

Loyola University

Business Process Documentation

Policy Title: Major and Course Fees	
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Primary Owner: Controller's Office	
Approval Date: November 25, 2025 (UBC)	
Revision Date: NA	
Purpose: To codify the allocation of fees derived from courses and majors	
Related Business Processes:	
Special Security Class(es) Required:	
Institutional Units Involved in Process: Records, Controller, Finance, Academic Affairs	
Definitions and Procedures:	
<ol style="list-style-type: none">1. "Fees" are any funds raised via student registration each semester, based upon individual courses, majors, programs, or colleges. Student Affairs, Athletics, and other fees are addressed by separate policies.2. Major fees (degree program) will be allocated as 80% to the sponsoring program (placed into a 12-account administered by the college, program, or department) and 20% to the university's general revenue. The latter amount is designed to cover general administrate expenses such as accounting, processing, college and university administrative support, and general overhead costs.3. Course fees (individual course or laboratory section) will be allocated as 90% to the sponsoring program (placed into a 12-account administered by the program or department) and 10% to the university's general revenue. The latter amount is designed to cover general administrate expenses such as accounting, processing, college and university administrative support, and general overhead costs.4. Fifty percent (50%) of billed fees will be distributed at the start of each term in which they are collected, based upon the number of students enrolled in a major or course. The remaining fifty percent (50%) will be distributed after the end of the drop/add period, based upon the number of students enrolled in a major or course upon that date. The second distribution shall be pro-rated to reflect student remaining in the course or major, minus any refund amounts.5. Funds should be expended in the fiscal year they are collected. Any unspent funds may carry over into the next fiscal year, depending on institutional needs and in coordination with the Dean, Provost and Financial Affairs, but shall be fully expended by the end of the second fiscal year after collection. In certain cases where funds will be used for capital expenses (e.g. laboratory equipment), funds may be transferred to 70-accounts with administrative approval.6. Fees collected based upon student registration shall be expended for purposes directly related to the student experience, such as course materials, guest speakers, field trips, experiential learning, or other educational expenses.	