

Equipment Use Fee Development Guidelines

The following are the University of Florida guidelines for the development of the per credit hour fee that units are allowed to charge for courses that use equipment in the educational process as allowed by the Florida Statutes FS 1009.24(13)(n).

- 1) Equipment is defined as: Significant equipment that is used to prepare students for their career or profession and is used for instructional purposes only with direct use by the students.
 - a. Significant equipment includes but is not limited to: microscopes, testing equipment, pianos, PA system, video equipment.
 - b. Equipment does not include any general purpose computer equipment, furniture, vehicles used for general purpose or transporting students, copiers or networking infrastructure.
 - c. This is not a tech fee and cannot be used to cover computers
 - i) The exception is for computers that are an integrated part of the equipment and used to manage or control the equipment and does not have other general purposes.
 - d. Colleges are required to complete one Equipment Use Fee Request Form for each pool of laboratory, room or major equipment requesting Equipment Use Fees.
 - e. Pools consist of all equipment to be assessed for a particular course or set of courses or represent a "laboratory".
 - f. Individual courses may only be assessed for one pool of equipment.
- 2) Colleges must provide auditable records to show use of the equipment and methods used to calculate the percentage of use attributed to the Equipment Fee.
 - a. These records should include schedules, usage logs, syllabi, etc.
 - b. Only the percentage of the equipment use fee that can be attributed to the class use can be included in the fee. (e.g. if the total costs equals \$100,000 per year – and an 80% use can be documented – then \$80,000 can be used in the fee calculation).
 - c. Only direct contact with equipment should be counted as participation, no passive contact is to be considered.
 - d. Student credit hours will be obtained using Institutional Research SCH Cube. An explanation must be provided if there is a difference between the Institutional Research SCH Cube and the hours to be assessed.
 - e. Deans may determine a lower, more appropriate fee to be charged. An explanation must be provided to document any changes in fee.
 - i) Combined lab and lecture course hours should be separated to assess fees to direct use hours only
 - ii) Studios with variable credit hours may use a standard number of credit hours to be assessed
- 3) Calculation of Fees
 - a. The University has chosen to apply these fees to undergraduate courses only.
 - b. The replacement cost divided by useful life, maintenance and insurance are added together to determine the total annual cost of the equipment. The total annual cost of the equipment is then divided by the number of assessable credit hours and the annual enrollment per course and percentage of use to determine the Equipment Use Fee by credit hour.
 - c. Final determination of the approved fee is to be made by the Provost Office.

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4) Spending Rules:

- a. Deans will determine the priority of spending within the pool for funds collected by the Equipment Use Fee fund.
- b. All expenditures will be made from the approved Equipment Use Fee Request form.
- c. Colleges are responsible for the administration of replacement reserve and maintenance schedules.
- d. Replacement equipment to be purchased that is not approved on the Equipment Use Fee Request Form must fulfill the intended function of the specified equipment item.
- e. Specific equipment must be identified in the description field when using the Equipment Use Fee funds.
- f. All pool revenues and expenses will be identified using deptflex in the PeopleSoft Financial System.
- g. The college will be responsible for providing other funding if the expense is unable to be linked to a specific approved piece of equipment.

5) Addition/Revision of Equipment Use Fee:

- a. The Equipment Use Fee Request Form will be submitted to the Office of the Provost for final approval and adoption of fees at least six months prior to the beginning of a term.
- b. Revised Equipment Use Fee Requests should be submitted to the Office of the Provost when technology change is imminent or an item needs to be added or removed.
- c. Equipment Use Fee Requests will be reviewed and approved by the Provost Office prior to implementation of fees or expenditure of funds.