

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.



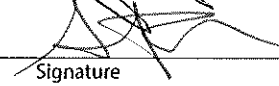
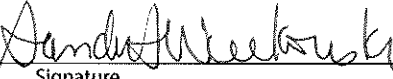

Required documents for submission of proposal:

- 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 checked="" type="checkbox"/> Student Fee	<input type="checkbox"/> Non-Student Fee
III. Name of Fee:	Enrollment Confirmation Deposit	
IV. Current Fee: \$ 0	per	
Proposed Fee: \$ 50	per	applicant who confirms attendance at HSU
V. Proposed Effective Date:	October 1, 2017	

Academic Affairs
SEP 28 2017

Routing Order:

1. Submitted by:	John Capaccio AVP, EM		9/21/17	x 5367
	Dept. Representative Name	Signature	Date	Phone
2. Approved by:	John Capaccio AVP, EM		9/21/17	x 5367
	Dean / Director Name	Signature	Date	Phone
3. Approved by:	Alex Enyedi VP, OAA		9-28-17	y 3772
	Vice President Name	Signature	Date	Phone
4. Reviewed By:	Sandra Wieckowski		10/4/17	826-4937
	Manager, Student Financial Services	Signature	Date	Phone
5. Approved By:	Lisa A. Rossbacher		10.5.17	x 3311
	President	Signature	Date	Phone

Fee Approved Fee Denied

Comments from the President (if needed):
I will notify the fee committee, as required by Education Code.

Additional comments from other reviewers:
This deposit will apply to the student's tuition once they enroll. If they do not register for classes, the deposit will apply to orientation program revenue. JW

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

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

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

The no-show rate and thus the deposit forfeiture rate (percentage) is based on a 8 academic year average (7.6%). Funds generated from the forfeiture as shown below are likely overstated as the non-refundable deposit should reduce the number of applicant false confirms.

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

Funds collected from the Enrollment Confirmation Deposit will be used to off-set the State University Fee when the applicant attends the University. The net effect of this deposit has a zero additional cost to applicants who attend HSU. Funds generated by the forfeiture of the Enrollment Confirmation Deposit will be used to augment the Orientation Program.

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

The purpose of this fee is to delineate applicants who are invested in attending HSU. This delineation will allow HSU to better serve applicants who want to attend HSU and to reduce costs and staff time spent with those applicants who have a much less likelihood of attending HSU. Executive Order 836 allows for the collection of this fee.

Funds generated from the forfeiture of the deposit will be augment the orientation program. The current orientation fee, established in 2005, has not increased since its inception. Costs of this program have clearly increased. This augmentation will further support the orientation program and will lessen the need for future orientation fee increases.

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

We believe level of this \$50 fee is affordable for all applicants. Many CSU's charge a much higher fee (the average is approximately \$250) though at the same time many the waive the fee if a applicant is receiving financial aid. Since approximately 75% of HSU students receive some financial aid, if we were to establish a higher fee and adapt a similar policy, such a policy would defeat the purpose of the deposit.

5. Time line Information:

The deposit would be collected at the time applicant confirms attendance at HSU (deadline May 1, 20XX). Upon enrollment the deposit would be applied to the State University Fee. Forfeited deposit funds paid by applicants who do not attend would be applied to the orientation program fund on one week after census each semester.

Name of Fee: Enrollment Confirmation Deposit

Current Fee	Proposed fee		
	Year 1	Year 2	Year 3
0	50	50	50
Current # of participants	Estimated # of participants that will be assessed this fee		
4,200	4,300	4,400	4,500

Fiscal year	Historical Data (for fee increase proposal)	Prospective Data (2 years for fee increase; 3 years for new fee)		
	2017-18	2018-19	2019-20	2020-21

Fee Adjustment Proposal: Enter ONE complete year of historical actual revenue and expenditure data and TWO years of prospective data.
 New Fee Proposal: Enter THREE years of prospective revenue and expenditure data.

Fee Revenue Type:

Fee Revenue Type	2017-18	2018-19	2019-20	2020-21
Enrollment Confirmation Deposit (AY)	0	215,000	220,000	225,000
Total Revenue: \$	0	215,000	220,000	225,000


Expenditure Type: (List typical categories of expenditure costs that the fee proposed will cover - salaries, travel, supplies, rental of meeting room, etc.)

Expenditure Type	2017-18	2018-19	2019-20	2020-21
State University Fee	0	198,660	203,280	207,900
Orientation Augmentation	0	16,340	16,720	17,100
Total Expenditures: \$	0	215000	220000	225000
Net (Revenue minus Expenditures)	0	0	0	0

Please note below the chartfield string where the existing revenue fee and actual expenditures are recorded for this program.

FUND	DEPT ID	PROGRAM	CLASS	PROJECT
HM500	D40062			

TO: Sandy Wieckowski, Manger
Student Financial Services

FROM: John Capaccio, Interim AYP
Enrollment Management 

DATE: September 19, 2017

RE: Mandatory \$50 Non-Refundable Enrolment Confirmation Deposit

This memorandum serves to request the establishment of a mandatory non-refundable enrolment confirmation deposit of \$50. The purpose of this fee is to allow the campus to better discern the true interest of applicants when they make a commitment to attend the University. Currently 16 of the 23 California State Universities charge such an enrollment confirmation deposit. The average fee is approximately \$250 (the current range is \$100 - \$500). We are seeking the implementation of this fee to begin with the fall term 2018. As a consequence, we will need a decision of this request as soon as possible so that we can update our recruitment information.

Executive Order 863 allows for the collection of a non-refundable enrolment confirmation deposit and stipulates that enrollment confirmation fees must be applied to the State University Fee.

The campus has struggled with the establishment of this fee for years. Of concern for many has been student's ability to pay additional costs. Especially as we compare ourselves to other CSU's we believe that the \$50 fee is not out of reach of applicants, while still asking them to make financial commitment when confirming their intention to enroll.

For the past 8 years (2010-2017), 7.6% of applicants who confirmed their attendance did not enroll at HSU. This includes new, returning and graduate applicant students, though new FTF and Transfers are the bulk of the no-shows. We anticipate that the confirmation deposit would reduce our false commitments as much as 50%.

This confirmation deposit would allow HSU to better serve the needs of students who are truly interested in attending rather than just holding a space while they wait to hear from other institutions. This then allows us to focus more on those students who have a keen interest in attending. It also in high demand years, allows us to sooner offer spaces to students who may be on waiting lists.

A secondary benefit may be to reduce false demand for on-campus housing thus allowing more students who would want to live on campus this opportunity. This in turn has a multiplier effect as students who are able to secure on-campus housing are more likely to attend HSU. This is especially true for first year students.

We have purposely aligned this proposed Enrollment Confirmation Deposit with the orientation fee as a means to further support the orientation program. The current \$50 orientation fee was set in 2005 and has not changed since its establishment. Clearly the costs of this program have increase since 2005. Student wages have increased, costs of goods has increased, likewise cost of food, etc. You will note from the chart below, given the current funding of the Orientation Program, we are forecasting a deficit for this coming year. This past summer the President's Office provided financial support for Orientation activities which supplemented our ability to provide larger events.

2017-18 Orientation Program - Projected Budget HM500 - D40062 - RS007			
501	501111	OTHER MANDATARY FEES	(103,750.00)
601	601300	SUPPORT STAFF	66,113.00
	601303	STUDENT ASSISTANT	22,835.00
603	603	Benefit Group	33,465.00
604	604090	COMMUNICATIONS	862.00
660	660002	PRINTING	4,712.00
	660003	SUPPLIES AND SERVICES	3,154.00
	660805	HOSPITALITY EXPENSE	11,781.00
Deficit Total			39,172.00

Rather than seek an increase in the orientation fee, we plan to utilize surplus revenues from the Confirmation Deposit to off-set increased costs of the orientation program, as well as to augment the program with increased services, programs and special events. We are proposing that surplus funds be dedicated to support the orientation program.

I have consulted with Dr. Alexander Enyedi, as well as the Enrollment Management staff, and all are supportive of this request. Please let me know if you need additional information or other authorization. Thank you for your assistance.