

Fee Category: Category IV (Misc. campus fees) Category V (Self support program fees)

In accordance with the provisions of the California State University (CSU) Executive Order 1102, the President is delegated the authority for the establishment, oversight and adjustment of Category IV and V fees. To facilitate this process, please provide the information requested below.

Required documents for submission of proposal:

Part 1 - Fee Request Form for appropriate fee category, signed by Requestor, Dean/Director and the divisional Vice President

Part 2 - Fee Request Narrative

Part 3 - Financial Data Sheet

I.	Request to:	<input checked="" type="checkbox"/> ESTABLISH a Campus Fee	<input type="checkbox"/> ADJUST a Campus Fee
II.	Fee Type: (Check each applicable box)	<input type="checkbox"/> Student Fee	<input checked="" type="checkbox"/> Non-Student Fee
III.	Name of Fee:	Children's Center Materials Fee for HSU Staff, Faculty & Community.	
IV.	Current Fee: \$ 0	per	
	Proposed Fee: \$ 50	per	Semester
V.	Proposed Effective Date: August 2018		

Routing Order:

1. Submitted by:	Elizabeth-Anne Wilson		7/11/18	707 826 3838
	Dept. Representative Name	Signature	Date	Phone
2. Approved by:	Stephen St Onge		7.17.18	x 3003
	Dean / Director Name	Signature	Date	Phone
3. Approved by:	Wayne Brumfield		7-19-2018	
	Vice President Name	Signature	Date	Phone
4. Reviewed By:	Sandra Wieckowski		7/24/18	826-4937
	Manager, Student Financial Services	Signature	Date	Phone
5. Approved By:	Lisa A. Rossbacher		7/26/18	
	President	Signature	Date	Phone

Fee Approved Fee Denied

Comments from the President (if needed):

Additional comments from other reviewers:

6. Form with President's signature sent to Manager, Student Financial Services.

HUMBOLDT STATE UNIVERSITY

For questions regarding fees proposal, call Sandra Wieckowski, 826-4937.

JUL 25 2018

Form updated: 05/11/16

President's Office

1. Clearly list all assumptions used when creating this proposal.

The Children's Center provides affordable, convenient, high quality child development services for student, staff, faculty, and community of Humboldt State University. The program services are supported through a number of grants from California Department of Education, USDA, Early Head Start, as well as, parent fees and University support. The program provides services for infants (over 3 months), toddler, and preschoolers to kindergarten entrance. The program operates 7:30-5:30 daily and follows the HSU calendar.

2. Clearly state the expenditures that will be funded by this proposed revenue source.

The materials fee will help cover program supplies (Acct. #660003) needed to maintain our National Association for the Education of Young Children (NAEYC) accreditation, which is a requirement of our funders.

3. Clearly state the reason(s) why this fee or fee increase is necessary (include references to executive orders, CA law, etc.)

The Children's Center is funded through several grants from the California Department of Education, as well as the Child Care Access Means Parents In School (CCAMPIS) grant. As long as we receive these funds, we are required to maintain the highest level of quality childcare, which is shown by being accredited by NAEYC. Only 4 other Centers in Humboldt County have achieved this. Most of the quality is shown throughout the Center's 5 classrooms, which includes access to materials and a safe, developmentally appropriate environment for the children.

Other childcares in the local area, as well as throughout the CSU childcares, charge a materials fee to full cost families.

4. Clearly articulate why the level of fee proposed is the appropriate amount to charge.

This fee is comparable with other childcares in the local area, as well as throughout the CSU childcares, charge a materials fee to full cost families. By charging per semester, this allows families to have the choice of paying the full year, as they may not attend both semesters.

5. Time line Information:

The rate of \$50/semester will be begin August 2018.

