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**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 Call Poly Humboldt 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 Cal Poly Humboldt 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.

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, III and V fees. The composition of the SFAC 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.

**President’s action for Category II Fees**

* 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.

**B**. The Student Fee Advisory Committee shall consider proposals for the establishment and adjustment of Category II, III or V fees, giving consideration to the rationale for establishing or adjusting the fee and then make a recommendation (Category II & III only) 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 Budget Director is assigned the responsibility to review the request to verify the accuracy of the 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 is assigned the responsibility to present all fee request to the President for approval. They will provide advice and make recommendations.

**E.** The Student Financial Service (SFS) Manager will be responsible for monitoring all fee request to ensure request are moved through the approval process. The SFS Manager will maintain all documentation, post all documents to the SFAC website and notify requester of the outcome.

**F.** 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:

* Signed “Fee Request Form” by appropriate administrator.
* Descriptive narrative with clear and concise reason for the fee and justification for the level of fee prosed.
* Historical and Prospective Financial Data Sheet identify the types of expenditures that the proposed fee will cover.
* Fee Request Form <https://forms.humboldt.edu/fee-request-form>

## ****IV. Approval Process and Timeline****

**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 (timeline 3-5 months)**

 **1**. Submitted fee request to the Budget Director for review

 **2**. Request is presented to Student Fee Advisory Committee (SFAC)

* + Requester presents proposal in November.
	+ SFAC approves moving forward with the student referendum.
	+ Requester provides pro’s & con’s, advertising, open forum schedule and other documents for SFAC approval.
	+ Notification in Lumberjack 30 days prior to vote
	+ Favorable outcome of the student voting (April)
1. SFAC makes a recommendation to Presidents.
2. VP of Administration & Finance to present fee request to President for approval.
3. President approval.
4. Signed documents to SFS Manager and notification to campus.

**C. Category III Fee-Miscellaneous Course Fees (Timeline 2-3 months)**

1. Submitted fee request to Budget Director for Review
2. Presented to Student Fee Advisory Committee (SFAC)
3. SFAC makes a recommendation to President.
4. VP of Administration & Finance presents request to President.
5. President approval.
6. Signed documents to SFS Manager and notification to requestor.

**D, Category IV- Other Fees (Timeline 1 month)**

1. Submitted fee request to Budget Director for review.
2. VP of Administration & Finance to present request to President
3. President approval
4. Signed document to SFS Manager and notification to requestor.

**E. Category V- Self-Support Programs (Timeline 1-2 months)**

1. Submitted fee request t0 Budget Director for review.

2. SFAC to review proposal and provide comments.

3. VP of Administration & Finance reviews and approves fee increase prior to presenting to President.

4. President consult with dean prior to approval.

5. Signed documents to SFS Manager and notification to requestor.

**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.

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.

**Appendix A**

**EM P17-06 Student Fee Advisory Committee-Section 1D**

* 1. Advise the president regarding the establishment of any new Category II or III student fees and the adjustment of existing fees.
		1. Before recommending the establishment of any new student fee or the adjustment or consolidation of an existing student fee, the committee shall:
			1. 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.
			2. Consult with appropriate campus constituencies.
				1. 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.
				2. 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.

* + - * 1. Following appropriate consultation, the committee shall make recommendations to the president regarding the consolidation, adjustment, elimination, or establishment of student fees.
			1. 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.