

UNIVERSITY OF KANSAS
OPTIONAL CAMPUS FEES POLICY
(Revised January 27, 2012)

The following process has been established for official recognition and special handling of Optional Campus Fees (OCF) available to students enrolling at The University of Kansas - Lawrence Campus:

Background:

The Optional Campus Fees' program was developed to enable the University to facilitate the collection and reconciliation of established fees charged for services or products traditionally offered during enrollment periods. Efforts to consolidate the process also benefited the student by providing one enrollment and payment location. A formal policy statement was put into effect February, 1987. The University's decision to initiate fee payment by mail (effective Fall 1992) provided an opportunity to further simplify the process for students and strengthen the collection and reconciliation of revenue by incorporating their selected Optional Campus Fees charges with the semester tuition bill.

Application:

Application to become an OCF must be submitted in writing to the Optional Campus Fees Committee through the Student Involvement and Leadership Center (SILC) in Room 400 Kansas Union. Applications must be received by January 15 (for inclusion in the spring semester enrollment for fall classes) and by August 15 (for inclusion in the fall semester enrollment for spring classes). There is no OCF program available for summer session enrollment.

Optional Campus Fees Committee:

The Committee is composed of one representative (or designated proxy) from the Office of the Comptroller, Office of the University Registrar, Office of the Vice Provost Student Affairs, the treasurer of the Student Senate, an additional student appointment (made by the Student Body President), and the Associate Director and one other representative from SILC (total of seven Committee members). The Associate Director of SILC will serve as the Chair of the Committee. An additional Bursar's Office representative who works directly with the Optional Campus Fees program shall serve as a non-voting staff/member to the Committee.

The Committee reports to the Vice Provost for Student Affairs. The Committee makes recommendations to the Vice Provost for Student Affairs, who in turn, makes the final decision regarding policy and committee recommendations.

Definition:

OCF is designed to provide students easy access to special services and consolidate the assessment of the charge(s) with a student's tuition billing. The service or product must be generated by a university administrative unit, KU affiliated organization (as defined by the Office of the Provost), or registered student/campus organization. The OCF process is not designed for fundraising activities, payment of membership dues, methods of generating operating monies, or promotions/advertising. Registered community groups are not eligible to participate in the OCF program.

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There are two exceptions to this policy: 1) Board of Class Officers' (BOCO) participation as an OCF predates the policy established in 1987 and has been authorized to continue as an OCF. 2) Student Legislative Awareness Board (SLAB) was administratively assigned as an OCF. The rationale was based on a Kansas Attorney General opinion and University General Counsel advice on prohibiting student activity fees to support off-campus lobbying activities. This alternative provides the avenue for student support and keeps funding segregated and records clear.

The following criteria will be used by the Committee in evaluating all applications. All criteria must be met.

1. The fee supports an authorized and established service or product at The University of Kansas. The service or product must be generated by a university administrative unit, KU affiliated organization (as defined by the Office of the Vice Provost for Student Affairs), or registered student/campus organization.
2. The service or product is available to a significant number of KU-Lawrence campus students. The student must be the recipient of the service or product.
3. Monies generated must be used for the purpose for which it is collected.
4. Each vendor must have an administrative manager of 'funds control,' who is a university or affiliate employee.
5. Vendor product/service must be in the best interest of the students and the OCF program. Continuation as an OCF vendor is subject to committee review.
6. The transaction must have the ability to be effectively handled and controlled if payment is by mail (through Student Financials).

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Advertising:

Approved OCF may be advertised through the following means:

1. All vendors may participate in the annual advertising plan developed by the OCF program. This could include, but not be limited to, University Daily Kansan advertising, mass email sent to KU students (Lawrence campus), video, brochures, etc.
2. Individual vendors may generate additional advertising at their own cost.
3. The email addresses provided to you are for the sole purposes of:
 - a) Notifying students to pick up the product purchased through the Optional Campus Fees process,
 - b) Emailing students and informing them of their product for the following year.

Any other use of these email addresses by the vendor is prohibited. If additional email contacts are desired, the vendor may submit a request through the established University procedure.

OCF Eligible to be Billed Through Student Financials:

The order process will designate only the fees approved through this policy for processing through Student Financials. The online order process is to be completed during the time of main enrollments and summer orientation. At all other times, orders must be placed at the vendor's office.

Policy Approved:

Dr. Tammara Durham Date
Vice Provost for Student Affairs