Humboldt State University
Fee Approval Process

Table of Content
I. Background
II. Fee Category Definitions
III. Responsibilities
IV. Approval Process
   A. Category I System-wide Mandatory Fees
   B. Category II Campus-Based Mandatory Fees
   C. Category III Miscellaneous Course Fee
   D. Category IV State-Supported Administrative Fees and Fines
   E. Category V Self-Support Administrative Fees and Fines
   E. Non-Student Fees

I. Background
The California State University Fee Policy, Executive Order 1102, as approved by the CSU Board of Trustees, defines the categories and types of fees that may be charged to students. The president of Humboldt State University has been delegated the authority to establish, adjust, or eliminate campus student fees within the directive of the executive orders. In addition, EO-1102 delineates the methods of consultation to be developed and used before establishing or adjusting campus student fees. In addition, it directs campuses to establish a Student Fee Advisory Committee.

This procedure defines the campus process to establish, adjust, or eliminate campus student fees at Humboldt State University as required and authorized by the CSU Trustees.

This procedure and process applies to entities within the campus community seeking to establish, adjust, or abolish a campus Category II, III, IV, or V student fee.

II. Fee Category Definitions
   Category I Fees – System-wide mandatory tuition and other fees that must be paid to apply to, enroll in, or attend the university, or to pay the full cost of instruction required of some students by statute. The fee rates are controlled by the Board of Trustees and include: tuition fee, non-resident tuition fee, application fee, and professional program fee.

   Category II Fees – Campus mandatory fees that must be paid to apply to, enroll in, or attend the university. Some examples are: Student Health and Counseling Fee, Instructional Related Activity Fee, and Associated Student Body Fee.

   Category III Fees – Fees associated with state-supported courses. Specifically for materials and services used in concert with the basic foundation of an academic course offering. Some examples are: Materials, Supplies and Facility fee, lab fees, and field trip fees.

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Miscellaneous course fees are defined as fees collected for materials, services or use of facilities used in concert with the basic complement of supplies needed for state-supported instruction. Miscellaneous course fees can only be charged for the actual cost of providing exceptional instructional materials, services, or use of an off-campus facility.

**Category IV Fees** – Fees, other than Category II or III fees, paid to receive materials, services, or for the use of facilities provided by the university for activities not related to state-support courses; and fees or deposits to reimburse the university for additional costs resulting from dishonored payments, late submissions, misuse of property or equipment, or as a security or guaranty.

**Category V Fees** – Fees paid to self-support programs such as extended education, CalState Online, parking and housing including materials and services fees, user fees, fines and deposits. Self-support programs are defined as those not receiving state general fund appropriations; instead, fees are collected to pay the full cost of a program. Costs of self-support instructional programs include support and development of the academic quality of the university.

**Category VI Fees** – System-wide voluntary fees, such as the Student Involvement and Representation Fee.

### III. Responsibilities

**A.** The president is responsible for assuring that appropriate and meaningful consultation occurs prior to adjusting any campus-based fee and before requesting the chancellor to establish a new Category II or Category III fee.

The president shall establish a Student Fee Advisory Committee comprised of student, faculty, staff, and an administrative representative to provide advice to the president for Category II and III fees. The composition of the Student Fee Advisory Committee is outlined in **Executive Memorandum P17-06**.

The president is delegated authority to:
- **Category II fees** – Oversight and adjustment of fees, consultation required and a student referendum is expected in order to measure student support.
- **Category III fees** – Establishment or adjustment of fees within a range established by the chancellor defined in EO-1102, consultation required.
- **Category IV fees** – Establishment, oversight, and adjustment of fees, no consultation required.
- **Category V fees** – Establishment, oversight, and adjustment of fees.
B. The Student Fee Advisory Committee shall consider proposals for the establishment and adjustment of Category II or III fees, and shall then make a recommendation to the president. The president shall provide to the Student Fee Advisory Committee a report of all fees in Categories II, III, IV and V. New fees, fee increases, total revenue, and unexpended balances should be included.

C. The manager of Student Financial Services is assigned the responsibility to review the request and expenditure data sheet and work with the group who proposed the fee on any adjustments or clarifications.

D. The Vice President of Administration and Finance (or designee) is assigned the responsibility to serve as staff support to the Student Fee Advisory Committee. He or she will provide consultation, advice, and schedule a convenient time for the committee to review the student fee proposal, make its recommendation, and forward the fee recommendation of the Student Fee Advisory Committee to the president.

E. The entity within Humboldt’s campus community seeking to establish, adjust, or abolish a campus student fee is responsible for the development of the proposal. The proposal must include the signed “Fee Request Form”, a descriptive narrative of the reason or need for the fee, including the typical expenditures that are expected for the use of the fee revenue, and the Financial Data Sheet. See Forms website: Fee Request Form https://forms.humboldt.edu/fee-request-form

IV. Approval Process

INITIATING THE STUDENT FEE REQUEST – The entity within the University community seeking to establish or adjust a campus student fee shall work with their division to determine if the fee has support from their vice president. If agreement is reached within the division, then the following information should be submitted to the manager of Student Financial Services:

- Signed Fee Request Form – The purpose of the form is to make sure that appropriate administrators are aware of and support the fee being requested.
- Description Narrative – This will provide reviewers with a clear and concise narrative of the program activity, the need for the fee, the data-driven justification for the level of fee proposed, and the expected use of the fee revenue.
- Historical and/or Prospective Financial Data Sheet – This will identify the types of expenditures that the proposed fee will cover, quantify the
estimated number of students and revenue associated with the program, and provide a common format for which to review the request.

**FISCAL REVIEW OF THE STUDENT FEE REQUEST** – The manager of Student Financial Services will review the fee request and the expenditure data sheet. They will work with the entity who proposed the fee for any adjustments, clarifications, or additional information. The manager of Student Financial Services will initiate the request for the committee to convene and will contact a representative from the requesting entity to be present for the meeting.

**A. Category I System-wide Mandatory Tuition**

The California State University Board of Trustees has the authority for the establishment, oversight, and adjustment of Category I fees.

**B. Category II Campus Mandatory Student Fees**

1. **THE STUDENT FEE ADVISORY COMMITTEE** – The committee will review the fee request, giving consideration to the rationale for establishing or adjusting the Category II fee. The Student Fee Advisory Committee may, in some instances, require additional information or clarification of the proposal and will be allowed to discuss the fee request with the requesting entity’s representative at the meeting. The Student Fee Advisory Committee, on the conclusion of their review, will provide a recommendation to the president on the proposed fee action.

2. **PRESIDENT’S ACTION** –
   - If the president determines there is a need for action for the establishment or adjustment of a proposed Category II fee, the president shall either call for an advisory student referendum or inform the committee of his/her intent to begin alternative consultation (unless the referendum is required by the education code). The Referendum process or alternative consultation process will follow the guidelines contained in EO-1102, Student Fee Policy Section D (Appendix A below).

   - The president will take under advisement the results of the referendum or alternative means of consultation and the Student Fee Advisory Committee recommendation when reviewing and making decisions of fee proposals.
     - Establishing all new Category II fees – The president will review the fee request proposal, consider the Student Fee Advisory Committee recommendation, forward the fee request with his/her recommendation
to the Chancellor’s Office for consideration, and notify the Student Fee Advisory Committee of the decision on the fee request.

- **Adjusting a Category II Fee** - The president will review the fee request proposal, consider the Student Fee Advisory Committee recommendation, and make a decision. In some cases, consultation with the CSU Chancellor may be necessary.

### 3. CAMPUS NOTIFICATION OF DECISION ON STUDENT FEE REQUEST PROPOSALS:

- The president will return the fee request form to the Student Financial Services Manager with his/her decision on the Category II fee requests.
- The manager of Student Financial Services will notify the requesting entity and the Student Fee Advisory Committee of the final decision(s) concerning the fee proposal. Copies of the signed request forms will also be forwarded to each entity. They will assist the requesting entity in establishing or implementing changes necessary to administer the fee.

### 4. ESTIMATED TIMELINE: 3-4 months

#### C. Category III Fee-Miscellaneous Course Fees

1. **THE STUDENT FEE ADVISORY COMMITTEE** – The committee will review the fee request, giving consideration to the rationale for establishing or adjusting the Category III fee. The Student Fee Advisory Committee may, in some instances, require additional information or clarification of the proposal and will be allowed to discuss the fee request with the requesting entity’s representative at the meeting. The Student Fee Advisory Committee, on the conclusion of their review, will provide a recommendation to the president on the proposed fee action.

2. **PRESIDENT’S ACTION** –

   The president will review the fee request proposal, consider the Student Fee Advisor Committee recommendation and make a decision of the fee proposals if it falls within the approved fee ranges as described by EO-1102 as listed below. If the request is outside the fee range, a request will need to be sent to the Chancellor.

   - **$0-$150**  Fees that supplement the basic complement of classroom and laboratory instruction by providing material and services that would otherwise be unavailable to students, and which allow students to meet the educational objective of a given course.
   - **$0-$3,000**  Fees for courses that require field trips or travel off-campus in order to meet the educational objective of a given course.
3. CAMPUS NOTIFICATION OF DECISION ON STUDENT FEE REQUEST PROPOSALS:

- The president will return the fee request form to the manager of Student Financial Services with his/her decision on the Category III fee requests.
- The manager of Student Financial Services will notify the requesting entity and the Student Fee Advisory Committee of the final decision(s) concerning the fee proposal. Copies of the signed request forms will also be forwarded to each entity. They will assist the requesting entity in establishing or implementing changes necessary to administer the fee.

4. ESTIMATED TIMELINE- 2-3 months

D. Category IV- Other Fees

1. PRESIDENT’S ACTION - The president shall consider revenue and expenditure statements reviewed and approved by the campus chief financial officer or designee prior to making a determination on Category IV fees.
   - The president is delegated the authority for the establishment, oversight, and adjustment of all Category IV fees. Consultation with the campus fee advisory committee is not required.

2. CAMPUS NOTIFICATION OF DECISION ON STUDENT FEE REQUEST PROPOSALS:

- The president will return the fee request form to the manager of Student Financial Services with his/her decision on the Category IV, fee request.
- The manager of Student Financial Services will notify the requesting entity and the Student Fee Advisory Committee of the final decision(s) concerning the fee request. Copies of the signed request forms will be forwarded to each entity. He or she will assist the requesting entity in establishing or implementing changes necessary to administer the fee.

3. ESTIMATED TIMELINE- 1 month

E. Category V- Self-Support Programs

1. PRESIDENT’S ACTION - The president shall consider revenue and expenditure statements reviewed and recommended by the campus chief financial officer designee prior to making a determination on Category V fees.

- Prior to making a determination on Category V extended education fees, the president shall consult with the provost, including consideration of revenue and expenditure plans developed by the dean or designee and in consultation with the campus chief financial officer.
2. CAMPUS NOTIFICATION OF DECISION ON STUDENT FEE REQUEST PROPOSALS:

- The president will return the fee request form to the manager of Student Financial Services with his/her decision on the Category V fee requests.
- The manager of Student Financial Services will notify the requesting entity and the Student Fee Advisory Committee of the final decision(s) concerning the fee request. Copies of the signed request forms will also be forwarded to each entity. They will assist the requesting entity in establishing or implementing changes necessary to administer the fee.

3. ESTIMATED TIMELINE- 1-2 months

F. Non-Student Fees

Other non-student fees are defined as fees charged to campus employees or community members for services provided by a campus department. Some examples include faculty/staff physical activity classes, parent fees for child care, summer sports camp, and swim lessons for the community.

To ensure that costs incurred by the CSU Operating Fund for services, products, and facilities provided to other CSU funds, to auxiliary organizations, or to other public entities are properly and consistently recovered, requests for other campus (non-student) fees should be evaluated and recommended by the campus chief financial officer or designee.

1. PRESIDENT’S ACTION - The president shall consider revenue and expenditure statements reviewed and recommended by the campus chief financial officer or designee prior to making a determination on non-student fees.

2. FISCAL REVIEW OF THE NON-STUDENT FEE REQUEST:

- The manager of Student Financial Services will review the request and work with the group who proposed the fee to identify the source of funds generating the services, products, or use of facilities to determine whether the CSU Operating Fund should be reimbursed.
- The manager of Student Financial Services will advise the requesting entity of the final decision(s) concerning their request and aid the requesting entity in establishing or implementing changes necessary to administer the fee.
A. Advise the president regarding the establishment of any new Category II or III student fees and the adjustment of existing fees.

I. Before recommending the establishment of any new student fee or the adjustment or consolidation of an existing student fee, the committee shall:
   a. Review a statement of revenues and expenditures including a minimum of one year of actual costs and two years of projected revenue and expenditures for the fee revenue activity under consideration.
   b. Consult with appropriate campus constituencies.
      i. Executive Order 1102 assumes that a student referendum will be conducted before adjusting or establishing campus fees that must be paid to enroll in or attend the University. A referendum may be waived if the president determines that other methods of consultation are more appropriate and meaningful or if approval for the fee adjustment pre-dated Executive Order 661. However, a referendum is required before increasing the Associated Students fee.
      ii. Referenda may be conducted by the Associated Students or by the University.
         • The Student Fee Advisory Committee shall prepare voter information to be included in a voter pamphlet.
         • Copies of the voter pamphlet and ballot information regarding the dates, times, and polling locations shall be available to students, and published in the Lumberjack newspaper at least thirty days prior to the referendum.
         • Costs beyond those normally incurred by the Associated Students for conducting the election or for publishing the voter pamphlet will be paid by the University.
         • Voter information may be included in the pamphlet prepared by the Associated Students for its elections.
      iii. Following appropriate consultation, the committee shall make recommendations to the president regarding the consolidation, adjustment, elimination, or establishment of student fees.
   c. If a fee is charged to both students and non-students, the committee shall recommend on the student fee. Any Category IV or Category V non-student fee or adjustment shall be recommended to the president by the appropriate vice president.