

## Distance Learning Fees for On-line Courses or Sections for In-Residence Students

The following authorization for student fees is contained in the 2010 Florida Statutes, 1009.24, 17(a), 17 (b), 17(c).

*A state university may assess a student who enrolls in a course listed in the Florida Higher Education Distance Learning Catalog a per credit hour distance learning course fee. To qualify at least 80% of the direct instruction is delivered using some form of technology when the student and instructor are separated by time or space or both. The amount of the fee may not exceed the additional costs of the services provided which are attributable to development and delivery of the distance learning course.*

There is nothing in the statute that requires the course in question to be delivered “at a distance”. Therefore, courses that are delivered on campus to residential students that meet the state’s statutory criteria can be qualified for a distance learning course fee. The constraint is **the fee must be justified on a cost recovery basis, i.e., it may not exceed the additional costs associated with using this platform option.**

The guidelines to be followed in requesting and delivering a course or section with a “distance learning fee” are:

1. Any college may apply for approval of a distance learning fee (DLF) provided the 80% criterion is met.
2. Applications must be submitted through PeopleSoft to the Distance Learning Advisory Committee (Self-funded Workgroup) see pdf instructions “to submit a distance learning fee request”
3. The committee will review and recommend action to the authorizing authority (Provost).
  - a. Application information required will include the per credit hour fee requested. This fee may not exceed the **additional** costs for services provided which are attributable to the development and delivery of the distance learning content. Requests will require detailed cost recover analysis.
  - b. All DLF courses/sections will be subject to end of academic year review of costs incurred and fees collected. The enabling regulation **does not** permit an above cost residual.
4. All courses that charge a Distance Learning Fee (DLF) for enrollment in any sections must be listed in the Florida Distance Learning Catalog (FDLC). Enrollment in such courses is open to qualified student on a non-degree seeking basis. The process for compliance with this regulatory requirement consists of the following:

- a. The approval of an application to apply a DLF to a course (or sections of a course) will result in an upload of the relevant course information into the FDLC by the Distance and Continuing Education staff. The offering unit will be copied on the upload
- b. Any student meeting the University catalog specified pre-requisites is entitled to admission and the unit is obligated to offer such students a fully functional online learning experience.
- c. Applications for enrollment as a non-degree seeking student/transient student will be submitted to the Office of the University Registrar and subsequently forwarded to the unit (and or College) for notification and approval. The approved paperwork is then forwarded back to the Registrar for final processing.