

NSIT Academic Technologies

POLICY: Eligibility and Fee Policy for Services and Resources

NUMBER: ATeligibility-2

EFFECTIVE: 16 December 2004

Any individual that meets the criteria of a "Regular User" as defined by the *University of Chicago Eligibility & Acceptable Use Policy for Information Technology* (<http://www.uchicago.edu/docs/policies/eaup/>) is considered eligible for services offered through Academic Technologies. At the discretion of the unit Director, Senior Director for Academic Technologies, or CIO, select services may be available to "Special Users," including groups or organizations affiliated with or conducting activities at the University of Chicago. For the purpose of this policy, these two classes of users shall be collectively referred to as the "Campus Community."

Regardless of the type of activity or resources required, all services are available to the Campus Community with priority given to the instructional needs of Registrar-scheduled courses followed in order by research and scholarly projects, non-RSC academic events, and other campus activities and needs. Each service and resource is offered for a fee, and fees are assessed to those individuals or groups that do not qualify for a fee waiver. Waivers are commonly granted, but the scope of waivers varies from unit to unit and from type of resource to activity, and may be revoked in writing at any time. Across Academic Technologies, waivers fall into two categories:

1. Registrar-Scheduled Course (RSC) Waiver: fees are waived for a RSC for a reasonable and defined period immediately before, during, and after the course time listed in the online Time Schedules of the University Registrar. This waiver is transferable to individuals designated in advance as proxies for the instructor of the particular RSC. At the discretion of Academic Technologies, an RSC waiver may be extended to cover course-specific activities such as film screenings or dissertation and thesis defenses, but may not include activities of a broad nature including (but not limited to) departmental or general lectures, workshops, seminars, colloquia, etc. To be eligible for an extended RSC waiver, documentation is required and should minimally include a published course syllabus or letter signed by the dissertation/thesis advisor indicating the defense date and time.
2. Project Waiver: fees are waived for activities that make substantial use of services and/or require access to specific resources of an Academic Technologies' unit. To be eligible for the waiver, the activity must be clearly defined in writing, sponsored by a full-time staff member of Academic Technologies, and approved by the director immediately responsible for the service and/or resource. This waiver is non-transferable.

For activities that do not qualify for a waiver, fees are assessed and charges based on the nature and type of activity. In general, Regular Users may qualify for the discounted Campus Rate. This rate applies to activities directly related to the academic and administrative business of the University. Only a Form-62 will be accepted as payment for Campus Rate activities. The Event Rate applies to Special Users and activities that involve off-campus organizations, outreach, special events, etc. A Form-62 or a business check will be accepted for Event Rate activities. Under no circumstances will personal checks or cash be accepted. All payments must be made in advance as services will not be confirmed or made available until payment is received in full.

Given the varied services offered by Academic Technologies, units may set additional rate and eligibility criteria beyond those outlined in this policy.

APPROVED: Chad J. Kainz, Senior Director for Academic Technologies

DATE: 16 December 2004