**Field Experience Fee Policy**

**The University of Southern Mississippi**

Under IHL Board Policy 702.02(C), fees are allowable for supplies, activities or services made available to students. Field Experience fees are fees charged to cover certain costs associated with a specific exercise driven field excursion course, in excess of those covered by general tuition.  These programs typically are short term trips within the United States. The field experience fee will be charged per course, and will be shown in the student account summary as a separate charge not included in tuition. These charges will only be present for those programs that have received proper approval from the administration of The University of Southern Mississippi.

These fees may be used for a variety of purposes; however they must be unique and directly relate to actual expenses of the course. Examples include but are not limited to: costs associated with transportation, meals, lodging, entrance/admission fees, tangible goods or other items of value retained by students during the course of the class, and costs associated with specialized equipment, supplies, or expendable products required for the class.

Proceeds from approved field experience fees shall be restricted to and used solely for those reasons specified in the Field experience Fee Request form. At no time shall these fees be used to pay for costs that are normally covered by the department’s regular budget such as salaries and wages for faculty (including adjuncts) or staff, student scholarships, travel expenses (unless related to the actual field experience trip), and normal consumption of materials purchased by the department during the regular course of a field experience.

Departments requesting revenues from field experience fees must complete a Field experience Fee Request form available on Business Services website at http://eduprod.usm.edu/business-services/forms-and-policies. The form is for new field experience fee requests or for changes to current field experience fees. The form must contain justification for the additional fees or for a change in fees, including revenue projections and a detailed breakdown of expenses associated with the field experience.

Field experience Fee Request forms must be approved by the Department Chair and submitted to the Dean by February 1 for the upcoming academic year (fall, spring, summer). Once approved at the Dean’s level, the paperwork should be submitted to the Provost no later than February 15. Once approved by the Provost and Vice President for Finance and Administration, it will be the department’s responsibility to communicate the field experience fee costs to field experience applicants. All revenue generated by field experience fees must be deposited to a departmental field experience fee budget within the designated fund. This budget must be established prior to making the request for new field experience fee.

Each Dean has oversight responsibility to ensure the field experience fee revenue is being used as intended.   A financial report for each department charging a field experience fee must be submitted to the applicable Dean at the end of each fiscal year. These reports will be retained by the Deans and made available for review by the Provost upon request. The Field experience Fee Financial Report template is available on the Business Services web site. Improper use of proceeds from field experience fees by a department may result in the decrease or removal of those specific fees.