

## Fee Proposal Request Form

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 II,III, IV and V fees. To facilitate this process, please provide the information requested below. Be prepared to present this fee request to the Student Fee Advisory Committee (SFAC). Once the document is submitted, please contact the chair of the SFAC to get added to the meeting agenda.

Required documents for submission of proposal:

- Part 1 - Fee Proposal Request Form with appropriate signatures, Requester, Dean/Director, and the divisional Vice President
- Part 2 - Fee Request Narrative - Provide as much detail as possible to ensure the approvers understand the purpose of the request
- Part 3 - Financial Data Sheet (you can use the worksheet that is included in the form or attached additional documents)

**Fee Category:**

**Request To:**

**Name of Fee:**

**Current Fee:** \_\_\_\_\_ Per \_\_\_\_\_

**Proposed Fee:** \_\_\_\_\_ Per \_\_\_\_\_

**Proposed Effective Date:**

**Routing Order:**

1. Submitted by:

Dept. Representative Name	Signature	Date	Phone
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2. Approved by:

Dean/Director Name	Signature	Date	Phone
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3. Approved by:

Vice President Name	Signature	Date	Phone
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4. Reviewed By:

Budget Director	Signature	Date	Phone
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5. Recommended By:

SFAC Chair	Signature	Date	Phone
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Recommended Approval	Recommended Approval w/ Modification	Recommended Denial
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Comments from SFAC (if needed):

6. Approved By:

Vice President of Admin Affairs	Signature	Date	Phone
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Comments from the VP of Admin Affairs (if needed):

7. Approved By:

President of University	Signature	Date	Phone
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Recommended Approval	Recommended Approval w/ Modification	Recommended Denial
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8. Form with President's signature sent to the Manager of Student Accounts

1. Clearly list all assumptions used when creating this proposal.
2. Clearly state the expenditures that will be funded by this proposed revenue source.
3. Clearly state the reason(s) why this fee or fee increase is necessary (include references to executive orders, CA law, etc.)
4. Clearly articulate why the level of fee proposed is the appropriate amount to charge.
5. Timeline Information:

	Current Rate	Per	
	Proposed Rate	Per	
	Year 1	Year 2	Year 3
Current number of participants	Estimated number of participants that will be assessed this fee		
<b>Historical Data</b> (for fee increase proposal)	<b>Prospective Data</b> (2 years of fee increase; 3 years for a new fee)		

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:

Total Revenue

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

Total Expenditures:  
Net (Revenue minus Expenditures)

Fund	Dept	Program	Class	Project
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Please note to the right the chartfield string where the existing revenue fee and actual expenditures are recorded for this program