

SECTION 6. Finance and Investment

6.6 Administrative Fee Policy

6.6.1 Purpose

This policy is established to clarify which administrative fees are to be charged to different classes of gifts; annual gifts, capital gifts, annual scholarships and planned gifts. Other administrative fees are addressed in the Endowment Policy.

6.6.2 Annual Fund or Annual Gift Accounts

The University Foundation shall assess a five percent (5%) administrative fee on any deposit or gift to an annual fund account. Exceptions to this policy may be granted only by written approval of the Vice President of University Advancement.

6.6.3 Capital Gift Accounts

The University Foundation shall assess a three percent (3%) administrative fee on any deposit or gift to a capital fund account. Exceptions to this policy may be granted only by written approval of the Vice President of University Advancement.

6.6.4 Gifts to Annual Scholarships

The University Foundation shall not assess administrative fees to annual scholarship accounts. These accounts are designated for the sole use of annual scholarship awards and for no other purpose. The foundation's policy is to allow the total contribution to be used in support of student scholarships in the current year without a fee assessment.

Any deposit or gift to an annual scholarship transferred to an annual gift account or to an endowment account, shall be assessed the administrative fee appropriate to that account. If the guidelines for the scholarship gift do not specify that the funds can be used for a purpose other than annual scholarships awards, the funds cannot be transferred to another type of gift account.

6.6.5 Planned Gifts

Planned gifts shall not be subjected to an administrative fee until such time as funds are deposited into a University Foundation account. Upon deposit such funds will be assessed fees appropriate to the fund, whether endowment, annual fund, capital project, or scholarship fund. Planned gifts include charitable trusts, gift annuities, life insurance gifts, retained life estate, retirement plans, and testamentary gift arrangements. It is the Foundation's policy to not charge an administrative fee for the management of planned gifts in which the Foundation is named as the majority beneficiary.

In the event the Foundation agrees to serve as the trustee of an individual's living trust, which specifies the amount and the conditions under which a fee can be assessed this policy may not apply. In this case, the agreement executed by the individual and the Foundation will supersede when it includes an agreed upon administrative fee required by the Foundation to serve as trustee of an individual's revocable or irrevocable living trust.

6.6.6 Endowment Fees

Endowment Fees are addressed fully in the Endowment Policy # 6.4.

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