

Florida International University Equipment Use Fee

Policy

Florida Statute 7.003 (19)(e) authorizes each university Board of Trustees to establish fees and fines relating to the use, late return, and loss and damage of facilities and equipment.

Procedures

Any academic program seeking to implement an equipment use fee must submit an "Equipment Use Fee Request Form" documenting planned expenditures and the proposed cost per student. Justification for the fee must include how this equipment is considered specialized, how it is integral and required to the instruction of the course, and how this equipment will be used directly by the students. Fees should be proposed only for those courses which will be offered on a regular basis, rather than for one-time special topics courses.

Requests for new or revised fees must be approved by the academic dean. The forms are to be **submitted to the Academic Budget & Personnel office by the first week of March for the fee to be implemented at the beginning of the following academic year.** If approved, copies of the form will be submitted to the Registrar for incorporation into the course schedule and to the department. The equipment use fees are incorporated into the tuition and fees for the students who register for the course and then credited to the Activity ID of the department offering the course. Course fees are to be expended during the term collected.

All fees for a particular department or discipline will be deposited into a single Activity ID. The academic unit is responsible for ensuring that expenditures and revenues in the Activity are consistent with the original basis for the fees and that adequate records are maintained to track expenditures by course.

If an Activity ID does not already exist the department must submit a "New Activity ID Request Form" to the Office of the Controller. The form can be found on the Controller's website (<http://finance.fiu.edu/controller/index.html>).