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:  □ ESTABLISH a Campus Fee  □ ADJUST a Campus Fee

II. Name of Fee:  International Service Learning Program

III. Current Fee: $_________ per ___________

IV. Proposed Fee: $1,000 per Student/semester

V. Proposed Effective Date:  December 1, 2023

Routing Order:

1. Submitted by:  Donyet King
Dept./Representative Name
10/6/23  x5517

2. Approved by:  Dr. Matthew Dean
Dean/Director Name
10/9/23  x3159

3. Approved by:  Dr. Jenn Capps
Vice President Name
10/10/23  x3722

4. Approved By:  Sandra Wielkowskwski
Associate Director, SFS
11/29/23  x4937

5. Recommended by:  Chrissy Hollicday
Chair - SFAC
11/29/23  x3361

Recommend approval  Recommend approval w/modification  Recommend Denial

Comments from SFAC (if needed):
SFAC voted to support and recommend for presidential approval at 11/16/23 meeting

5. Reviewed By:  Dr. Tom Jackson
President
11-20-23

Fee Approved  Fee approved with modifications  Fee Denied

Comments from the President (if needed):

7. Form with President’s signature sent to Associate Director, Student Financial Services.

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

Form updated: 11/12/20
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

<table>
<thead>
<tr>
<th>I. Request to:</th>
<th>ESTABLISH a Campus Fee</th>
<th>ADJUST a Campus Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>II. Fee Type:</td>
<td>Student Fee</td>
<td>Non-Student Fee</td>
</tr>
<tr>
<td>(Check each applicable box)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>III. Name of Fee:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IV. Current Fee: $</td>
<td>per</td>
<td></td>
</tr>
<tr>
<td>Proposed Fee: $</td>
<td>per</td>
<td></td>
</tr>
<tr>
<td>V. Proposed Effective Date:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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  
   Signature  
   Date  
   826-4937  
   Phone

5. Approved By:  
   Dr. Tom Jackson  
   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.
1. Clearly list all assumptions used when creating this proposal.
   
   The cost based on 15 students traveling to San Miguel de Allende, Mexico. If there are fewer students who attend, the cost would be greater, and less if there are more students.

2. Clearly state the expenditures that will be funded by this proposed revenue source.
   
   All travel expenses will be covered, including airfare, accommodations, in-country transportation, tour/activity costs, program materials, and some meals.

3. Clearly state the reason(s) why this fee or fee increase is necessary (include references to executive orders, CA law, etc.)
   
   International programs typically require a course fee to supplement the costs associated with students traveling abroad.

4. Clearly articulate why the level of fee proposed is the appropriate amount to charge.
   
   The proposed fee is to cover direct expenses for students travelling to Mexico.

5. Time line Information:
   We have just begun recruiting for the program.
   The deadline to apply: November 13, 2023
   Application review completed by: November 17, 2023
   Deadline to commit with non-refundable $250 deposit: December 1, 2023
   Complete Registration and Fees: December 15, 2023
Name of Fee: ISLP San Miguel de Allende, MX Course Fee

<table>
<thead>
<tr>
<th>Current Fee</th>
<th>Proposed Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Year 1</td>
</tr>
<tr>
<td></td>
<td>1000</td>
</tr>
</tbody>
</table>

Current # of participants

<table>
<thead>
<tr>
<th>Estimated # of participants that will be assessed this fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>15</td>
</tr>
</tbody>
</table>

Fiscal year

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:**

<table>
<thead>
<tr>
<th>Student Fee</th>
<th>1000</th>
<th>1200</th>
<th>1200</th>
</tr>
</thead>
<tbody>
<tr>
<td>AS ($500) / Academic Affairs (TBD)</td>
<td>1725</td>
<td>1800</td>
<td>1800</td>
</tr>
<tr>
<td><strong>Total Revenue:</strong> $</td>
<td>2725</td>
<td>3000</td>
<td>3000</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Airfare</th>
<th>1000</th>
</tr>
</thead>
<tbody>
<tr>
<td>Airport Transportation</td>
<td>120</td>
</tr>
<tr>
<td>Local Transportation</td>
<td>70</td>
</tr>
<tr>
<td>Accommodations</td>
<td>1000</td>
</tr>
<tr>
<td>Meals</td>
<td>200</td>
</tr>
<tr>
<td>Insurance</td>
<td>150</td>
</tr>
<tr>
<td>Field Trips</td>
<td>25</td>
</tr>
<tr>
<td>Supplies</td>
<td>100</td>
</tr>
<tr>
<td>Incidental/Tips</td>
<td>60</td>
</tr>
</tbody>
</table>

| **Total Expenditures:** $  | 2725 | 0   | 0   |
| **Net (Revenue minus Expenditures)** | 0 | 3000 | 3000 |

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

<table>
<thead>
<tr>
<th>FUND</th>
<th>DEPT ID</th>
<th>PROGRAM</th>
<th>CLASS</th>
<th>PROJECT</th>
</tr>
</thead>
<tbody>
<tr>
<td>HMCMP</td>
<td>TL501</td>
<td>D20001</td>
<td>29024</td>
<td>00000</td>
</tr>
</tbody>
</table>

Form updated: 11/12/20