

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 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 type="checkbox"/> Non-Student Fee
III.	Name of Fee:	_____	
IV.	Current Fee: \$	_____ per	_____
	Proposed Fee: \$	_____ per	_____
V.	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:	Sandra Wieckowski	_____	_____	826-4937
	Associate Director, SFS	Signature	Date	Phone
5. Approved By:	Dr. Tom Jackson	_____	_____	_____
	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 Associate Director, Student Financial Services.

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

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Student Fee Category: Category II (Mandatory campus fees) Category III (Course fees)

In accordance with the provisions of the California State University (CSU) [Executive Order 1102](#), the President is responsible for assuring that appropriate and meaningful consultation occurs prior to adjusting any Category II or III fees and must consult with the campus fee advisory committee prior to establishing or adjusting these 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 type="checkbox"/> ESTABLISH a Campus Fee	<input type="checkbox"/> ADJUST a Campus Fee
II.	Name of Fee:	_____	
III.	Current Fee: \$	_____	per _____
	Proposed Fee: \$	_____	per _____
IV.	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. Approved By:	Sandra Wieckowski	_____	_____	_____
	Associate Director, SFS	Signature	Date	Phone
5. Recommended by:	_____	_____	_____	_____
	Chair - SFAC	Signature	Date	Phone
	<input type="checkbox"/> Recommend approval <input type="checkbox"/> Recommend approval w/modification <input type="checkbox"/> Recommend Denial			
	Comments from SFAC (if needed) <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>			
5. Reviewed By:	Dr. Tom Jackson	_____	_____	_____
	President	Signature	Date	Phone
	<input type="checkbox"/> Fee Approved <input type="checkbox"/> Fee approved with modifications <input type="checkbox"/> Fee Denied			
	Comments from the President (if needed): <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>			
7. Form with President's signature sent to Associate Director, Student Financial Services.				

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

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. Time line Information:

Name of Fee: _____

Current Fee	Proposed fee		
	Year 1	Year 2	Year 3
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Current # of participants	Estimated #of participants that will be assessed this fee		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Fiscal year	Historical Data (for fee increase proposal)	Prospective Data (2 years for fee increase; 3 years for new fee)	
	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

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:

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total Revenue: \$	<input type="text"/>	<input type="text"/>	<input type="text"/>

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

<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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Total Expenditures: \$	<input type="text"/>	<input type="text"/>	<input type="text"/>
Net (Revenue minus Expenditures)	<input type="text"/>	<input type="text"/>	<input type="text"/>

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
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Memo

To: Chrissy Holliday, Vice President for Enrollment Management & Student Success

From: Todd Larsen

cc: Sandy Wieckowski, Associate Director of Student Financial Services
Stephen St. Onge, Executive Director of Student Engagement and Enterprise Services

Date: October 25, 2023

Re: Housing & Residence Life 2024 Rate Increase Request

Attached is Housing & Residence Life's 2024 rate increase request to formalize the rate increase approval of 5% for the upcoming Fall of 2024.

The 5% increase will help us meet our systemwide proforma goals for our debt service coverage ratio for the Chancellor's Office for our new Craftsman Mall and HDH housing projects.

Ideally, we'd like to have the rate requests be at least a year in advance so we can provide Financial Aid a Cost of Attendance figure as well as have printed recruiting material for Admissions with accurate future rates. We've shown the next 2 years at 5% also due to the Budget Office's proforma modeling.

Please let us know if you need anything further and thanks for your support.

Cal Poly Humboldt Housing Rate Increase 5.0% each year						
Housing Type	Room Type	2019-2022 Rates	2023 Rates	2024 Proposed*	2025 Proposed*	2026 Proposed*
Residence Halls	Single-1	\$8,216	\$8,628	\$9,060	\$9,514	\$9,990
Residence Halls	Double -1	\$6,638	\$6,972	\$7,320	\$7,688	\$8,072
Residence Halls	Triple-1	\$4,938	\$5,184	\$5,444	\$5,716	\$6,002
Campus Apts	Single-1	\$8,216	\$8,628	\$9,060	\$9,514	\$9,990
Campus Apts	Double-1	\$6,638	\$6,972	\$7,320	\$7,688	\$8,072
Creekview	Single-2	\$8,588	\$9,020	\$9,472	\$9,946	\$10,444
Creekview	Double-2	\$6,940	\$7,288	\$7,652	\$8,036	\$8,438
College Creek	Single-3	\$8,686	\$9,120	\$9,576	\$10,056	\$10,560
College Creek	Double-3	\$7,008	\$7,360	\$7,728	\$8,116	\$8,522
College Creek	BB Double-4	\$6,750	\$7,088	\$7,442	\$7,814	\$8,206
*Rates rounded up/down to be divisible by two for equal semester charges.						
Cal Poly Humboldt Dining Rate Increase 4% each year						
Meal Plan		2022 Rate	2023 Rate	2024 Estimated	2025 Estimated	2026 Estimated
All access 7 day + 175		\$5,600	\$5,880	\$6,116	\$6,362	\$6,616
Cal Poly Humboldt Combined Housing/Dining Double Room Rates						
Housing Type	Room Type	2022 Combined	2023 Combined	2024 Combined	2025 Combined	2026 Combined
Residence Halls	Double -1	\$12,238	\$12,852	\$13,436	\$14,050	\$14,688
Campus Apts	Double-1	\$12,238	\$12,852	\$13,436	\$14,050	\$14,688
Creekview	Double-2	\$12,540	\$13,168	\$13,768	\$14,398	\$15,054
College Creek	Double-3	\$12,608	\$13,240	\$13,844	\$14,478	\$15,138