

## **Technology Fees (University System of Georgia Business Procedures Manual)**

Technology fees are charged by all institutions. Financial accounting for technology fees is addressed in BPM Section 2.9. There are two basic principles governing use of student technology fees:

1. Student technology fees should be used to supplement normal levels of technology spending. Institutions should be able to provide evidence that overall institution technology expenditures clearly reflect that expenditures based upon fee revenues are above and beyond normal levels.
2. The focus of student technology fees should be on technology related to either academic outcomes or instructional objectives. Distinctions should be drawn between expenditures for administrative applications or scientific and laboratory equipment, and instructional technology. Technology fee revenues should be used for the primary benefit of students by:
  - Directing expenses to assist students in meeting educational objectives of their academic programs;
  - Ensuring that there are sufficient campus software licenses, so that students have easy access to technological tools needed in their chosen disciplines;
  - Ensuring that computer labs used by students are adequately equipped and have sufficient network bandwidth and appropriate internet access;
  - Providing training for students in the use of computing and networking resources, when needed. Generally, faculty and staff training should be paid for from general operating funds, but faculty and staff may avail themselves of student training sessions if space permits.
  - Leveraging with other funds to yield greater resources for students; (Technology fee revenues may be combined with another fund source(s) to make purchases that will enhance technological resources provided to students).
  - Providing new staffing only when it will clearly add documented value for students.

**Under no circumstances may technology fees be used to fund existing positions that would otherwise be cut from an operational budget, nor should technology fees be used to fund general computing and networking positions that have a significant administrative or research support component.**

Generally, technology fees should not be used to acquire general supplies or software or hardware products for faculty use. General operating funds should be used for these purposes, unless there is a demonstrated and direct value to students which would justify use of technology fees.

Also, technology fees should not be used to purchase technological resources that will be used for administration purposes. System hardware, software, and other related costs that do not have a direct impact on academic outcomes and/or instructional objectives should be paid from general operating funds.

Source: [https://www.usg.edu/business\\_procedures\\_manual/section24/C2050/](https://www.usg.edu/business_procedures_manual/section24/C2050/) September 10, 2020