

# Oklahoma State University Policy and Procedures

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| <b>USE OF COST OF EDUCATION ALLOWANCE</b> | <b>1-0115<br/>GENERAL<br/>UNIVERSITY<br/>October 2019</b> |
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## **GENERAL STATEMENT**

1.01 Students often incur certain mandatory costs that extend beyond tuition and fees. Generally, these costs may be considered as a cost of education. In some cases Oklahoma State University, or a funding agency, will provide a monetary allowance as part of a fellowship awarded to an individual to study at Oklahoma State University. This “cost of education allowance” award is offered as a supplemental award used to defray educational costs not usually provided through traditional tuition and fee waivers.

## **POLICY**

2.01 Cost of Education Allowance awards shall be used to pay nonrefundable education costs that are not usually provided through traditional tuition and fee awards.

2.02 Any portion of the Cost of Education Allowance remaining after payment of the fellowship student's mandatory tuition, nonrefundable fees, and other costs of education that are not deemed payable to the student shall be returned to the funding source.

## **PROCEDURES**

3.01 When funds are available and appropriate to provide a Cost of Education Allowance, project directors or academic program directors of training grants or fellowship programs are to notify the Director of Grants and Contracts Financial Administration in writing (through the appropriate college or administrative channels) of each trainee or fellow whose fees are to be paid from grant, fellowship, Cost of Education Allowance funds, or other similar sources. The Graduate College, in the case of a graduate student, must also be formally advised. A copy of this information must be forwarded to the Office of the Bursar.

3.02 The information requested above is due in the Grants and Contracts Financial Administration Office no later than ten days prior to the first day of class in each semester or instructional period. Care must be exercised in each case to be sure that the sponsor approved such costs.

3.03 It shall be the responsibility of the project director or academic program director to notify the fellowship recipient/trainee participating in the program of any fees that are authorized to be paid by a grant, fellowship, contract, or Cost of Education Allowance, and also notify the student of personal or optional fees that should be paid by the student.

- A. Enrollment fees may vary by student classification, college of enrollment, course fees or other defined criteria. However, all mandatory or required fees are approved annually by the State Regents. These fees may qualify to be paid from a Cost of Education Allowance when and if the payment of these fees are authorized by a granting agency.
- B. Certain fees are optional and are incurred at the student's discretion and/or choice. These optional fees may include room/board, additional health insurance, parking permits, athletic and or theater ticket purchases. These optional fees, unless specifically and conspicuously allowed by the sponsoring agency, will not be paid under a Cost of Education Allowance.
- C. Supplies and/or equipment are generally the responsibility of the student unless the sponsoring agency specifically and conspicuously agrees to provide funding for these items.

3.04 If a student becomes ineligible to participate in the program for any reason and/or otherwise becomes ineligible for the Cost of Education Allowance, the project director or academic director must notify the Office of the Bursar, Grants and Contracts Financial Administration, and in the case of a graduate student, the Graduate College, of the change in status.

Effective:  
November 1, 1974

Revised:  
September 1974  
July 1982  
November 2007  
October 2019