DIN: 5140–1–01  
Title of Policy: Learner Technology Fee

**Policy**
Northwest Technical College shall assess on a per-credit basis a technology fee as outlined in the Technology Master Plan. Proceeds from this fee shall be used to support the personnel, hardware, software and technical infrastructure of the College.

**Purpose**
The purpose of this policy is to:

1. Define the categories of information technology expenses that are applicable to the learner technology fee.
2. Inform learners and employees about the processes and procedures used to determine the level (price) of the learner technology fee.
3. Familiarize learners and employees with the processes and procedures used to determine the budgeting and tracking of the learner technology fee.
4. Define the role of the technology committees in relation to the learner technology fee expenditure.

**Responsibility**
The table below describes responsibilities for this policy:

<table>
<thead>
<tr>
<th>Group/Individual</th>
<th>Responsibility</th>
</tr>
</thead>
<tbody>
<tr>
<td>President</td>
<td>Annually approve the learner technology fee.</td>
</tr>
<tr>
<td>Provost</td>
<td>Conduct learner consultation in accordance with MnSCU policy 2.3 Student Involvement in Decision-Making</td>
</tr>
<tr>
<td>Chief Information Officer</td>
<td>• Coordinate annual Technology Master Plan development</td>
</tr>
<tr>
<td></td>
<td>• Manage technology-fee budget</td>
</tr>
<tr>
<td></td>
<td>• Consultation with Campus Government</td>
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<tr>
<td>Campus Government</td>
<td>Appointment of learner representatives to serve on Technology Committee. Consultation on technology fee in accordance with MnSCU procedure 5.11.1 Part 3, Subpart L</td>
</tr>
</tbody>
</table>

**Supporting References**
Listed below are document(s) that support this policy:
- Policy: Information Technology Plan Policy (DIN 5100-1-01)
- Policy: Technology Committee Policy (DIN 5120-1-01)

**Compliance References**
- Check here if policy should appear in campus handbook: X

The most current documentation is electronic; therefore, please discard printed copy after 24 hours. This does not apply to completed forms which are records.
Listed below are references to compliance requirements (e.g. MnSCU policy, federal regulations).

**MnSCU Policy 5.11 Tuition and Fees**

**MnSCU Board Procedure 5.11.1 (Fees) Part 3, Subpart L – Technology Fee**