
General Fee Rules

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.