

PROCESS FOR CAMPUS STUDENT FEES

California State University, Sacramento

INTRODUCTION

Executive Order (EO) 1034, as approved by the CSU Board of Trustees, defines the categories and types of fees that may be charged students. The President of California State University, Sacramento has been delegated the authority to establish, adjust or eliminate campus student fees within the directive of the executive orders. In addition, EO 1034 delineates the methods of consultation to be developed and used before establishing or adjusting campus student fees; including the establishment of a Student Fee Advisory Committee. The following defines and details the process to establish, adjust or eliminate student fees at Sacramento State.

Attachments 2 and 3 of EO 1034 provides the definitions, authority, responsibilities, accountability and miscellaneous course fee requirements, for the establishment, adjustment or elimination of student fees. These documents are hereby incorporated into the University's Process for Campus Student Fees.

DEFINITION OF THE FEE CATEGORIES

Category I: Systemwide mandatory 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. Some examples are: Application Fee, State University Fee, and Nonresident Tuition.

Category II: Campus mandatory fees that must be paid to apply to, enroll in, or attend the University. Some examples are: Health Services Fee, Instructionally Related Activities Fee, University Union, and Associated Student Body Fee.

Category III: Fees associated with state-supported course work specifically materials and services used in concert with the basic foundation of an academic course offering. An example of Category III fees are the Miscellaneous Course Fees (if not required to apply to, enroll in, or attend the university).

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 and OneCard including materials and services fees, user fees, fines, deposits. Some examples are: Extension Course Fee, Housing Fee, Parking Fee, Student Health Services, OneCard Fee, and Residence Room Lockout Charge.

Category I, III and the 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 assuring appropriate and meaningful consultation occurs prior to establishing or adjusting any campus student fee and before requesting the Chancellor to establish a new Category II or III fee.

The Student Fee Advisory Committee, established by the President, is responsible for reviewing and recommending to the President the establishment and adjustments of Category II or III fees. In addition, the committee will annually evaluate all existing fees for possible consolidation or elimination and a detailed review of selected fees.

The process is managed by the Vice President for Administration or his/her designee. This includes the development of a statement of revenues and expenditures for consideration by the President and/or Student Fee Advisory Committee prior to the President adjusting any campus student fee, establishing a new Category III (within range[s] of EO 1034, Attachment 3), IV or V fee, or requesting the Chancellor to establish a new Category II or III fee. In addition, the Vice President for Administration or his/her designee is responsible for preparing and submitting to the Chancellor the various student fee reports required by EO 1034.

STUDENT FEE ADVISORY COMMITTEE

The Committee membership will consist of the Associated Students, Inc. (ASI) President or designee, four students appointed annually by the ASI President, the Faculty Senate Chair or designee, one faculty member appointed for a two (2) year term by the President, the Vice President for Academic Affairs or designee, one staff member appointed for a two (2) year term by the President, and the Vice President for Administration or designee (ex-officio, non-voting chair).

PROCESS FOR ESTABLISHING OR ADJUSTING CAMPUS STUDENT FEES

1. Individuals or groups seeking to establish or adjust a student fee shall submit a [Student Fee Proposal](#) request to the University Vice President for Administration or designee.
2. The Vice President for Administration or designee shall review the request and forward requests as follows:

Category II and III fee requests will be forwarded to the Student Fee Advisory Committee (SFAC) for consultation and advice. The Vice President for Administration or designee may provide the SFAC with comments as necessary.

The SFAC shall review the request, giving consideration to the rationale for establishing or adjusting the Category II or III fee. The SFAC may, in some instances, require additional information or clarification and may contact the individual or group making the proposal. The SFAC, on conclusion of their review, shall advise the President on the proposed fee action according to appropriate University and Trustee policy and applicable regulations. The Vice President for Administration or designee shall forward the SFAC recommendation to the President with any comments from individual committee members.

Category II Fees:

- If the President determines there is a need for the proposed fee action for a 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 a referendum is required by the education code).
- The referendum process will follow the guidelines contained in EO 1034, Attachment 2 (see section III C and D).
- The results of an advisory student fee referendum shall be considered “favorable” when a majority of student voting on the referendum approves the fee action. The results of an alternative consultation process shall be written up and used by the SFAC and the president when considering the new fee or fee increase.
- The President shall take under advisement the results of the referendum or alternative means of consultation and the SFAC review. If the President determines a new Category II fee is warranted the proposal will be forwarded to the Chancellor for approval. Any adjustment to an existing Category II fee requires only the President’s approval.

Category III Fees:

- Trustee Fee Policy: Miscellaneous course fees can only be charged for the actual cost of providing *exceptional* instructional materials, services or use of an off campus facility. Students must have the option of attaining the materials or services required through alternative means; however, in cases where such alternative means are unavailable, students cannot opt out of utilizing the required materials or service and must pay the miscellaneous course fee.
- See EO 1034, Attachment 3, which addresses Miscellaneous Course Fees.
- Category III fees should be expended in the year in which they are collected. If significant unexpended balances exist, without a detailed and acceptable expenditure plan, the fee may be reduced, suspended or

eliminated as appropriate until such time that the revenue can be spent on the purpose for which it was collected, or refunded to students currently paying the fee.

- The President shall take under advisement the SFAC recommendation. If the President determines a new Category III fee is warranted he/she can establish the fee provided it is within the range(s) authorized by Executive Order 1034, Attachment 3. If the proposed fee is above the authorized range(s) and the President determines the fee is warranted the proposal will be forwarded to the Chancellor's Office for approval.

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 is responsible to conduct a review of the request and make a recommendation to the President. The President will inform the SFAC of his/her decision to establish or adjust a Category IV or V fee.

3. The Vice President for Administration or 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 will also be sent to the SFAC for informational purposes.

CONSULTATION PROCESS

The California State University Student Fee Policy states that appropriate and meaningful consultation is to occur prior establishing or adjusting campus student fees. For Category II fees, the preferred method of consultation is advisory student referendum. However, this requirement may be substituted with another form of consultation if the president determines that a referendum is not the best way to achieve appropriate and meaningful consultation.

Category II Fees - Executive Order 1034, Attachment 2, Sections C and D govern the consultation process for Category II fees. If a category II fee for a capital project (i.e. university union building or health services building) must be raised to meet minimum debt service revenue bond requirements that were not required when the fee was established, the President can make that adjustment without a full alternative consultation process, but must present the debt service requirements and revenue projections to the SFAC prior to making the adjustment.

Category III Fees - appropriate consultation shall be the review and recommendation of the Student Fee Advisory Committee (SFAC).

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 \$1,000 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.
2. In addition, at its last meeting of the academic year, the SFAC will recommend to the President ten to twenty fees for a detailed evaluation during the following academic year. Unless unanimously recommended by the SFAC, no fee, previously evaluated, shall be recommended for a second evaluation until all fees have been evaluated once. For purposes of this review, the SFAC will consider all course fees charged by a given department as one fee.
 - Upon receiving the President's approval, the Chair of the Student Fee Advisory Committee will notify the recipients of the funds resulting from each fee, and the administration responsible for that program center, that their fee has been selected for a detailed review during the upcoming year. In the case of institutional fees, 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.
3. No changes recommended from the all fee review or the detailed review will be implemented without the President's approval.

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.