



PURPOSE:

The purpose of this Health Sciences Center Operating Policy and Procedure (HSC OP) is to outline the policy and procedure for obtaining proper authorization and approval of all discretionary incidental student fees at Texas Tech University Health Sciences Center. A discretionary incidental student fee may not be established and/or charged for any function, activity, or program unless the activity has been approved by TTU HSC

- Summer II: Prior to March 1

This schedule allows sufficient time to enter data into the Banner Student System and test for accurate fee assessment prior to student registration and billing.

5. No subject fee may be announced or charged until it has been approved in accordance with the terms of this HSC OP. It is the responsibility of the academic area to communicate these fees to the students, including providing students with the purpose of the fee.
6. In addition to the procedures described above, each request for a _____ must be accompanied by thorough documentation justifying the need for an increase.
7. Please use Attachment B for assistance in determining if your request is for a discretionary incidental fee. Contact the Managing Director of Student Business Services if you need help making this determination.
8. Fees for special activities conducted under the sponsorship of the Division of Continuing Education and sales of goods and services by auxiliary enterprise operations are exempted from this HSC OP.