

Pass Through Fee Process

Students will be responsible for reimbursing the College for payments made to third parties on their behalf for charges such as online access for distance education courses, telecourse rental fees, student malpractice insurance, etc. (<https://www.dtcc.edu/admissions-financial-aid/tuition-fees>)

To add or change a pass through fee to a course:

1. Collegewide instructional directors or department chairs identify need for a new pass through fee or a change to a current pass through fee. Program lead completes and signs [Pass Through Fee Request Form](#) verifying collegewide approval to request the new fee or fee change.
2. Program lead submits form to their dean of instruction. Dean circulates form to all deans of instruction. Deans where the course and/or program is offered provide approval by signing this form; where the course and/or program is not offered, deans sign and check Check here if not applicable. The signed form is sent to the assistant to the vice president for academic affairs.
3. The vice president for academic affairs reviews the information. If approved, the signed form is sent to the vice president for finance for review and final approval.
4. If approved, the assistant to the vice president for academic affairs notifies the directors of business services, registrars, data manager assigned to pass through fees, curriculum analyst, and all deans of instruction that the fee is approved. These departments record, apply, communicate, and verify the fee according to their respective processes.

Deadlines

Submit pass through fee requests in accordance with the following schedule to allow time for all approvals and to include pass through fees in the required systems prior to registration.

Form must be submitted by program lead to their campus dean of instruction by: January 1 for summer or fall semester and by August 1 for spring semester.

Form must be submitted by dean of instruction to the assistant to the vice president for academic affairs by:

February 1 for summer or fall semester and September 15 for spring semester.

Questions

Questions about pass through fees should be directed to your campus dean of instruction's office.

Location of Pass Through Fee Request Form

The form is housed on [E-files](#) in the Curriculum Forms folder. Downloading the form will activate the digital signature fields.