**Course Fees and Student Expense Reimbursements**

*Last Updated: September 2018*

This document is intended for use by students and faculty at the Penny Stamps School of Art & Design at the University of Michigan to provide an overview of and protocol for course fees, refunds and student expense reimbursements. Any questions about this information or about the protocol should be directed to the Stamps School Chief Administrative Officer Mahendra Kumar at artdes-fin@umich.edu.

**1. What is a course fee?**

Course fees are charged, at the recommendation of faculty, when class activities exceed typical instructional costs. For example, course fees may be used to compensate guest speakers who visit and enhance course content, to purchase specific materials or supplies that students need to complete work required in the course, to cover transportation costs for class field trips, or for other similar purposes. Stamps course fees range from $20 to $350. The funds collected are used during the semester to benefit all students in the course and it is expected that all funds will be used. The School’s goals include never charging course fees unless they are needed and always dispersing all funds generated through course fees to the benefit of students.

**2. When can a course fee be refunded?**

When a faculty member realizes that the course fee charged to their students in a particular course will not be utilized, that faculty member is responsible for the swift rectification of this by initiating the Course Fee Refund Process. Timing does not allow for partial course fee refunds, only full refunds.

**Course Fee Refund Process Protocol**

**Step 1: Course Fee Refund Request**

**Role: Faculty**

Upon realizing that the course fees have not been used, faculty should send an email to artdes-fin@umich.edu detailing the following information:

- A request for the entire course fee in a specific course and specific section to be refunded to the entire class - **this must be done by week 10** of the semester to allow sufficient time for students to receive their refund.
- A class roster including student name, uniqname, and UMID numbers.

**Step 2: Forms**

**Role: Finance Team**

The Finance Team will use this faculty email to fill out refund forms. The Finance Team will also contact the students direct via email (with the faculty member on copy) when the forms are available to be picked up from the Finance Office.

**Step 3: Form Pickup + Delivery**

**Role: Students**

Upon receiving an email from the Finance Team, students are responsible for picking up the completed forms from the Finance Office. They are also responsible for delivering the forms to the Cashier's Office in the **Student Activities Building (SAB)** on Central Campus to receive the funds. The address: 515 Jefferson Street.
3. What is a Student Expense Reimbursement?
   In some cases, students who pay course fees for a specific course as part of their course registration also end up spending money out-of-pocket to purchase project supplies for the same course. In these cases, students can request a reimbursement from that course fee already paid. Some rules of thumb to follow when seeking expense reimbursement:
   ● Only expense receipts for legitimate project related expenses can be reimbursed.
   ● These expense reimbursements cannot exceed the amount of course fee paid by the student at the beginning of the term.
   ● Personal hygiene and consumable products cannot be reimbursed.
   ● Expense reimbursements would follow university guidelines and policies set forth in the Standard Practice Guide of the University of Michigan.
   ● Reimbursements cannot be facilitated without receipts.

Student Expense Reimbursement Protocol
   **Step 1: Initiating the process**
   **Role: Student**
   If a student is in need of an expense reimbursement, they need to complete the Receipt Reimbursement Form (available online or from the finance office) and attach the relevant receipts and information. The instructor for the course needs to sign off on the form and on each of the receipts that is attached. All expense receipts need to be submitted to the Stamps School Finance Office within 30 days of the date of purchase printed on the receipts.

   **Step 2: Payment**
   **Role: Finance Team**
   The reimbursement will be paid to the student by check and sent to the address indicated on the Receipt Reimbursement form.