

PROCEDURES FOR CAMPUS STUDENT FEES

STUDENT FEE POLICY

POLICY ADM-0140

California State University, Sacramento
Update July 2016

INTRODUCTION

Executive Order (EO) 1102 contains The California State University Student Fee Policy and Miscellaneous Course Fee Policy, as approved by the CSU Board of Trustees, which defines the categories and types of fees that may be charged to students. The President has been delegated the authority to establish, adjust or eliminate campus student fees within the directive of the executive order(s). In addition, EO 1102 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 California State University, Sacramento.

DEFINITION OF THE FEE CATEGORIES

Category I: Systemwide mandatory fees that must be paid in order 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, Tuition Fees, and Non-resident Tuition.

Category II: Campus mandatory fees that must be paid in order to apply to, enroll in, or attend the University. Some examples are: Student Health & Counseling Fee, Transportation Fee, Recreational Sports Fee, Intercollegiate Athletics/Spirit Leaders Fee, Instructional Related Activity Fee, University Union/WELL Fee, and Associated Students Inc. (ASI) 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. These are typically lab or field trip fees.

Category IV: Fees, other than Category II or III, paid to receive materials, services, or for the use of facilities provided by the University; late submissions or misuse of property. Some examples are: Diploma Fee, Installment Fee(s), Thesis Binding Fee, Transcript Fee, Check Return Fee, and Late Registration Fee.

Category V: Fees paid to self-support programs such as College of Continuing Education, Parking, and Housing, Cal State Online and includes materials and service fees, user fees, fines, and deposits. Some examples are: Extension Course Fee, Housing Fee, and Parking Fee.

Category VI: Systemwide voluntary fees. An example is the Student Involvement and Representation Fee (SIRF).

RESPONSIBILITY

The Board of Trustees of the California State University is responsible for adjustment or establishment of all Category I and Category VI fees, pursuant to the Working Families Student Fee Transparency and Accountability Act.

The President is responsible for assuring appropriate and meaningful consultation occurs prior to establishing or adjusting any campus student fee and has established the Student Fee Advisory Committee as part of this process. The President cannot establish category I, II, V-Cal State Online extended education fees, or VI fees.

The Student Fee Advisory Committee (SFAC) is responsible for reviewing and recommending to the President the establishment and/or adjustments of Category II or III fees (within established guidelines). In addition, the committee will annually evaluate all Category II, III, IV, and V existing fees for possible consolidation or elimination and recommend an audit of selected fees.

The Associate Vice President for Budget Planning and Administration or his/her designee, will perform as a consultative body or a reviewing and recommending body to the President in establishing, adjusting, or abolishing Category IV or V campus student fees (except Cal State Online extended education offerings), as authorized by EO 1102.

The Procedures for Campus Student Fees is managed by the Vice President for Administration or their designee(s). It includes the development of a statement of revenues and expenditures for consideration by the President and/or SFAC prior to selecting fees for audit, adjusting any campus student fee or establishing a new Category III (within range[s] of EO 1102), IV or V fee. In addition, they are responsible for ensuring the preparation and submission to the Chancellor the various student fee reports as required by EO 1102.

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 Board of Directors and approved by the 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 administrative management). The President shall appoint a chair.

PROCESS FOR ESTABLISHING OR ADJUSTING CAMPUS STUDENT FEES

1. Units or Auxiliaries seeking to establish or adjust a student fee shall submit a Student Fee Proposal request to the University Vice President for Administration or designee(s).
2. A statement of revenues and expenditures including a minimum of one year of actual costs (when available) and two years of projected revenue and expenditures for the fee revenue supported activity shall be developed by the reviewing authorities and considered by the president prior to establishing or adjusting any fee.
3. The Vice President for Administration or designee(s) shall review the request and forward as follows:

Category II and III fee requests will be forwarded to the SFAC for consultation and advice. The Vice President for Administration or designee may provide the SFAC with clarification 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 applicable comments from the SFAC.

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 the

intent to begin alternative consultation (unless a referendum is required by the education code or Student Success Fee policy).

- The referendum process will follow the guidelines contained in EO 1102, Student Fee Policy section IV, parts B, C & D.
- The results of an advisory student fee referendum shall be considered “favorable” when a majority of students voting on the referendum approves the fee action. The results of referendum shall be advisory to the SFAC and President, unless education code or Student Success Fee Policy requires the referendum pass. The results of an alternative consultation process shall be submitted and evaluated 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 fee will be forward to the Chancellor’s Office for approval. Any adjustment to an existing Category II fee requires only the President’s approval.
- Establishment or administration of a Student Success Fee must follow the guidelines contained in EO 1102, Student Fee Policy section VI, part B.

Category III Fees:

- Trustee Fee Policy: Miscellaneous course fees may be charged only for the actual cost of providing *exceptional* instructional materials, services or use of an off campus facility. Students must have the option of obtaining 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.
- The requesting entity shall submit a completed Student Fee Proposal (see EO 1102, Miscellaneous Course Fees, section VI, part C., detailing the requirements to qualify for proposal consideration) to the Student Fee Advisory Committee for review and recommendation. The President shall take under advisement the SFAC recommendation. If they determine a new Category III fee is warranted, they can establish the fee provided it is within the range(s) authorized by Executive Order 1102. If the proposed fee is above the authorized range(s) and they determine the fee is warranted, the proposal will be forwarded to the Chancellor’s Office for approval.
- The SFAC shall advise the requesting entity of the final decision(s) concerning their request(s). 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 Accounting Services to aid the requesting entity in establishing or implementing changes necessary to administer the fee.
- Category III fees should be expended in the year in which they are collected, but no later than the next fiscal year. 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.

Category IV and V fee requests will be forwarded to the President, via the Associate Vice President for Budget Planning and Administration or his/her designee for consultation and advice.

- The Associate Vice President for Budget Planning and Administration (BPA) or his/her designee is responsible to conduct a review of the reason for the request, the proposed fees, and the required revenue and the expenditure statements (per #2 above). For Extended Education Courses and Programs, development, appropriate consideration and retention of statements of

revenue and expenditures is required when establishing or adjusting fees. The President does not have the authority over Cal State Online extended education offerings.

- After proper review and consideration, the recommendation will be forwarded to the President.
- The President will inform the Associate Vice President for BPA, or his/her designee, of his/her decision to establish or adjust a Category IV or V fee.
- The Associate Vice President for BPA or his/her designee shall advise the requesting entity of the final decision(s) concerning their request. This advisement will include a copy of the signed memorandum by the President which will indicate the outcome of the request. Notification will also be sent to the SFAC for informational purposes and Accounting Services to aid the requesting entity in establishing or implementing changes necessary to administer the fee. All supporting documents provided for the fee submittal and the President's approval/denial memo will be retained per the campus' retention policy.

ANNUAL REVIEW OF CAMPUS FEES

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

1. Annually, in the fall, a report of student fees in Categories II-V will be provided to the SFAC for review. The report will provide the total revenue collected, listed by fee, and the unexpended prior fiscal year-end balance. The report also includes the fee level and any new or increased fee implemented in the prior year. Balances that require explanation(s) may be reviewed and may ultimately 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.
2. The SFAC will recommend, to the President, that four to six fees undergo a detailed audit during the academic year, and may include any fees in question from the fee report. Additionally, fees audited in the previous year that included recommended actions will be reviewed. 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 may consider all course fees charged by a given department as one fee.
3. Upon receiving the President's approval, the SFAC Chair will notify the appropriate fee holder, and the administration responsible for that program center, that their fee has been selected for audit during the upcoming year. In the case of institutional fees, the University's Budget Officer will serve as the fee holder. The SFAC Chair will forward the list of approved fees for review to Auditing and Consulting Services (Audit).
4. The fee holder will make available historical fee documentation and any previous year's activity supported by that fee to Audit. Audit will review up to 3 years of historical fee activity. All fees that had been duly established prior to the August 1996 Executive Order 661, Campus Fee Policy (subsequently superseded by Executive Order 1102) are assumed to be "grandfathered" if they have been recorded and established in historical University documentation. Documentation to determine "established" would include, but not limited to, the University Catalog, the University Registration & Advising Handbook (formerly known as the Class Schedule), the Approved Student Fee List dated 1999, with an established/reviewed date prior to August 23, 1996, and or memos approving the fees from the University CFO and/or Designee ("grandfathered" language approved in May 2015 Student Fee Audit).

5. Audit has the responsibility to prepare a report summarizing the fee review with recommendations, after consultation with Financial Services for the SFAC's consideration. Fee holders that have audit findings will have an opportunity to address the SFAC before the report is finalized. The final report will be presented to the President and SFAC no later than May 1.
6. The SFAC will make final recommendations to the President in response to the Student Fee Audit. No changes recommended from the all fee review or the Student Fee Audit will be implemented without the President's approval.
7. Administrative management of the SFAC will notify the unit of the outcome of the audit and recommended actions, if any. Administrative management, along with Audit, will monitor responses and adherence to recommendations.

PUBLIC USER FEES

See the University policy *Public User Fees* and related procedures to establish, adjust, or abolish fees charged to non-students (i.e., Campus employees or the general public).