

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 |
|--|---------------------------|-----------|------|-------|

2. Approved by:

| | | | | |
|--|--------------------|-----------|------|-------|
| | Dean/Director Name | Signature | Date | Phone |
|--|--------------------|-----------|------|-------|

3. Approved by:

| | | | | |
|--|---------------------|-----------|------|-------|
| | Vice President Name | Signature | Date | Phone |
|--|---------------------|-----------|------|-------|

4. Reviewed By:

| | | | | |
|--|-----------------|-----------|------|-------|
| | Budget Director | Signature | Date | Phone |
|--|-----------------|-----------|------|-------|

5. Recommended By:

| | | | | |
|--|------------|-----------|------|-------|
| | SFAC Chair | Signature | Date | Phone |
|--|------------|-----------|------|-------|

| | | |
|---------------------------------|--------------------------------------|--------------------|
| Recommended Approval | Recommended Approval w/ Modification | Recommended Denial |
| Comments from SFAC (if needed): | | |

6. Approved By:

| | | | | |
|--|---------------------------------|-----------|------|-------|
| | Vice President of Admin Affairs | Signature | Date | Phone |
|--|---------------------------------|-----------|------|-------|

Comments from the VP of Admin Affairs (if needed):

7. Approved By:

| | | | | |
|--|-------------------------|-----------|------|-------|
| | President of University | Signature | Date | Phone |
|--|-------------------------|-----------|------|-------|

| | | |
|----------------------|--------------------------------------|--------------------|
| Recommended Approval | Recommended Approval w/ Modification | Recommended Denial |
|----------------------|--------------------------------------|--------------------|

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

Historical Data
(for fee increase proposal)

Prospective Data
(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

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