policies/3001-student-rights-and-freedoms.php">http://www.apsu.edu/policy/3s_student_policies/3001-student-rights-and-freedoms.php</a>
<b>APSU Policy 2:052</b>	<a href="http://www.apsu.edu/policy/2s_academic_policies/2052-academic-freedom-and-responsibility.php">http://www.apsu.edu/policy/2s_academic_policies/2052-academic-freedom-and-responsibility.php</a>
<b>APSU Policy 6:004</b>	<a href="http://www.apsu.edu/policy/6s_nondiscrimination_harassment_and_sexual_misconduct_policies/6004-discrimination-and-harassment-complaints-other-complaints-sexual-violence-and-stalking-compla.php">http://www.apsu.edu/policy/6s_nondiscrimination_harassment_and_sexual_misconduct_policies/6004-discrimination-and-harassment-complaints-other-complaints-sexual-violence-and-stalking-compla.php</a>

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### Revision Dates

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APSU Policy 1:019 – Rev.: September 14, 2017  
APSU Policy 1:019 (previously 3:001) – Rev.: March 30, 2017  
APSU Policy 1:019 – Rev.: April 29, 2014  
APSU Policy 1:019 – Issued: April 26, 2006

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### Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
	<input checked="" type="checkbox"/>				

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### Approved

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President: signature on file

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Austin Peay State  
University

## Policy on Access to and Use of Campus Property and Facilities

Issued: ~~March 30, 2017~~

### POLICIES

**Responsible Official:** Vice President for Finance and Administration

**Responsible Office:** University Facilities

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#### Policy Statement

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#### Purpose

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- Affiliated Individuals
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- Student

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- Use of Affiliated Individual/entities
- Use by Non-affiliated Individuals/entities
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- General Conditions for Use of Property or Facilities
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- [Publication of the Policy](#)

### Links

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## Definitions

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## Procedures

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## **Access to Facilities and Prioritized Users**

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2. Denial of a request to access/use campus facilities and/or property shall be based solely on factors related to reasonable regulations in light of the University's educational mission and the nature of the facility or property requested and rendered in a content/viewpoint neutral manner. See Section Use by Non-affiliated Individuals/entities D. For examples of reasons for denial.
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4. All requests for use of university space must be made at <http://www.apsu.edu/facilities/events> ~~<http://apbrems.apsu.edu/EmsWebApp/>~~, where there is an online list of the facilities/areas available for use/rental by affiliated and/or non-affiliated entities and individuals. Applications will be evaluated and processed in the order they are received. Facilities use requests not related to class scheduling are reviewed and approved/denied in the University Facilities Office, except for the following:

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3. Specialty spaces such as auditoriums and gym spaces may have additional requirements regarding their use. Applicants can check the <http://www.apsu.edu/facilities/events> <http://apbrems.apsu.edu/EmsWebApp/> website for operating use manuals for various campus buildings.
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6. The University will not disinvite a speaker invited by a student, student organization, or faculty member because the speaker's anticipated speech may be considered offensive, unwise, immoral, indecent, disagreeable, conservative, liberal, traditional, radical, or wrong-headed by students, faculty, administrators, government officials, or members of the public.
- ~~3.7.~~ The University may cancel an event if there is a credible threat of violence.

#### **Use by Non-affiliated Individuals/entities**

1. Non-affiliated individuals/entities may apply for use or access to designated university space. A list of those facilities is on the online reservation system <http://www.apsu.edu/facilities/events> <http://apbrems.apsu.edu/EmsWebApp/>.
- ~~1.2.~~ The University has designated the Morgan University Center as the main location on campus for use by non-affiliated individuals/entities to request. Campus auditoriums, and gyms may be available for rent on a space available basis if the event does not interfere with the educational mission of the university.
- ~~2.3.~~ The University Center Plaza is the designated space on campus, where access may be granted to non-affiliated individuals/entities without an associated fee. A fee may be assessed should the requesting party require additional set up, cleanup or [audio visual \(AV\)](#) support. All other

assignable university space will have, at a minimum, a rental fee associated with the space.

3.4. Long term use of (more than once and less than 4 months) assignable university is subject to a review of request and the impact of the ongoing operation of the University.

4.5. A contract may be required based on the nature of the requested event. Non-affiliated individuals/entities will be required to submit a deposit for the space equal to 1/2 of their total estimated costs.

5.6. A forfeiture of a deposit will be applied to non-affiliated individuals/entities based on the following:

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50% refund

Cancellation 30-60 days before the start of their event

25% refund

Cancellation less than 30 days

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## **Denial of the Use of Facilities**

Denial of a request to access/use campus facilities and/or property shall be based solely on factors related to reasonable regulations in light of the University's educational mission and the nature of the facility or property requested and rendered in a content/viewpoint neutral manner. Such reasons may include, but are not limited to, the following:

1. The property or facilities have been previously reserved by another group, organization or individual with equal or higher priority;
2. Frequency of previous use during an academic period in comparison to that of a contemporaneous applicant;
3. Use of the property or facilities requested would be impractical due to scheduled usage prior to or following the requested use, or due to other extenuating circumstances;

4. The applicant or sponsor of the activity has not provided accurate or complete information required on the application for registration;
5. The applicant or sponsor of the activity has been responsible for violation of University policy during a previously registered use of campus property or facilities;
6. The applicant has previously violated any conditions or assurances specified in a previous registration application;
7. The facility or property requested has not been designated as available for use for the time/date;
8. The anticipated size or attendance for the event will exceed building/fire codes, established safety standards, and/or the physical or other limitations for the facility or property requested;
9. The activity is of such nature or duration that it cannot reasonably be accommodated in the facility or area for which application is made;
10. The size and/or location of the requested use would cause substantial disruption or interference with the normal activities of the University, the educational use of other facilities or services on campus or the flow of vehicular or pedestrian traffic;
11. The activity conflicts with existing contractual obligations of the University;
12. The activity presents a clear and present danger for physical harm, coercion, intimidation, or other invasion of lawful rights of the University's officials, faculty members, or students, the damage or destruction, or seizure and subversion, of the University's or school's buildings, other property, or for other campus disorder of a violent or destructive nature. In determining the existence of a clear and present danger, the responsible official may consider all relevant factors;
13. The requested use would be contrary to local, state, or federal law, and regulation, or the University.

**General Conditions for Use of Property or Facilities**

Once an affiliated individual or entity or a non-affiliated individual or entity has permission to use University property or facilities, including open access areas, the requirements outlined in this section, as well as all other requirements put forth in this policy, must be met. Violation of, or failure to comply with, the requirements set forth in this policy or other University policies may result in the immediate revocation of previously granted approval for access/use of campus facilities or property.

1. Applicable building, fire codes, and safety standards applicable to a particular facilities and/or property must be met.
2. All Austin Peay rules and/or policies must be followed.
3. Sound amplification equipment may be used only when prior approval has been requested and approved by the appropriate official taking into account the University's educational mission and the nature of the facility or property requested, location, and time of day.
4. Any rental of University equipment must follow the University Facilities guidelines.
5. All persons operating motor vehicles in conjunction with an approved use/access of campus facilities and/or property shall be subject to University and rules, regulations, policies and procedures regarding traffic and parking.
6. Users of facilities or property and/or their sponsor(s) are responsible for all activities associated with the event.
7. Use of the requested facility and/or property shall be limited to the declared purpose in the application for use/access to campus facilities and/or property.
8. Access to, or use of, campus facilities shall not be permitted overnight unless specifically requested and approved pursuant to the requirements of this policy and/or other applicable University policies. Such use shall be limited to the specific time and location set forth in the notice of approval/registration document.
9. All persons on campus in conjunction with an approved application for use/access shall provide adequate

identification upon request to appropriate officials and security personnel of the institution. Persons or groups who refuse to provide such identification may be subject to immediate removal from campus and/or disciplinary action. In appropriate circumstances, such persons may become subject to arrest and/or prosecution.

10. Austin Peay has the right to terminate the use of campus facilities or property by any group, organization or individual that violates any provision of this policy, University policy, local, state, or federal law or regulation. Failure to comply with, the requirements set forth in this policy or other University policies may result in the immediate revocation of previously granted approval for access/use of campus facilities or property, and student disciplinary sanctions, if appropriate.
11. Non-affiliated entities/individuals using APSU facilities, shall indemnify the institution. In certain circumstances or events, the university reserves the right to require:
  - a. Adequate bond or other security for damage to campus property;
  - b. Personal injury and property damage insurance coverage;
  - c. A performance bond or other insurance guaranteeing or insuring performance of its obligations under the contract; and/or
  - d. Other types of insurance, if approved by APSU.
12. Insurance policies must list APSU as additionally insured and be for \$1 million. See attached link for a matrix for when additional maybe required.

**Distribution of Leaflets,  
Literature, Pamphlets, Etc.  
– Commercial  
Use/Solicitation Prohibited**

1. Distribution of leaflets, literature, pamphlets is not permitted within:
  - a. Classroom, library or other academic buildings or facilities;
  - b. Administrative and employee offices and work areas; or,
  - c. Student residence halls, dormitories or apartment buildings.
2. No obscene literature or material, as defined by law, shall be distributed on any property owned or used by APSU.

3. Placement of flyers, leaflets, literature, etc., is not permitted on motor vehicles parked on the Austin Peay campus.
4. APSU campus property and facilities may not be used for the commercial or profit-making activities except when engaged in a business relationship, pursuant to a contract, with the University and/or when a rental/or lease agreement or facilities reservation is in place specifically for such temporary purpose.
5. The University will not establish permitting requirements that prohibit spontaneous outdoor assemblies or outdoor distribution of literature, although an institution may maintain a policy that grants members of the college or university community the right to reserve certain outdoor spaces in advance.
- ~~5.6.~~ Any literature which is distributed or sold and any advertisement shall comply with all applicable laws and policies of APSU. Requests to distribute or sell literature shall be included with the underlying application to use campus facilities and/or property through the online reservation system. Literature and/or advertisements may only be sold or distributed in conjunction with an approved application for use of facilities.
- ~~6.7.~~ The university has designated the University Center Post Office area and the outdoor campus bulletin boards as the posting locations for the non-affiliated individuals/entities.

### Publication of the Policy

The University shall make the policies related to the free speech act available to students and faculty annually through one or more of the following methods:

1. Published annually in APSU's student handbook and faculty handbook, whether paper or electronic;
2. Make the policy available to students and faculty by way of a prominent notice on APSU's website other than through the electronic publication of the policy in the student handbook and faculty handbook;
3. Send the policy annually to students and employees to their institutionally-provided email address; or



4. Address the policy in orientation programs for new students and new faculty.

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**Links**

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**Summer Camps**

**Police Staffing Matrix**

<http://www.apsu.edu/university-facilities/reservations/policematrix.php>

**APSU Policy 3:001**

[http://www.apsu.edu/policy/3s\\_student\\_policies/3001-student-rights-and-freedoms.php](http://www.apsu.edu/policy/3s_student_policies/3001-student-rights-and-freedoms.php)

**APSU Policy 2:052**

[http://www.apsu.edu/policy/2s\\_academic\\_policies/2052-academic-freedom-and-responsibility.php](http://www.apsu.edu/policy/2s_academic_policies/2052-academic-freedom-and-responsibility.php)

**APSU Policy 6:004**

[http://www.apsu.edu/policy/6s\\_nondiscrimination\\_harassment\\_and\\_sexual\\_misconduct\\_policies/6004-discrimination-and-harassment-complaints-other-complaints-sexual-violence-and-stalking-compla.php](http://www.apsu.edu/policy/6s_nondiscrimination_harassment_and_sexual_misconduct_policies/6004-discrimination-and-harassment-complaints-other-complaints-sexual-violence-and-stalking-compla.php)

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**Revision Dates**

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APSU Policy 1:019 (previously 3:001) – Rev.: March 30, 2017

APSU Policy 1:019 – Rev.: April 29, 2014

APSU Policy 1:019 – Issued: April 26, 2006

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**Subject Areas:**

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
	<input checked="" type="checkbox"/>				

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**Approved**

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President: signature on file

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**Agenda Item: C.**

**Date:** September 14, 2017

**Subject:** Approval of Fees, Charges, Refunds, and Fee Adjustments Policy 1:021

**Action Recommended:** Approval by Roll Call Vote

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**Background Information:**

Fees, Charges, Refunds, and Fee Adjustments Policy 1:021 details the required fees of the University and the process for approving them. All fees are approved by the Board of Trustees unless the Board has delegated the approval to the President. The policy is being updated to remove procedural and accounting items that will be placed in departmental guidelines.

**Proposed Implementation Date:** September 15, 2017

**Item Details:** See attached.

**Austin Peay State  
University**

**Fees, Charges, Refund and Fee Adjustments**

**POLICIES**

**Issued:** September 14, 2017

**Responsible Official:** Vice President for Finance and Administration

**Responsible Office:** Student Account Services

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**Policy Statement**

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It is the policy of Austin Peay State that fees be approved by the APSU Board of Trustees.

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**Purpose**

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The purpose of this policy is the establishment of a University policy regarding review and approval of fees and charges, refunds, and fee adjustments.

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**Contents**

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**Procedures**

- Establishment and Approval of Fees and Charges
  - Publishing Approved Fees and Charges
  - Appeals Process
  - Mandatory Fees
  - Out-of-State Tuition
  - Recruitment Focus Area Plan (250-R)
  - eRate
  - Specialized Academic Fees
  - Miscellaneous Course Fees
  - Incidental Fees and Charges
  - Deposits
  - Room and Board
  - Other Fee and Charge Considerations
  - Refunds and Fee Adjustments
- 

**Procedures**

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**Establishment and  
Approval of Fees and  
Charges**

- A. Establishment of Fees and Charges
1. The Board of Trustees must establish or approve all University fees and charges unless specific exceptions are

provided. The University Budget Office is charged with the responsibility of obtaining and coordinating data to be submitted to the Vice President for Finance and Administration in establishing those fees.

**B. Approval of Fees and Charges**

1. The Board of Trustees must approve specific fees as follows:
  - a. Mandatory Fees (In-state tuition and program service fees)
  - b. Out-of-State Tuition
  - c. Specialized academic course fees
  - d. Miscellaneous course fees
2. The President or designee is authorized to approve fees and charges not reserved for specific approval by the Board of Trustees.

**Publishing Approved Fees and Charges**

- A. Student Account Services is charged with the responsibility of maintaining a master fee list of all approved fees and publishing this information.
- B. The University will follow a general format in publishing information on fees and charges.

**Appeals Process**

- A. Any student may appeal the assessment, application, calculation, collection, or interpretation of any University fee, charge, deposit, or refund.
- B. Procedures for appealing a fee adjustment are available through the Office of Enrollment Management and are posted on the office web site.

**Mandatory Fees**

- A. Description of Fees
  1. Mandatory Fees include in-state tuition and program service fees.
  2. The Mandatory Fee is charged to students enrolled in credit courses. It is an enrollment or registration fee and is calculated based on the number of Student Credit Hours (SCH's) for the University for which the student enrolls. Fees are established by the Board of Trustees.2. The same fee is applicable to courses for which the student is enrolled on an audit basis.
- B. Rates

1. Rates are established by the Board and incorporated in a fee schedule that groups specific fees; by type of institution; and by student level (undergraduate and graduate). The hourly rate will be discounted when undergraduate students enroll in greater than 12 hours and graduate students in greater than 10 hours unless stated otherwise elsewhere in this policy.
2. Because the University has multiple summer sessions, mandatory fees, including tuition, may be assessed by using the current part-time rate with no maximum amount for total credit hours enrolled.
3. Mandatory fees may not be waived. However, specific exceptions are provided in the following instances:
  - a. Pursuant to T.C.A. § 49-7-113, exceptions exist for certain disabled and elderly students, as well as state service retirees. For audit courses, no fee is required for persons with a permanent, total disability, persons 60 years of age or older and domiciled in Tennessee and persons who have retired from state service with 30 or more years of service, regardless of age. For credit, a fee of \$70 per semester or \$60 per trimester may be charged to persons with a permanent, total disability, and persons who will become 65 years of age or older during the academic semester in which they begin classes and who are domiciled in Tennessee. (Note: This fee includes all mandatory fees; it does not include course-specific fees such as all miscellaneous course fees, materials fees, application fee, online course fees and parking fees.) This only applies to enrollment on a space available basis, which permits registration no earlier than four (4) weeks prior to the first day of classes.
  - b. Pursuant to T.C.A. § 49-7-102, certain statutory fee exceptions exist for dependents and spouses of military personnel killed, missing in action, or officially declared a prisoner of war while serving honorably as a member of the armed forces during a period of armed conflict. If these provisions are invoked by a student, the correct applicable law should be determined.
4. Military reserve and national guard personnel who are mobilized to active military service within six months of attendance at the University and whose mobilization lasts more than six months shall be charged upon re-enrollment at the tuition, student activity fees and required registration or matriculation rates that were in

effect when such student was enrolled prior to mobilization. After re-enrollment, no increase in tuition, student activity fees or required registration or matriculation fees shall be assessed to such student until a period of time equal to one year plus the combined length of all military mobilizations has elapsed. In no event, however, shall a student's tuition and fees be frozen after re-enrollment for more than four years.

- a. To be eligible for the tuition and fee freeze, the student shall have completed military service under honorable conditions and shall re-enroll in the University within six months of release from active duty.
- b. A student eligible for the tuition and fee freeze may transfer from one state institution of higher education to another state institution of higher education one time with such student's tuition and fees calculated at the institution to which the student transfers as if the student had been in attendance at that institution before the mobilization that resulted in the student's tuition and fee freeze at the initial institution.

## **Out-of-State Tuition**

### **A. Description of Fee**

1. This is an additional fee charged to students classified as non-residents who are enrolled for credit courses, including audit courses. This fee is in addition to the mandatory fees.
2. Out-of-state tuition fee rates are established by the Board of Trustees and are incorporated in the annual fee schedule.
3. A separate hourly rate for out-of-state tuition will be set for undergraduate and graduate students.
  - a. While the per-hour rate for graduate students will be higher, the rates will be set so that a full-time graduate student and a full-time undergraduate student will pay approximately the same amount for out-of-state tuition.
  - b. A full-time student is defined as an undergraduate enrolled in 12 hours or a graduate student enrolled in 10 hours.
4. Applicability of out-of-state tuition is determined pursuant to APSU Policy 1:014. Student Account Services will collect fees based upon student classification as determined by the appropriate authority within the University.

**Recruitment Focus Area  
Plan (250-R)**

- A. Description of Fee
1. The 250-R rate is available to students who graduate from a high school located in a county within a 250 mile radius of APSU.
  2. The out-of-state tuition rate charges to students eligible for 250-R will pay a reduced rate based on the state subsidy per full-time equivalent for the prior fiscal year. This rate will be capped at 12 hours for undergraduate and 10 hours for graduate students.
  3. This plan does not impact students who otherwise qualify for the border county classification or other in-state residency qualifications.

**eRate**

- A. Description of Fee
1. The eRate is available to students who enroll at APSU, who are classified as non-residents of Tennessee, and who are enrolled exclusively in online courses.
  2. The eRate is 150% of the University's approved undergraduate or graduate mandatory fees.
  3. The hourly rate will not be discounted for students receiving the eRate and enrolling in greater than 12 undergraduate hours or 10 graduate hours.
  4. To qualify for an eRate, students must:
    - a. Meet all University admission requirements and must be verified as an online out-of-state student enrolled exclusively in courses delivered online by a procedure documented by the institution.
    - b. Out-of-state students in item 2 above refers to geographic location and does not include undocumented students living in Tennessee.
  5. Students enrolled in any type courses other than online (on-ground, telecourse, hybrid, distance education, etc.) will not be eligible for the eRate specified in this policy and will instead incur traditional non-resident fees and charges.
    - a. Students who enroll in both online courses and other type courses and subsequently drop the other type courses will not then become eligible for the eRate.
  6. The University enrolling eRate students as defined in this policy must provide a method to mitigate any negative impact on the opportunity for Tennessee student enrollment in online courses.

**Specialized Academic Fees**

- A. Certain academic programs require expensive maintenance/updating of equipment and software and the employment of highly qualified staff. The high costs of

instruction for these programs can be offset by establishing specialized academic fees, with the Board's approval. To receive approval for a specialized academic fee, a program will be required to meet criteria 1. High Cost of Instruction as defined below. Additionally, the program should document meeting criteria 2.-7., as applicable.

1. High Cost of Instruction. Programs qualifying for charging specialized academic fees must demonstrate that they are more costly than other programs offered by the University. If appropriate, the extraordinary cost of the program must be validated including benchmarking with similar programs in the region and nation.
2. High Demand. The number of students enrolled in the program and the student credit hours generated are sufficient to justify additional fees.
3. High Cost of Updating/Maintaining Equipment and Software. Programs qualifying for charging specialized academic fees are expected to be those that require extensive maintenance and regular updating of equipment and/or software, all of which are very expensive. An average hardware/software cost per student credit hour serves as the basis for determining the amount of the fee.
4. Accreditation. Meeting standards of specific accrediting agencies may also qualify a specialized program for charging specialized academic fees. The accrediting standards that justify a fee are those that specify the possession and use of certain equipment and unique software that are extraordinarily costly and/or the employment of faculty with specific credentials that demand high salaries.
5. High Recognition and Quality. The programs approved for specialized academic fees are expected to be distinctive and with a regional or national reputation. The program must demonstrate that it has achieved exceptional recognition in its particular enterprise.
6. High Value to Tennessee. The program must demonstrate that it is a good investment for the State of Tennessee to justify charging extra fees to the student. The program should be distinctive and not one duplicated in other State institutions and should be of integral value to Tennessee. The graduates' earning potential and the associated benefit to the state economy should be projected, as well as the efforts taken by the University to aid graduates in finding appropriate employment in Tennessee.



7. Impact on Affected Students. Through surveys, questionnaires, or other suitable means, the program must demonstrate that the charging of additional fees will not diminish enrollment. The program should demonstrate that enrolled students realize that the potential earning power in the work force justifies their additional investment.
- B. The University must submit documentation of the above applicable criteria when requesting approval of a specialized academic fee. Specialized academic course fee revenues are limited to funding related costs accumulated in the instruction function.

**Miscellaneous Course Fees**

- A. All miscellaneous fees must be approved by the Board of Trustees. Fees for courses requiring special off-campus facilities or services do not require Board approval but should reflect the cost of the facilities or services.

**Incidental Fees and Charges**

- A. Incidental fees will be uniformly charged (or, if applicable, to the extent that they remain within the set range) at the University both as to the amount and condition of assessment. Charges are subject to approval by the President.

**Deposits**

- A. A deposit may be established by the University for rent or lease of buildings and facilities or for the issuance of other institutional property or equipment. Deposits should be subject to a 100% refund if no damage or loss occurs. The amount of such deposits should be related to the value of the facilities or equipment subject to loss and the general ability of the University to secure reimbursement should loss or damage occur.
- B. Pursuant to APSU Policy on Student Residence Regulations and Agreements (No. 3:004), the University is authorized to require a security deposit for residence hall facilities which may be forfeited by the student for failure to enter into a residence agreement or non-compliance with applicable agreement terms.

**Room and Board**

- A. All regular and special rental rates for student residence halls and student apartments will be approved by the Board of Trustees upon the recommendation of the University. All meal plan rates will be approved by the President. The University may recommend special rates for non-student

groups during summer periods, etc.

- B. Pursuant to APSU Policies on Student Resident Regulations and Agreements (No. 3:004) and this policy, rental for residence halls and student apartments shall be payable in full in advance of the beginning of a term. However, the University offers an optional payment plan under which a prorated amount of the rental shall be payable monthly in advance during the term. Specific provisions for the payment plan must comply with those cited in Policy No. 3:004. A monthly service charge and a late payment charge may be assessed. Residence Hall students can participate in either the deferred installment plan or the optional monthly housing payment plan. The University has the option of allowing students to participate in both the deferred installment plan and the optional monthly housing payment plan.

#### **Other Fee and Charge Considerations**

The University may submit for Board of Trustees approval fees and charges not specifically covered by this policy when the establishment of a fee or charge is justified by the University.

1. Fees may be established to control the utilization of facilities and services or to offset the cost of extraordinary requirements as a result of specific programs or activities. [Reference APSU Policy on Access to and Use of Campus Property and Facilities (No. 1:019).]
2. When fees and charges are incorporated in agreements with outside contractors and vendors, specific rates, refunds and conditions must be clearly stated.
3. Fees for auxiliary services must take into consideration that Auxiliary Enterprises should be a break-even operation with rates and charges generating revenue sufficient to cover all expenses as defined in operating budget guidelines.
4. Fees established for non-credit courses and activities shall be sufficient to cover the total costs incurred in providing instruction plus a minimum of 25% of the annual instructional salary costs including contractual salary costs or personal services contracts.
5. Students enrolled for six or more hours are eligible for full-time privileges, i.e., access to social, athletic, and cultural functions, pursuant to T.C.A. § 49-8-109.

#### **Refunds and Fee Adjustments**

- A. Adjustments to all fees and charges must be in accordance with the following provisions except as previously stated, or when required by federal law or regulation to be otherwise.

- B. Pursuant to T.C.A. §§ 49-7-2301 and 49-7-2302, students called to active military or National Guard service during the semester are entitled to a 100% adjustment or credit of mandatory fees. Housing and meal ticket charges may be prorated based on usage.
- C. Mandatory Fees Refunds and Adjustment procedures will be posted appropriately on the website.

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**Revision Dates**

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APSU Policy 1:021 – Rev.: September 14, 2017  
APSU Policy 1:021 (previously 4:011) – Rev.: March 30, 2017  
APSU Policy 1:021 – Rev.: September 14, 2015  
APSU Policy 1:021 – Rev.: May 23, 2011  
APSU Policy 1:021 – Rev.: February 8, 2006  
APSU Policy 1:021 – Rev.: June 28, 2001  
APSU Policy 1:021 – Rev.: September 26, 1994  
APSU Policy 1:021 – Issued: August 1, 1986

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**Subject Areas:**

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
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**Approved**

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President: signature on file

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Austin Peay State  
University

Fees, Charges, Refund and Fee Adjustments

**POLICIES**

Issued: ~~March 30, 2017~~ (Date Board approves policy)

Responsible Official: Vice President for Finance and Administration

Responsible Office: ~~Bursar's Office~~ Student Account Services

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**Policy Statement**

It is the policy of Austin Peay State that fees be approved by the APSU Board of Trustees. ~~University that all assessed fees be paid in advance by a student before he/she is considered enrolled for an academic term.~~

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**Purpose**

The purpose of this policy is the establishment of a University policy regarding ~~the payment of student fees and enrollment of students. R~~ review and approval of fees and charges, refunds, and fee adjustments.

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**Contents**

**Definitions**

~~-Disposable earning~~

**Procedures**

~~-Student Fees and Enrollment~~

~~-Dishonored Payments~~

~~-Gramm Leach Bliley Act Contract Clause~~ -Establishment and

Approval of Fees and Charges

~~-Fees, Charges, Refunds, and Fee Adjustments~~ -Fee waivers,

Special Groups and Unusual Circumstances

-Publishing Approved Fees and Charges

-Appeals Process

~~-Maintenance~~ -Mandatory Fees

~~-Out-of-State Tuition~~

-Recruitment Focus Area Plan (250-R)

~~-Recruitment Focus Area Plan~~

~~-eRate~~

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- ~~-Technology Access Fees~~
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- Other Fee and Charge Considerations
- Refunds and Fee Adjustments
- ~~-Deferred Payment Plan~~
- ~~-Eligibility~~
- ~~-Payment Terms~~
- ~~-Service Charges and Fines~~

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### Definitions

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<b>Disposable earnings</b>	The part of the earnings of an individual remaining after the deduction from those earnings of any amounts required by law to be withheld.
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### Procedures

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<b>Student Fees and Enrollment</b>	<p>All assessed fees by the University are due and payable at the time of registration.</p> <p>The University may implement deferred installment as requested by the student.</p> <p>An applicant for admission to the University will be considered enrolled and counted as a student when:</p> <ul style="list-style-type: none"><li>all assessed fees have been paid in cash; or</li><li>all assessed fees have been paid by a personal check or credit card; or</li><li>the initial minimum payment due under any deferred installment plans has been paid; or</li><li>an acceptable commitment from an agency or organization approved by the University has been received by the University.</li></ul> <p>An applicant will not be considered for admission as a student until all past due debts and obligations to the University incurred in prior academic terms, of whatever nature, have been paid.</p> <p>The University has the discretion to allow enrollment when the outstanding obligation is \$200 or less.</p> <p>The University will continue to withhold diplomas, transcripts, certificates of credit or grade reports until the student involved</p>
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~~has satisfied all debts or obligations or the debts or obligations meet the criteria established in T.C.A. § 49-9-108.~~

~~All outstanding debts and obligations must be fully satisfied by the 14th day purge of the semester in which enrollment with outstanding debt was allowed.~~

~~An applicant shall possess an acceptable commitment when an application(s) for financial aid has been timely submitted with the reasonable probability of receiving such.~~

~~All state financial aid granted to a student shall be applied to pay maintenance fees or tuition, student dormitory or residence hall rental, board, and other assessed fees before any excess may be distributed to the student.~~

~~Agencies or organizations which may be approved by the University for purposes of making acceptable commitments for applicants shall be limited to agencies of the federal or state governments authorized to provide financial aid, established financial institutions within the state, established in-state and out-of-state corporations which employ the applicant, foreign embassies and foreign corporations, and other organizations within the state which have previously demonstrated the ability to pay the commitment.~~

~~An acceptable commitment from an agency or organization shall be limited to a commitment which identifies the applicant and promises to pay all unpaid assessed fees for such applicant. No commitments from individuals will be accepted on behalf of applicants.~~

~~When an applicant tenders payment of fees by means of a personal check or credit card, the applicant may be considered and counted as a student. If the payment is subsequently dishonored by the financial institution, and the payment is not redeemed in cash, the University has the option to not consider that student as enrolled for the term.~~

~~At the discretion of the University, the student may be considered enrolled and will be assessed the applicable returned payment fee, the applicable late registration fee, and will be denied grade reports, transcripts and future registration privileges until such dishonored payment is redeemed.~~

~~Pursuant to T.C.A. § 49-9-108, diplomas, transcripts, certificates of credit, and grade reports cannot be withheld for debts that are both less than \$25 and more than 10 years in age.~~

~~The University may deny future check writing privileges to students that have paid registration fees with checks that are subsequently dishonored.~~

~~While the University has discretion in how these situations will be handled, all students must be treated the same at the University.~~

~~The University has the discretion to allow enrollment in the following semester when the outstanding obligation is \$200 or less.~~

~~The University will continue to withhold diplomas, transcripts, certificates of credit or grade reports until the student involved has satisfied all debts or obligations or such meet the criteria established in T.C.A. § 49-9-108.~~

~~All outstanding debts must be fully satisfied by the 14th day purge of the semester in which enrollment with outstanding debt was allowed.~~

~~The University is authorized, subject to approval by the Board, to establish charges for late registration and/or payments which are returned dishonored, and such charges shall become assessed fees for purposes of admission.~~

~~In accordance with this policy, the president has the authority to determine the applicability of certain fees, fines, charges, and refunds, and to approve exceptions in instances of unusual circumstances. All such actions should be properly documented for auditing purposes.~~

## **~~Dishonored Payments~~**

~~A. Enrollment Fees. Pursuant to this policy, if any student tenders payment of fees by a check or credit card that is subsequently dishonored by the financial institution, and the payment is not redeemed in cash within the time period specified below, the University has the option to not consider that student enrolled at the University.~~

- ~~1. At the discretion of the University, the student may be considered enrolled and will be assessed the applicable returned check fee, the late registration fee, and will be denied grade reports, transcripts and future registration privileges until such dishonored check is redeemed.~~
- ~~2. The University has the discretion to allow enrollment when the outstanding obligation is \$200 or less.~~
- ~~3. The University may deny future check-writing privileges to students that have paid registration fees with checks that are subsequently dishonored.~~
- ~~4. While the University has discretion in how these situations will be handled, all students must be treated the same.~~

- ~~5.—A student paying enrollment fees with a check that is dishonored must redeem the check within five (5) calendar days from receipt of the notice.~~
- ~~a.—Notice should be sent by the University to the student no more than three (3) working days from receipt of notice of a bad check from the bank.~~
  - ~~b.—Notice by certified mail is optional.~~
  - ~~c.—The University will have five (5) working days after the expiration of the five (5) calendar days to pursue any additional collection efforts deemed necessary.~~
  - ~~d.—Immediately after the five (5) working days, the student will be de-enrolled if the check has not been redeemed in full if that option is selected by the University.~~
  - ~~e.—Enrollment fees including returned check fees for students de-enrolled for bad checks should be reversed.~~

~~B.—Non-Student or Non-Employee. Any person other than a student or employee who tenders a check for payment for goods or services which is subsequently dishonored shall be given the opportunity to redeem the check and pay the amount due in cash. The person shall be given notice of the dishonored check, sent certified mail, demanding payment within five (5) days.~~

~~C.—Collection of Dishonored Checks. A check presented for payment of any goods or services which is subsequently dishonored shall be treated as an account receivable under General Collection Procedures Section. Any transactions that have been processed should be reversed when possible and appropriate.~~

~~D.—Future Check Writing. Receipt of one or more bad checks from any person may result in that person becoming ineligible to make payments by check thereafter, or to have any check cashed by the University. A record of individuals who have written bad checks should be maintained.~~

**Gramm-Leach-Bliley Act  
Contract Clause**

Include the standard language printed below in all future contracts with third party service providers that have access to the University's customers' non-public financial information.

1.—“Throughout the term of this Agreement, Service Provider shall implement and maintain ‘appropriate safeguards,’ as that term is used in § 314.4(d) of the FTC Safeguard Rule, 16 C.F.R. § 314, for all ‘customer information,’ as that term is



- defined in § 314.2(b) of the FTC Safeguard Rule, delivered to Service Provider by APSU pursuant to this Agreement.
- ~~2. The Service Provider shall implement an Information Security Program ('the Program') as required by the FTC Safeguard Rule.~~
  - ~~3. Service Provider shall promptly notify the University, in writing, of each instance of:~~
    - ~~a. Unauthorized access to or use of that nonpublic financial customer information that could result in substantial harm or inconvenience to a customer of the University; or~~
    - ~~b. Unauthorized disclosure, misuse, alteration, destruction or other compromise of that nonpublic financial customer information.~~
  - ~~4. Service Provider shall forever defend and hold the University harmless from all claims, liabilities, damages, or judgments involving a third party, including University's costs and attorney fees, which arise as a result of Service Provider's failure to meet any of its obligations under this provision.~~
  - ~~5. Service Provider shall further agree to reimburse the University for its direct damages (e.g., costs to reconstruct lost or altered information) resulting from any security breach, loss, or alteration of nonpublic financial customer information caused by the Service Provider or its subcontractors or agents.~~
  - ~~6. Service Provider grants the University the right to conduct on-site audits, as deemed necessary by the University, of the Service Provider's Program to ensure the integrity of the Service Provider's safeguarding of the University's customers' nonpublic financial information.~~
  - ~~7. APSU retains the right to unilaterally terminate the Agreement, without prior notice, if Service Provider has allowed a material breach of its Program in violation of its obligations under the GLBA, if Service Provider has lost or materially altered nonpublic financial customer information, or if the University reasonably determines that Service Provider's Program is inadequate.~~
  - ~~8. Within thirty (30) days of the termination or expiration of this Agreement, Service Provider shall, at the election of the University, either:~~
    - ~~a. Return to the University; or~~
    - ~~b. Destroy (and shall cause each of its agents to destroy) all records, electronic or otherwise, in its or its agent's possession that contain such nonpublic financial customer information and shall deliver to the University a written certification of the destruction."~~

**Fees, Charges, Refunds, and Fee Adjustments**  
Establishment and Approval of Fees and Charges

A. Establishment of Fees and Charges

1. The Board of Trustees must establish or approve all University fees and charges unless specific exceptions are provided. The University Budget Office is charged with the responsibility of obtaining and coordinating data to be submitted to the Vice President for Finance and Administration in establishing those fees.

B. Approval of Fees and Charges

1. The Board of Trustees must approve specific fees as follows:
  - a. Mandatory -Fees (In-state tuition and program service fees)
  - b. Out-of-State- Tuition
  - c. ~~Course fees applied to specific majors~~Specialized academic course fees
  - d. Miscellaneous course fees
2. The pPresident or designee is authorized to approve fees and charges not reserved for specific approval by the Board of Trustees. ~~is responsible for the enforcement and collection of all fees and charges. Fees and charges which specifically do not require Board approval must receive formal approval by the president or designee.~~

~~B. Payment of Student Fees~~

- ~~1. As provided in this policy:~~
  - ~~a. An applicant for admission to the University will be considered and counted as a student when all assessed fees have been paid in cash, when the initial minimum payment due under the deferred installment plan has been paid, or when an acceptable commitment from an agency or organization approved by the University has been received by the University.~~
  - ~~b. An applicant shall possess an acceptable commitment when he/she has timely submitted an application(s) for financial aid with the reasonable probability of receiving such.~~
- ~~2. Pursuant to the above condition, institutions with a continuous registration process must require payment of all applicable fees or payment of the initial minimum payment due under the deferred installment plan prior to the regular registration period as defined by the University.~~

- a. ~~Students who do not prepay all fees or have an acceptable approved financial aid deferment will forfeit pre-registration privileges and must enroll under the normal registration process.~~
- 3. ~~A prepayment plan to assist parents and students with planning and budgeting their academic year expenses is authorized.~~
  - a. ~~Under the plan, students may choose the expenses they wish to prepay including room, board, tuition, and fees.~~
  - b. ~~Expenses can be prepaid over a period of six months.~~

### Publishing Approved Fees and Charges

- A. Student Account Services is charged with the responsibility of maintaining a master fee list of all approved fees and publishing this information.
- B. The University will follow a general format in publishing information on fees and charges.

### Appeals Process

- A. Any student may appeal the assessment, application, calculation, collection, or interpretation of any University fee, charge, deposit, or refund.
- B. Procedures for appealing a fee adjustment are available through the Office of Enrollment Management and are posted on the office web site.

### Mandatory Maintenance Fees

- A. Description of Fees
  - 1. Mandatory Fees include in-state tuition and program service fees.
  - 24. ~~The Maintenance-Mandatory Fee is a Tuition is~~ charged to students enrolled in credit courses. It is an enrollment or registration fee and is calculated based on the number of Student Credit Hours (SCH's) for the University for which the student enrolls. Fees are established by the Board of Trustees.
  - 23. The same fee is applicable to courses for which the student is enrolled on an audit basis.
- B. Rates
  - 1. Rates are established by the Board and incorporated in a fee schedule that groups specific fees; by type of institution; and by student level (undergraduate and graduate). The hourly rate will be discounted when undergraduate students enroll in greater than 12 hours

and graduate students in greater than 10 hours unless stated otherwise elsewhere in this policy.

2. Because the University has multiple summer sessions, ~~maintenance~~-mandatory fees, including ~~and~~ tuition, ~~Tuition~~ may be assessed by using the current part-time rate with no maximum amount for total credit hours enrolled.
3. ~~Maintenance~~Mandatory fees may not be waived. However, specific exceptions are provided in the following instances:
  - a. Pursuant to T.C.A. § 49-7-113, exceptions exist for certain disabled and elderly students, as well as state service retirees. For audit courses, no fee is required for persons with a permanent, total disability, persons 60 years of age or older and domiciled in Tennessee and persons who have retired from state service with 30 or more years of service, regardless of age. For credit, a fee of \$70 per semester or \$60 per trimester may be charged to persons with a permanent, total disability, and persons who will become 65 years of age or older during the academic semester in which they begin classes and who are domiciled in Tennessee. (Note: This fee includes all mandatory fees; it does not include course-specific fees such as all miscellaneous course fees, materials fees, application fee, online course fees and parking fees.) This only applies to enrollment on a space available basis, which permits registration no earlier than four (4) weeks prior to the first day of classes.
  - b. Pursuant to T.C.A. § 49-7-102, certain statutory fee exceptions exist for dependents and spouses of military personnel killed, missing in action, or officially declared a prisoner of war while serving honorably as a member of the armed forces during a period of armed conflict. If these provisions are invoked by a student, the correct applicable law should be determined.
4. Military reserve and national guard personnel who are mobilized to active military service within six months of attendance at the University and whose mobilization lasts more than six months shall be charged upon re-enrollment at the tuition, ~~maintenance fees~~, student activity fees and required registration or matriculation ~~fees~~-rates that were in effect when such student was enrolled prior to mobilization. After re-enrollment, no increase in tuition, ~~maintenance fees~~, student activity fees

or required registration or matriculation fees shall be assessed to such student until a period of time equal to one year plus the combined length of all military mobilizations has elapsed. In no event, however, shall a student's tuition and fees be frozen after re-enrollment for more than four years.

- a. To be eligible for the tuition and fee freeze, the student shall have completed military service under honorable conditions and shall re-enroll in the University within six months of release from active duty.
- b. A student eligible for the tuition and fee freeze may transfer from one state institution of higher education to another state institution of higher education one time with such student's tuition and fees calculated at the institution to which the student transfers as if the student had been in attendance at that institution before the mobilization that resulted in the student's tuition and fee freeze at the initial institution.

#### ~~Accounting Treatment~~

~~A revenue account for Maintenance Fees is used to record both the revenue assessed and refunds made. As provided in GASB Statements 34 and 35, summer school revenues and expenditures must be accrued at fiscal year-end. Summer school activity will not be allocated to only one fiscal year.~~

~~In some cases full fees are not assessed to students. These occur when statutes establish separate rates for such groups as the disabled, elderly, and military dependents. The difference between normal fees and special fees is not assessed. Fees not assessed in these cases do not represent revenue. For administrative purposes the fees may be calculated and credited to revenue, then written off against a contra revenue account.~~

~~Agreements/contracts may be executed with a third party (federal agency, corporation, institution, etc.), but not with the individual student, to deliver routine courses at a fixed rate or for the cost of delivering the course and may provide for fees not to be charged to individual students. Individual student fees will be assessed as usual and charged to the functional category Scholarships and Fellowships. The amount charged to or paid by the third party is credited to the appropriate Grants and Contracts revenue account.~~

~~In some cases a non-credit course provides an option to grant regular credit. If a separate (or additional) fee is collected because of the credit, that amount is reported as Maintenance Fee revenue.~~

~~Full-time employees of APSU may enroll in one course per term at any public postsecondary institution, with fees waived for the employee.~~

~~No tuition-paying student shall be denied enrollment in a course because of enrollment of an APSU employee.~~

~~Spouses and dependents of employees of APSU may be eligible for a student fee discount for undergraduate courses at State institutions and the University of Tennessee.~~

~~State institutions exchange funds for tuition fees of employees' spouses and dependents who participate in a State educational assistance program. Effective fall term 1990, the charging and exchanging of funds for maintenance fee discounts between State institutions and the University of Tennessee shall begin.~~

~~To the extent they are not reimbursed by the State, fee waivers for full-time State employees and fee discounts to children of certified public school teachers shall be accounted for as a scholarship.~~

## Out-of-State Tuition

### A. Description of Fee

1. This is an additional fee charged to students classified as non-residents who are enrolled for credit courses, including audit courses. This fee is in addition to the ~~maintenance fee~~; [mandatory fees](#).
2. Out-of-state tuition fee rates are established by the Board of Trustees and are incorporated in the annual fee schedule.
3. A separate hourly rate for out-of-state tuition will be set for undergraduate and graduate students.
  - a. While the per-hour rate for graduate students will be higher, the rates will be set so that a full-time graduate student and a full-time undergraduate student will pay approximately the same amount for out-of-state tuition.
  - b. A full-time student is defined as an undergraduate enrolled in 12 hours or a graduate student enrolled in 10 hours.
4. Applicability of out-of-state tuition is determined pursuant to APSU Policy 1:014. ~~The business office~~[Student Account Services](#) will collect fees based upon student classification as determined by the

appropriate authority within the University.

#### Accounting Treatment

~~A revenue account for out-of-state tuition is used for recording both credits for fees and debits for refunds. Other accounting is the same for out-of-state tuition as that outlined under Maintenance Fees except that separate out-of-state accounts are used.~~

~~In the case of fees not collected from students under grants and contracts, the same expense account under Scholarships and Fellowships may be used.~~

#### **Recruitment Focus Area Plan** **Recruitment Focus Area Plan (250-R)**

##### 1.A. Description of Fee

1. The 250-R rate is available to students who graduate from a high school located in a county within a 250 mile radius of APSU.
2. The out-of-state tuition rate charges to students eligible for 250-R will pay a reduced rate based on the state subsidy per full-time equivalent for the prior fiscal year. This rate will be capped at 12 hours for undergraduate and 10 hours for graduate students.
3. This plan does not impact students who otherwise qualify for the border county classification or other in-state residency qualifications.

- ~~2. The Recruitment Focus Area Plan has been made available to the University on an "opt-in" basis. Unless otherwise delegated, approval of a request to adopt the Plan would rest with the Board.~~
- ~~3. The Plan applies to admitted students (both undergraduate and graduate) who graduate from a high school located in a county within a 250-mile radius of the city in which the main campus of the University is located.~~
- ~~4. The out-of-state tuition rate charged to students eligible for the Plan rate will equal the University's state subsidy per full-time equivalent for the prior fiscal year. This rate would be capped at 12 hours for undergraduate students and 10 hours for graduate students.~~
- ~~5. The Recruitment Focus area rate does not impact students who otherwise qualify for border county classification or other in-state residency classification.~~
- ~~6. Participating institutions must adopt a process that permits reporting to the Board on the effect of the Plan.~~

~~B. Accounting Treatment~~

- ~~1. The maintenance fee and the out-of-state tuition should each be recorded as outlined in Maintenance Fees and Out-of-State Tuition Sections above.~~

**eRate**

A. Description of Fee

1. The eRate is available to students who enroll at APSU, who are classified as non-residents of Tennessee, and who are enrolled exclusively in online courses.
2. The eRate is 150% of the University's approved undergraduate or graduate ~~maintenance fee~~ mandatory fees.
3. The hourly rate will not be discounted for students receiving the eRate and enrolling in greater than 12 undergraduate hours or 10 graduate hours.
4. To qualify for an eRate, students must:
  - a. Meet all University admission requirements and must be verified as an online out-of-state student enrolled exclusively in courses delivered online by a procedure documented by the institution.
  - b. Out-of-state students in item 2 above refers to geographic location and does not include undocumented students living in Tennessee.
5. Students enrolled in any type courses other than online (on-ground, telecourse, hybrid, distance education, etc.) will not be eligible for the eRate specified in this policy and will instead incur traditional non-resident fees and charges.
  - a. Students who enroll in both online courses and other type courses and subsequently drop the other type courses will not then become eligible for the eRate.
6. The University enrolling eRate students as defined in this policy must provide a method to mitigate any negative impact on the opportunity for Tennessee student enrollment in online courses.

~~Accounting Treatment~~

~~The eRate is comprised of the maintenance fee and a 50% markup that represents the out-of-state tuition portion.~~

~~The maintenance fee and the out-of-state tuition should each be recorded as outlined in the Maintenance Fees and Out-of-State Tuition Sections above.~~

**Debt Service Fees**

- ~~A. The amount of debt service fees will be approved by the Board of Trustees. Separate rates are recommended based on~~



~~requirements of the University.~~

- ~~B. For simplicity of administration and communication, the University may combine debt service with maintenance fees in quoting fee rates, in fee billings and charges, and in making refunds.~~
- ~~C. Revenue from debt service fees will be recorded in the unrestricted current fund and then transferred to the retirement of indebtedness fund as either a mandatory transfer or a non-mandatory transfer. The portion of debt service fee revenue used for current year debt service will be reported as a mandatory transfer. Any additional debt service fee revenue will be transferred to the retirement of indebtedness fund as a non-mandatory transfer.~~
- ~~D. At the conclusion of the debt retirement for a given project, the debt service fee attributed to the project will cease. Any new project requires the approval of a new debt service fee on its own merits without the reallocation of any existing fee. Any continuation of fees necessary for renewal and replacement of a project for which the debt is totally retired must be approved for that purpose by the Board of Trustees.~~

#### **Student Fees**

- ~~A. A student government activity fee may be established pursuant to T.C.A. § 49-8-109. Any increase in this fee shall be subject to a referendum for student body approval or rejection. The fee will be administered in accordance with the provisions adopted by the University. These fees will be restricted current funds additions. These fees are refundable on the same basis as maintenance fees or as established by the University.~~
- ~~B. Student activity fees (other than student government activity fees) will be approved by the Board of Trustees. Such fees may be recommended by the University based on services to be provided which are related to the activity fee. These fees will be unrestricted current funds revenues. These fees are refundable on the same basis as maintenance fees or as established by the University.~~

#### **Technology Access Fees**

- ~~A. A fee shall be levied by the University for the purpose of providing student access to computing and similar technologies. It is refundable on the same basis as maintenance fees or as established by the University. The University shall establish designated revenue codes for~~

~~purposes of recording technology access fees. Organization codes will be used to identify technology access fee (TAF) expenditures.~~

~~B. Use~~

- ~~1. Technology Access Fees (TAF) are composed of two pools. Pool 1 represents the TAF prior to FY 1997-98 when it did not exceed \$30 annually. Pool 2 represents the difference between the current TAF rate and the pre-1997-98 TAF rate. Items 2 and 3 below shall apply to use of Pool 2 TAF funds.~~
- ~~2. The TAF should be used by APSU for direct student benefit, for items such as new and improved high technology laboratories and classrooms, appropriate network and software, computer and other equipment, and technological improvements that enhance instruction. Use of Pool 2 TAF is limited to the following items:~~
  - ~~a. Computers and other technical laboratory supplies, equipment, and software and maintenance.~~
  - ~~b. Network costs (WWW internet, interactive video, etc.)~~
  - ~~c. "Smart" or multimedia classroom equipment and classroom modifications.~~
  - ~~d. Lab and course staffing—student assistance for lab and classroom uses; universities are limited to a 12% maximum (Pool 2 current-year TAF revenues) and student employees only; for student employees.~~
  - ~~e. Renewal and replacement reserves as necessary.~~
  - ~~f. New machines for faculty use when faculty are actively engaged in developing and conducting on-line courses.~~
  - ~~g. Faculty and staff development directly related to the introduction or application of new technology which impacts students. These guidelines should have the flexibility to place instructional technology in a faculty lab where course materials are being prepared. For example, TAF funds can be used to create faculty labs to include the purchase of computers and to conduct faculty training and course development. (Travel costs for faculty and staff are excluded; however, consultants may be hired as needed for training.)~~
  - ~~h. Infrastructure (wiring, network, servers, etc.) necessary to provide students maximum computing capability. A ceiling is established of 50% of the total~~

- ~~project costs from which technology access fees can be used.~~
- ~~i. Expand technology resources in library, i.e., video piped anywhere on campus, interactive video room for distance education, network for web video courses.~~
- ~~j. Technology access revenue may only be spent for the campus where the funds are collected.~~
- ~~3. As part of the July budget process, the University shall prepare a detailed spending plan for the use of funds generated by the TAF. These spending plans shall be reviewed by the internal audit staff for compliance with TAF use guidelines and APSU policy.~~
- ~~4. The spending plan will be maintained by the University and will be updated throughout the year as needed. The President shall ensure that the spending plan is prepared. At the end of the fiscal year, a summary of the actual money generated and actual use of the money shall be prepared and maintained by the University.~~
- ~~5. Compliance with these guidelines will be audited by the internal audit staff and reported to the Board as determined by the internal auditor's annual risk-based planning process or other appropriate means.~~

## **Specialized Academic Fees**

- A. Certain academic programs require expensive maintenance/updating of equipment and software and the employment of highly qualified staff. The high costs of instruction for these programs can be offset by establishing specialized academic fees, with the Board's approval. To receive approval for a specialized academic fee, a program will be required to meet criteria 1. High Cost of Instruction as defined below. Additionally, the program should document meeting criteria 2.-7., as applicable.
  - 1. High Cost of Instruction. Programs qualifying for charging specialized academic fees must demonstrate that they are more costly than other programs offered by the University. If appropriate, the extraordinary cost of the program must be validated including benchmarking with similar programs in the region and nation.
  - 2. High Demand. The number of students enrolled in the program and the student credit hours generated are sufficient to justify additional fees.
  - 3. High Cost of Updating/Maintaining Equipment and Software. Programs qualifying for charging specialized academic fees are expected to be those that require extensive maintenance and regular updating of equipment

and/or software, all of which are very expensive. An average hardware/software cost per student credit hour serves as the basis for determining the amount of the fee.

4. Accreditation. Meeting standards of specific accrediting agencies may also qualify a specialized program for charging specialized academic fees. The accrediting standards that justify a fee are those that specify the possession and use of certain equipment and unique software that are extraordinarily costly and/or the employment of faculty with specific credentials that demand high salaries.
5. High Recognition and Quality. The programs approved for specialized academic fees are expected to be distinctive and with a regional or national reputation. The program must demonstrate that it has achieved exceptional recognition in its particular enterprise.
6. High Value to Tennessee. The program must demonstrate that it is a good investment for the State of Tennessee to justify charging extra fees to the student. The program should be distinctive and not one duplicated in other State institutions and should be of integral value to Tennessee. The graduates' earning potential and the associated benefit to the state economy should be projected, as well as the efforts taken by the University to aid graduates in finding appropriate employment in Tennessee.
7. Impact on Affected Students. Through surveys, questionnaires, or other suitable means, the program must demonstrate that the charging of additional fees will not diminish enrollment. The program should demonstrate that enrolled students realize that the potential earning power in the work force justifies their additional investment.

- B. The University must submit documentation of the above applicable criteria when requesting approval of a specialized academic fee. Specialized academic course fee revenues are limited to funding related costs accumulated in the instruction function.

#### **Miscellaneous Course Fees**

- A. All miscellaneous fees must be approved by the Board of Trustees. Fees for courses requiring special off-campus facilities or services do not require Board approval but should reflect the cost of the facilities or services.

## Incidental Fees and Charges

A. Incidental fees will be uniformly charged (or, if applicable, to the extent that they remain within the set range) at the University both as to the amount and condition of assessment. Charges are subject to approval by the President.

### ~~Uniform Rates and Policies~~

~~The following fees will be uniformly charged (or, if applicable, to the extent that they remain within the set range) at the University both as to the amount and condition of assessment. Charges are subject to approval by the Board of Trustees.~~

#### ~~Application Fee:~~

~~Undergraduate—Not less than \$5.00 or more than \$25.00.~~

~~Graduate—Not less than \$25.00 or more than \$75.00.~~

~~Graduation Fee: This fee shall be assessed according to degree level as follows and shall include the cost of the diploma and rental of academic regalia:~~

~~Associate Degree—————\$25.00~~

~~Baccalaureate—————30.00~~

~~Master and Specialist—————35.00~~

~~Doctor and Juris Doctor—————45.00~~

~~The fee is refundable only if the University has incurred no costs on the student's behalf. Other items may be included in the fee, as determined by the University. Additional fees may be charged for optional graduation-related activities or services.~~

~~Late Exam Fee: None~~

### ~~Institutions~~

~~Returned Check Fee: \$30.00 per check—nonrefundable. The University will charge a returned check fee that is the maximum set by state law. This fee will apply to all returned checks received by the University, whether from students, faculty, staff, or other parties. The Board will review state statutes each spring to determine any changes.~~

### ~~Other Fees and Charges Subject to Board Approval~~

#### ~~Institutions~~

~~The following fees may be assessed by the University. Specific rate recommendations will be developed separately by the University for approval by the Board of Trustees. In review of the recommendations, the Board will consider the consistency of fees for comparable services among institutions.~~

~~Motor Vehicle Registration—nonrefundable. A fee may be levied by the University per academic year, per fiscal year and/or per academic term for motor vehicle registration, and such fee shall be applicable to each student, faculty and staff member.~~

~~Post Office Box and/or Postal Service Fee—nonrefundable. This fee may be assessed for U.S. Postal services provided on campus to the student population.~~

~~Traffic Fines—nonrefundable. These fines will apply to all employees and students.~~

~~Applied Music Fees. This fee is charged for private music lessons or small group training sessions. It is refundable on the same basis as maintenance fees or as established by the University.~~

~~Late Registration Fee. A late registration fee up to \$100 will be charged during the entire period of late registration. The effective date of the fee will be determined by the University.~~

~~Facilities Fee. This fee will be used to improve facilities and fund expenditures such as replacing carpets in student lounges, remodeling classrooms, etc. The fee would not be used for routine maintenance or new construction, but would be used to make improvements to areas that have an impact on students. The intended projects will be disclosed during the normal budget cycles. The fee is refundable on the same basis as maintenance fees.~~

~~Transcript Fee. There will be no charge for transcripts; however, the University shall set a limit on a reasonable number of copies at any one time and may establish a nonrefundable charge for the cost of copying transcripts in excess of that number.~~

~~Fees and Charges to be Established and Administered by the University.~~

~~The following fees and charges may be established and administered by the University. No specific approval or notification to the Board of Trustees will be required unless subject to other Board or State requirements. The University will establish appropriate refund policies.~~

~~Sales of goods and services of a commercial nature, including bookstores, food services, vending, laundry and similar activities.~~

~~Rental of non-student housing and facilities.~~

~~Admissions fees to athletic and other events open to the public, including special events sponsored by campus organizations and activities.~~

~~Sales and services of educational activities such as clinical services, publications, etc.~~

~~Registration for conferences, institutes, and non-credit activities.~~

~~Fees for use of campus facilities for recreational purposes.~~

~~Parking permits and parking meters for use by guests and visitors.~~

~~Nonrefundable library fines, which will apply to students, faculty, staff, and other library users.~~

~~Thesis and dissertation fee—nonrefundable. The fee will be determined based upon cost to the University.~~

~~Child Care Fees—Kindergarten, Preschool, Early Childhood, Day Care, or similarly defined activities. The refund policy will be established by the University.~~  
~~Special Exam Fee—nonrefundable. The fee will be determined based upon cost to the University.~~  
~~Standardized Test Fees—nonrefundable. The fee will be determined based upon the cost for administering the tests.~~  
~~Identification Card Replacement—nonrefundable. There will be no charge for the original identification card. A fee may be set by the University to offset the cost of replacing the card. This fee applies only to student ID cards and not to faculty and staff ID's.~~  
~~Change of Course or Section Fee—nonrefundable. If the change is caused by the University, there will be no charge for the change. If two or more forms are used at one time, they will be treated as one change/form. The University may waive the fee for schedule changes.~~

## Deposits

~~Breakage deposits may be recommended by the University for Board approval for courses in which it can be shown that there is a reasonable chance of loss or damage to items issued to students. The amount of the deposit should be related to the materials issued and subject to a 100% refund.~~

- A. A deposit may be established by the University for rent or lease of buildings and facilities or for the issuance of other institutional property or equipment. Deposits should be subject to a 100% refund if no damage or loss occurs. The amount of such deposits should be related to the value of the facilities or equipment subject to loss and the general ability of the University to secure reimbursement should loss or damage occur.
- B. Pursuant to APSU Policy on Student Residence Regulations and Agreements (No. 3:004), the University is authorized to require a security deposit for residence hall facilities which may be forfeited by the student for failure to enter into a residence agreement or non-compliance with applicable agreement terms.

## ~~Student Residence Hall and Apartments~~ Room and Board

- A. All regular and special rental rates for student ~~dormitories~~ residence halls and student apartments will be approved by the Board of Trustees ~~President~~ upon the recommendation of the University. All meal plan rates will be approved by the President. ~~A \$5.00 late payment may shall be assessed.~~ The University may recommend special rates for non-student

groups during summer periods, etc.

- B. Pursuant to APSU Policies on Student Resident Regulations and Agreements (No. 3:004) and this policy, rental for ~~student dormitory or~~ residence halls and student apartments ~~units~~ shall be payable in full in advance of the beginning of a term. However, the University offers an optional payment plan under which a prorated amount of the rental shall be payable monthly in advance during the term. Specific provisions for the payment plan must comply with those cited in Policy No. 3:004. A monthly service charge and a late payment charge may be assessed. Residence Hall students can participate in either the deferred installment plan or the optional monthly housing payment plan. The University has the option of allowing students to participate in both the deferred installment plan and the optional monthly housing payment plan.

### **Other Fee and Charge Considerations**

The University may submit for Board of Trustees approval fees and charges not specifically covered by this policy when the establishment of a fee or charge is justified by the University.

1. Fees may be established to control the utilization of facilities and services or to offset the cost of extraordinary requirements as a result of specific programs or activities. [Reference APSU Policy on Access to and Use of Campus Property and Facilities (No. 1:019).]
2. When fees and charges are incorporated in agreements with outside contractors and vendors, specific rates, refunds and conditions must be clearly stated.
3. Fees for auxiliary services must take into consideration that Auxiliary Enterprises should be a break-even operation with rates and charges generating revenue sufficient to cover all expenses as defined in operating budget guidelines.
4. Fees established for non-credit courses and activities shall be sufficient to cover the total costs incurred in providing instruction plus a minimum of 25% of the annual instructional salary costs including contractual salary costs or personal services contracts.
5. Students enrolled for six or more hours are eligible for full-time privileges, i.e., access to social, athletic, and cultural functions, pursuant to T.C.A. § 49-8-109.

### **Refunds and Fee Adjustments**

- A. Adjustments to all fees and charges must be in accordance with the following provisions except as previously stated, or when required by federal law or regulation to be otherwise.



B. Pursuant to T.C.A. §§ 49-7-2301 and 49-7-2302, students called to active military or National Guard service during the semester are entitled to a 100% adjustment or credit of mandatory fees. Housing and meal ticket charges may be prorated based on usage.

C. ~~Maintenance Mandatory- Tuition~~ Mandatory Fees Refunds and Adjustments procedures will be posted appropriately on the website.

~~Refunds are 100% for courses canceled by the University.~~

~~Changes in courses involving the adding and dropping of equal numbers of SCH's for the same term at the same time require no refund or assessment of additional maintenance fees, unless the dropping and adding involves TN eCampus courses. The change of course fee would be applicable.~~

~~The fee adjustment for withdrawals or drops during regular terms (fall and spring) is 75% on the first day of classes through the fourteenth calendar day of classes and then reduced to 25% for a period of time which extends 25% of the length of the term. When the first day of the academic term falls on a Saturday, the 100% refund period is extended through the weekend until the following Monday morning (12:01 am). There is no fee adjustment after the 25% period ends. Dropping or withdrawing from classes during either the 75% or the 25% fee adjustment period will result in a fee adjustment of assessed maintenance fees based on the total credit hours of the final student enrollment.~~

~~For summer sessions and other short terms, the 75% fee adjustment period and the 25% fee adjustment period will extend a length of time which is the same proportion of the term as the 75% and 25% periods are of the regular terms.~~

~~All fee adjustment periods will be rounded to whole days and the date on which each fee adjustment period ends will be included in publications. In calculating the 75% period for other than the fall and spring and in calculating the 25% length of term in all cases, the number of calendar days during the term will be considered. When the calculation produces a fractional day, rounding will be up or down to the nearest whole day.~~

~~A full refund (100%) is provided on behalf of a student whose death occurs during the term. Any indebtedness should be offset against the refund.~~

~~A 100% refund will be provided for students who enroll under an advance registration system but who drop a course or courses prior to the beginning of the first day of class.~~

~~A 100% refund will be provided to students who are compelled by the University to withdraw when it is determined that through institutional error they were academically ineligible for enrollment or were not properly admitted to enroll for the course(s) being dropped. An appropriate official must certify in writing that this provision is applicable in each case.~~

~~When courses are included in a regular term's registration process for administrative convenience, but the course does not begin until later in the term, the 75%/25% fee adjustment periods will be based on the particular course's beginning and ending dates. This provision does not apply to classes during the fall or spring terms which may meet only once per week. Those courses will follow the same refund dates as other regular courses for the term.~~

~~The fee adjustment is calculated as the difference between (1) the per credit hour cost of originally enrolled hours and (2) the per credit hour cost of the courses at final enrollment after adjustments have been applied for all courses dropped. Adjustments are calculated at the full per credit hour rate less the fee adjustment credit at the applicable fee adjustment percentage (regardless of the original number of hours enrolled). Not all drops/withdrawals will result in fee adjustments. A \$100 administrative fee will be charged for all withdrawals.~~

#### ~~Out-of-State Tuition Refunds and Fee Adjustments~~

~~The fee adjustment provision for out-of-state tuition is the same as that for maintenance fees. The 75% fee adjustment period and the 25% fee adjustment period will follow the same dates as the fee adjustment periods for maintenance fees. When 100% of maintenance fees are refunded, 100% of out-of-state tuition also is refunded. Calculation procedures are the same as those specified for maintenance fees.~~

#### ~~Debt Service Fee Refunds~~

~~Debt service fees will be subject to the same refund policy as maintenance fees.~~

#### **Student Residence Hall/Apartment Rent and Deposit Refunds**

~~Refund of residence hall rent after registration will be prorated on a weekly calendar basis when the student is forced to withdraw from the residence hall:~~

~~Because of personal medical reasons confirmed in writing by a licensed physician, or~~

~~At the request of the University for other than disciplinary reasons. Full refund will be made in the case of the death of the student. Withdrawals for other reasons will be subject to the same 75%/25% amounts and time periods as maintenance fees. No refund will be made other than under the above conditions.~~

~~Residence hall reservations and breakage deposits will be refunded in full if:~~

~~The University is notified by a specific date which it establishes, but which may not be later than fourteen (14) calendar days prior to the first official day of registration,~~

~~The student is prevented from entering the University because of medical reasons confirmed in writing by a licensed physician, or~~

~~Residence hall space is not available. Full refund also will be made in the case of the death of the student.~~

#### **Meal Plan Refunds**

~~The University with meal plans should develop appropriate refund procedures.~~

### **Deferred Payment Plan**

~~The University is authorized to offer a deferred installment plan. The deferred installment plan is available for regular academic terms, but not for summer or other short terms.~~

### **Eligibility**

~~A. All students in good financial standing and with no outstanding account balances from previous terms are eligible to participate in the deferred installment program.~~

~~B. Students who have failed to make timely payments in previous terms may be denied the right to participate in the deferred installment program in additional enrollment periods.~~

~~C. The University may set minimum balances due for students to be eligible for deferred installment plan.~~

## Payment Terms

~~All awarded financial aid awarded, including student loans, must be applied toward payment of total fee balances before the deferred installment plan may be utilized. Two options are available for the remaining balance after financial aid and discounts are applied. The University elects to offer the following payment plans.~~

~~An initial down payment of 25% of the balance of tuition less any financial, scholarships, and/or third party assistance awards have been credited to your account plus the \$50 enrollment fee (non-refundable). The due dates for the additional three installments are:~~

~~Fall—October 1, November 1 and December 1~~

~~Spring—March 1, April 1, and May 1~~

## Service Charges and Fines

~~The University charges a service fee of \$50 to help defray administrative costs associated with the deferment program.~~

~~An additional late payment charge not to exceed \$25 will be assessed on each installment which is not paid on or before the due date and each 30 day period past the 2nd installment up to a maximum of \$100.~~

~~Withdrawals from classes will not alter any remaining balance due except to the extent that any refund may be applied.~~

## Revision Dates

APSU Policy 1:021 – Rev.:

APSU Policy 1:021 (previously 4:011) – Rev.: March 30, 2017

APSU Policy 1:021 – Rev.: September 14, 2015

APSU Policy 1:021 – Rev.: May 23, 2011

APSU Policy 1:021 – Rev.: February 8, 2006

APSU Policy 1:021 – Rev.: June 28, 2001

APSU Policy 1:021 – Rev.: September 26, 1994

APSU Policy 1:021 – Issued: August 1, 1986

## Subject Areas:

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
	<input checked="" type="checkbox"/>				

**Approved**

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President: signature on file

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**Agenda Item: D.**

**Date:** September 14, 2017

**Subject:** Approval of Campus Facility Master Plan Policy 1:026

**Action Recommended:** Approval by Voice Vote

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**Background Information:**

The Campus Facility Master Plan Policy 1:026 describes how the Master Plan will be used and how often the University should review the Master Plan. The policy also sets the requirements for the Master Plan based on the Tennessee Higher Education Commission's Master Plan Policy. The Campus Facility Master Plan will be approved by the Board of Trustees at the winter meeting.

**Proposed Implementation Date:** September 15, 2017

**Item Details:** See attachment.

**Austin Peay State  
University**

**Campus Facility Master Plan**

**Issued:** September 14, 2017

**POLICIES**

**Responsible Official:** Vice President for Finance and Administration

**Responsible Office:** University Design and Construction

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**Policy Statement**

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It is the policy of Austin Peay State University to have a campus facility master plan that addresses the multi-year facility needs of the University to accomplish the vision, goals, objectives and direction established within an approved academic or strategic plan and mission statement for the University.

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**Purpose**

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The campus facility master plan provides guidance for future construction, renovations, and maintenance projects necessary to provide quality instructional and service facilities.

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**Procedures**

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**Campus Facility Master  
Plans**

- A. The campus facility master plan must be reviewed and updated at least every ten (10) years. Once approved by the Austin Peay State University (APSU) Board of Trustees, the campus facility master plan and all subsequent revisions or updates must be submitted to the Tennessee Higher Education Commission for review and comment and then approved by the State Building Commission.
- B. The campus facility master plan should be internally reviewed at least every two years. If an update of the existing master plan is deemed necessary by the President, the campus must document the need and initiate a request to retain a professional consultant through the Tennessee Higher Education Commission and the State Building Commission.
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**Links**

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**THEC Master Plan Policy  
F4.1**

[https://www.tn.gov/assets/entities/thec/attachments/THEC\\_Policy\\_Manual\\_revised\\_July\\_27,\\_2017.pdf](https://www.tn.gov/assets/entities/thec/attachments/THEC_Policy_Manual_revised_July_27,_2017.pdf)

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**Revision Dates**

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APSU Policy 1:026 (previously 4:005) – Rev: September 14, 2017

APSU Policy 1:026 – Issued: March 25, 2017

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**Subject Areas:**

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
	<input checked="" type="checkbox"/>				

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**Approved**

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President: signature on file

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**Austin Peay State  
University**

**Campus Facility Master Plan**

**Issued:** ~~March 25, 2017~~

**POLICIES**

**Responsible Official:** Vice President for Finance and Administration

**Responsible Office:** University Design and Construction

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**Policy Statement**

It is the policy of Austin Peay State University to have a campus facility master plan that addresses the multi-year facility needs of the uUniversity to accomplish the vision, goals, objectives and direction established within an approved academic or strategic plan and mission statement for the uUniversity. ~~building development for the university's mission and enrolment growth, land acquisition and disposal, vehicular and pedestrian circulation, parking facilities, outdoor physical education, recreation and athletic facilities, utilities and landscaping.~~

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**Purpose**

The ~~C~~campus facility master plan provides guidance for future construction, renovations, and maintenance projects necessary to provide quality instructional and service facilities. ~~following policy is adopted by Austin Peay State University relative to the planning and design of facilities on the campus.~~

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**Procedures**

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**Campus Facility Master Plans**

- A. The ~~C~~campus facility master plan must be reviewed and updated at least every ten (10) years. Once approved by the Austin Peay State University (APSU) Board of Trustees, the cCampus facilityies master plan and all subsequent revisions or updates must be submitted to the Tennessee Higher Education Commission for review and comment and then approved by the State Building Commission.
- B. The cCampus facility master plan should be internally reviewed ~~by campus staff~~ at least every two years. If an update of the existing master plan is deemed necessary by the President, the campus ~~should~~ must document the need and

initiate a request to retain a professional consultant through the Tennessee Higher Education Commission and the State Building Commission. ~~through the Board of Trustees.~~

~~A. Campus facility master plans should be internally reviewed by campus staff at least every two years.~~

~~If an update of the existing master plan is deemed necessary by the President, the campus should document the need and initiate a request to retain a professional consultant through the Board of Trustees.~~

~~B. New master plans and updates shall be prepared by professional consultants appointed by the State Building Commission. They shall be approved by the Board of Trustees, submitted to the Tennessee Higher Education Commission for review and comment and approved by the State Building Commission.~~

~~C. New building construction or addition projects should be addressed in the master plan prior to the submission for funding to the Board of Trustees.~~

~~The costs of obtaining consultant services for campus facility master plans should be funded from University sources.~~

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### Links

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**THEC Master Plan Policy F4.1**

[https://www.tn.gov/assets/entities/thec/attachments/THEC\\_Policy\\_Manual\\_revised\\_July\\_27,\\_2017.pdf](https://www.tn.gov/assets/entities/thec/attachments/THEC_Policy_Manual_revised_July_27,_2017.pdf)

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### **Revision Dates**

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APSU Policy 1:026 (previously 4:005) – Rev:

APSU Policy ~~4:005~~1:026 – Issued: March 25, 2017

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### **Subject Areas:**

Academic	Finance	General	Human Resources	Information Technology	Student Affairs
	<input checked="" type="checkbox"/>				

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### **Approved**

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President: signature on file

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**Agenda Item: E.**

**Date:** September 14, 2017

**Subject:** Approval of Campus Property Acquisitions

**Action Recommended:** Approval by Roll Call Vote

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**Background Information:**

The Business and Finance Committee is responsible for recommending the approval of the lease, purchase, and disposal of real estate to the full Board of Trustees. APSU acquires property that is within close proximity of campus and that is a part of the Campus Facility Master Plan.

**Proposed Implementation Date:** Fall 2017

**Item Details:**

APSU is seeking Board approval in acquiring property that is in close proximity of campus that can be used to expand the campus foot print.