DISTANCE LEARNING FEES – GUIDELINES & PROCEDURES

There has been statutory authorization for Distance Learning Fees since 2008. The original statute was modified in 2009 with the requirement that:

For purposes of assessing this fee, a distance learning course is a course in which at least 80 percent of the direct instruction of the course is delivered using some form of technology when the student and instructor are separated by time or space, or both.

The amount of the distance learning course fee may not exceed the additional costs of the services provided which are attributable to the development and delivery of the distance learning course. [F.S. 1009.24 (17)(b)].

Compliance with the statutory requirements has, by default, been delegated to the units responsible for course development and delivery. The following guidelines and procedures are in place to align with the statutory requirements.

GUIDELINES

• All requests for the Distance Learning Course Fee must pass the test of “additional costs of the service provided which are attributable to the development and delivery of the distance learning course.” In this respect:
  • These are marginal costs at the course level, not the program level.
  • These are costs for development and delivery, not for demand analysis and creation.
  • The basic support costs for the students in such courses are paid through the tuition charge and other student fees.
  • All expenditures of Distance Learning Course Fees must be for the purposes associated with this list of Fee Items:
    o Course Production Staff
    o Course Production Expenses
    o Graduate/Teaching Assistants
    o Hardware - Depreciation Sch Req
    o IT Support Costs - expenses
    o IT Support Costs - Payroll
    o OPS
    o Online Proctoring
    o Software
    o TA Fee Waivers
    o Other - must have written authorization by the Dean of the relevant college.
  • The following are examples of types of expenditures that are not eligible for such funding:
    o Advertising/marketing
    o Telephones
    o Travel
    o Food Budgets
  • All salaries, benefits, and other personal services (including appointment of Teaching Assistants) must be appropriately allocated to the relevant course. Any allocative protocol must be based on an acceptable joint or common cost standard.
• Development is generally an upfront cost. Any allocation beyond first presentation must represent an appropriate allocation of the useful life of the actual development.

**DISTANCE LEARNING COURSE FEES**

The following instructions will walk you through the process of completing the online request for distance learning course fees. Before you begin, please review the Distance Learning Policies.

**NAVIGATION**

Login into myUFL and navigate to:

Nav Bar > Main Menu > Student Information System > Student Financials > Tuition and Fees > Class/Fee Request > Distance Learning Fee Request

**DISTANCE LEARNING COURSE FEES**

1. Click the **Add a New Value** to start a new request form.

   ![Distance Learning Fee Request](image)

• If you have an existing request, use the search feature to find and update or edit your existing request.
2. Enter the **Copy From Request ID** number if you have a previous year and term form that you would like to use and only make edits for the new term. (You cannot copy over form numbers from the old system.)

- You can enter the last distance learning fee from the ID number in this field and click the copy button. This will pull the information from that form to the screen where you can edit and resubmit with changes for a future term.

3. Enter the **Academic Organization**, the department responsible for the course or the Dean’s Office that will be in the approval path.
4. Enter the **Revenue Department**. The Revenue Department is the department that will be used on the General Ledger transactions to deposit the money.

5. Enter the **Department Flex number**. This is the 52XXXX number for the specific account that you wish for your distance learning fee to deposit the revenues into. If you do not know what this number is check with your finance contact for your department or college.

6. Enter the **Term**.
7. Enter your **Contact Information**.

8. The Fee Per Credit Hour is calculated by the information you enter on the form.
9. Enter the **course information**.

- Use the Plus (+) icon to add another course, if needed.

10. Enter your **justification for each of the questions** about your distance learning fees.
- You can save your form without anything entered in the justification fields however when you are ready to submit your form for Dean’s Level Approval you will receive an error if you do not have something entered in all three of the fields below.
11. Enter any additional Comments.

12. Click Save.

ADDITIONAL QUESTIONS

For assistance with processes or policies related to Distance Learning Course Fees, contact:

Office of Distance and Continuing Education
cnewsom@dce.ufl.edu
352-294-0851