

ADIA Fee Rules

ADIA FEES (Detail Code: T4XX; FOP 16Cxxx)

- ADIA Fees are deposited into a department fund (16CXXX)
- An ADIA Fee may be charged to any class type
- Multiple ADIA Fees may be charged to a class if warranted
- ADIA Fees, by statute, cannot exceed \$45 per Semester Credit Hour (SCH)
- ADIA Fees must be spent on the students that pay them
- Fund balance for an ADIA Fee FOP is only allowed to build if there is significant justification and if approval is granted by Financial Services and Provost.
- ADIA Fees are Bill Type—charged per SCH

SPECIAL INSTRUCTION FEES (Detail Code: varies; FOP 16Dxxx)

- Special Instruction (T6XX), Off-Campus Travel (TUXX) and Field Trip Fees (TYXX or TZXX) must represent the actual cost of the course expenses and must be validated each term
- Each course requires a separate fund for Special Instruction, Off-campus Travel and Field Trip Fees (16DXXX) to maintain appropriate segregation of revenue and expense for audit purposes
- Special Instruction Fees are Flat Type— a fixed amount regardless of SCH
- Field Trip Fee detail codes will determine if a fee is refundable or not of the student drops the course or withdraws from the term. Non-refundable fees will use TYxx detail codes. Refundable fees will use TZxx detail codes.

GENERAL FEE RULES

- SBS forms for new fees and other fee changes can be found on the SBS website, www.sbs.ttu.edu, under the Fee Requests menu item. New fees must be approved by the Provost
- Course-related fees are governed by OP 30.29, Texas Education Code 54.504 and the Global Fee Document available on the SBS website
- New fees will take longer to implement and a new course cannot be opened for enrollment until a fee is attached. As a result, departments are encouraged to submit these requests as early as possible.