3.4.3 STUDENT BILLING

Last updated on: 

Formerly Known As Policy Number: 
34.6

Summary: 
To define the categories of fees and charges to the University’s student billing and how items are added.

Authority: 
Approved by the Vice President for Business Affairs & Chief Financial Officer and the Vice Provost for Budget & Auxiliaries Management

Applicability: 
All matriculated students including undergraduate, graduate, and the professional schools of Law, Medical, and Graduate School of Business.

Responsibility: 
The Board of Trustees sets tuition, room and board rates. See section 2.a(2) of Guide Memo 3.1.2 [1]: University Funds.

The Vice Provost for Budget & Auxiliaries Management approves the Health Insurance, Campus Health Service Fee, Telecommunications Fee, and the Document Fees.

ASSU fees are approved by the Vice Provost for Student Affairs on behalf of the President.

All other fee categories are approved by the Student Financial Policy Advisory Committee. Members of the Student Financial Policy Advisory Committee include the Senior Associate Vice President for Finance, Controller, Associate Vice Provost for Student Affairs and University Registrar, Vice Provost for Student Affairs, Vice Provost for Undergraduate Education, Director of Financial Aid, Senior Associate Vice Provost for Residential & Dining Enterprises, Vice Provost for Graduate Education, and Director of Student Financial Services.

The Student Financial Services Office is responsible for managing the billing and collection of tuition and fees from students.

1. Mandatory Fees

Definition: Mandatory fees are required for all students or for an identifiable population of students. 
Categories of mandatory fees include:

MANDATORY FEES
<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>RESPONSIBILITY FOR CHARGING THE ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition</td>
<td>Office of the University Registrar</td>
</tr>
<tr>
<td>Room</td>
<td>Residential &amp; Dining Enterprises</td>
</tr>
<tr>
<td>Board</td>
<td>Residential &amp; Dining Enterprises</td>
</tr>
<tr>
<td>Row Houses Board</td>
<td>Residential &amp; Dining Enterprises</td>
</tr>
<tr>
<td>Health Insurance</td>
<td>Vaden Health Center</td>
</tr>
<tr>
<td>Campus Health Service Fee</td>
<td>Vaden Health Center</td>
</tr>
<tr>
<td>Telecommunications Fee</td>
<td>IT Services/Residential Computing</td>
</tr>
<tr>
<td>Documents Fees</td>
<td>Office of the University Registrar</td>
</tr>
<tr>
<td>ASSU Fees</td>
<td>Associated Students of Stanford University</td>
</tr>
<tr>
<td>Course Materials Fees</td>
<td>Academic Dean of Department</td>
</tr>
<tr>
<td>P.O. Boxes: Freshmen</td>
<td>Student Services Center</td>
</tr>
</tbody>
</table>

2. Voluntary Charges

*Definition*: Voluntary charges are not mandated and the students elect to have these charges. Categories of voluntary charges include:

**VOLUNTARY CHARGES**

<table>
<thead>
<tr>
<th>CATEGORY</th>
<th>RESPONSIBILITY FOR CHARGING THE ITEM</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cardinal Dollars</td>
<td>Residential &amp; Dining Enterprises</td>
</tr>
<tr>
<td>IT Services (in-room Cable TV, software purchases, etc.)</td>
<td>IT Services</td>
</tr>
<tr>
<td>P.O. Box rentals (non-Freshmen)</td>
<td>Student Services Center</td>
</tr>
<tr>
<td>Stanford Card Purchases (bookstore supplies, printing, copying, etc.)</td>
<td>Student Financial Services on behalf of merchants</td>
</tr>
<tr>
<td>International mailing and shipping fee</td>
<td>Bechtel International Center</td>
</tr>
</tbody>
</table>
3. Penalties

Definition: Penalties are assessed to students who fail to comply with policy and guidelines. Categories of penalties include:

<table>
<thead>
<tr>
<th>PENALTIES</th>
<th>RESPONSIBILITY FOR ASSESSING THE PENALTY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Housing room damage</td>
<td>Residential &amp; Dining Enterprises</td>
</tr>
<tr>
<td>Late fees for late payment of University bill</td>
<td>Student Financial Services</td>
</tr>
<tr>
<td>Late fees for late submission of study list</td>
<td>Office of the University Registrar</td>
</tr>
<tr>
<td>Network reconnection fee (DMCA violation)</td>
<td>Information Security Office</td>
</tr>
<tr>
<td>Student ID Card replacement</td>
<td>Student Services Center</td>
</tr>
</tbody>
</table>

4. Adding Fees to the University Bill

Process: To request an item to the University bill, the Dean or Director of the requesting department will complete a service request document and submit it to the Student Financial Services.

The Student Financial Services office will review the request and make a recommendation to the Student Financial Policy Advisory Committee (SFPAC). Once approved by the SFPAC, Student Financial Services will work with the requesting department to place the item on the bill. This will include developing and implementing appropriate internal controls and processes for the appropriate funds transfers for the billable item.