

CAMPUS FEES FOR PRESIDENTIAL REVIEW PROCESS

California State University, Sacramento

INTRODUCTION

Executive Order (EO) 1034, as approved by the CSU Board of Trustees, re-defines fee categories, and establishes authority, responsibility, and accountability with regard to all student fees. The major change in this policy is the extension of authority to presidents to establish materials and service fees, user fees, fines and deposits that fall into Category IV and V in the revised policy.

The President of California State University, Sacramento has been delegated the authority for establishment, oversight and adjustment of Category IV and V fees. In addition, EO 1034 delineates the method for accountability of all fees. The following defines and details the process to establish, adjust or eliminate non-coursework materials, services, penalty, and use of service or self-support fees at Sacramento State.

Attachment 2 of EO 1034 provides the definitions, authority, responsibilities, and accountability, for the establishment, adjustment or elimination of campus fees. These documents are hereby incorporated into the University's Process of Campus Fees for Presidential Review.

DEFINITION OF THE FEE CATEGORIES

Category IV: Fees, other than Category II or III, paid to receive materials, services, or for the use of facilities provided by the university. Some examples are: Diploma Fee, Installment Fee, Thesis Binding Fee, Transcript Fee, Check Return Fee, and Late Registration Fee.

Category V: Fees paid to self-support programs such as Extended Education (CCE), Parking, Housing, Student Health Services for those not included with the student registration fees, and One Card including materials and services fees, user fees, fines, deposits. Some examples are: Extension Course Fee, Housing Fee, Parking Fee, Student Health Services Pharmacy Fees, One Card Fee, and Residence Room Lockout Charge.

Health Services fee will be deposited in the University's General Operating Fund. All other fees will be deposited in the appropriate Trust Fund.

RESPONSIBILITY

The President is responsible for the establishment, oversight and adjustment of all Category IV and V fees.

PROCESS FOR ESTABLISHING OR ADJUSTING CAMPUS STUDENT FEES

1. **Category IV and V fee** requests will be submitted to the President, via the Vice President for Administration or his/her designee. The Vice President for Administration or his/her designee is responsible for conducting the review of the request and making a recommendation to the President. The President will inform the Student Fee Advisory Committee (SFAC) of his/her decision to establish or adjust a Category IV or V fee.
2. The University will establish a minimum revenue threshold amount prior the establishment of a fee.
3. The Vice President for Administration or his/her designee shall advise the unit of the final decisions concerning their request. This advisement will include the effective date of the new or increased fee or reasons the requested action was not approved. Notification regarding any fee increases or changes will also be sent to the SFAC Chair and appropriate departments for informational purposes.

CONSULTATION PROCESS

Category IV and V Fees – The President will make a determination on Category IV and V fees after consideration of the revenue and expenditure plans associated with the fees, and will then notify the Student Fee Advisory Committee of his or her decision.

ANNUAL REVIEW OF CAMPUS FEES

Part of the charge given to the Student Fee Advisory Committee (SFAC) by the President is to annually evaluate all existing fees for possible adjustment, consolidation or elimination. The following are the procedures for the annual review.

1. In the fall of each academic year, a report of student fees in all categories will be provided SFAC for review. The report will provide the total revenue collected by fee and the unexpended prior fiscal year-end balance for each fee. It will include the fee level and any new or increased fees implemented in the prior year. Balances that cannot be explained will require suspension of the fee until the revenues are spent on the purpose for which it was collected, and a revised revenue and expenditure plan can be implemented. If the fee has collected less than \$500 in the last fiscal year, the fee will be considered for possible consolidation or elimination. The committee is to report its findings to the President with any recommendations.
 - In the case of institutional fees, upon receiving the President's approval, the University's Budget Officer will serve as the fee recipient.

- The recipient of each fee will submit, to the administrator responsible for that program center, an assessment of the previous year's activity that is supported by that fee. This assessment should include at a minimum the following elements.
 - a. A statement of financial activity for the account where the fee's revenue is deposited. The statement should include the account's beginning balance, the total amount collected as revenue, the total amount expended and the account's ending balance.
 - b. A description of the types of commodities and services provided during the year.
 - c. A brief narrative discussing why the commodities and services provided by this fee cannot be provided from the unit's budget allocations.
 - The administrator responsible for the program center will forward each submission to Auditing Services. This unit shall be tasked with the responsibility of preparing a report summarizing the recipient's assessment with recommendations for the SFAC's consideration. This report will be presented to the SFAC no later than May 1. The SFAC will make final recommendations to the President.
2. No changes recommended from the all fee review or the detailed review will be implemented without the President's approval.

CAMPUS STUDENT FEES (CATEGORY II AND III)

See the University policy, *Process for Campus Student Fees* and related forms to establish, adjust or abolish fees charged for students.

PUBLIC USER FEES

See the University policy, *Public User Fees, Implementation of* and related procedures to establish, adjust, or abolish fees charged to non-students.