

Georgia Institute of Technology Allowable Costs for Technology Fees

Source: Board of Regents *Business Procedures Manual*, [Section 24.3.1](#)

Authorized Usage

There are two basic principles governing use of student technology fees:

Student technology fees should be used to support and supplement normal levels of technology spending. Institutions should be able to provide evidence that overall institution technology expenditures clearly reflect that expenditures based upon fee revenues are above and beyond normal levels.

The focus of student technology fees should be on technology related to either **academic outcomes** or **instructional objectives**. Distinctions should be drawn between expenditures for administrative applications or scientific and laboratory equipment, and instructional technology. Technology fee revenues should be used for the primary benefit of students by:

- Directing expenses to assist students in meeting educational objectives of their academic programs;
- Ensuring that there are sufficient campus software licenses, so that students have easy access to “technological” tools needed in their chosen disciplines;
- Ensuring that “computer” labs used by students are adequately equipped and have sufficient network bandwidth and appropriate internet access;
- Providing training for students in the use of computing and networking resources, when needed. Generally faculty and staff training should be paid for from general operating funds, but faculty and staff may avail themselves of student training sessions if space permits.
- Leveraging with other funds to yield greater resources for students; (Technology fee revenues may be combined with another fund source(s) to make purchases that will enhance technological resources provided to students).
- Providing new staffing only when it will clearly add documented value for students. **Under no circumstances can technology fees be used to fund existing positions that would otherwise be cut from an operational budget, nor should fees be used to fund general computing and networking positions that have a significant administrative or research support component.**
- It is the policy of Georgia Institute of Technology that personal services are not allowed on technology fees.
- Please refer to the [GT Allowable Cost Matrix](#) for additional guidance.

Generally technology fees should not be used to acquire general supplies or software or hardware products for faculty use. General operating funds should be used for these purposes unless there is a demonstrated and direct value to students which would justify use of technology fees.

Also, technology fees should not be used to purchase technological resources that will be used for administration purposes. System hardware, software, and other related costs that do not have a direct impact on student instructional objectives should be paid from general operating funds.