Administrative Procedure

Number:	204
Effective:	6/13/2013
Supersedes:	6/10/2003
Page:	1 of 7

Subject: STUDENT FEE POLICY

1.0. PURPOSE:

To establish the policy and procedures for the establishment, adjustment and oversight of student fees consistent with the California State University Board of Trustees guidelines.

2.0. ORGANIZATIONS AFFECTED:

All organizational and academic units of the University.

3.0. REFERENCES:

3.1. CSU Executive Order 1070, Student Success Fee.

3.2. CSU Executive Order 1054, CSU Student Fee Policy.

3.3. CSU Executive Order 943, Policy on University Health Services.

3.4. Education Code Sections 89300 and 89711.

3.5. Title 5 of the California Code of Regulations.

3.6. Administrative Procedure 205, Student Success Fee.

4.0. POLICY:

To establish, adjust, collect and refund campus fees within the policies contained in Executive Order 1054; Title 5 of the California Code of Regulations; Standing Orders of the Board of Trustees; Education Code Section 89300; Education Code Section 89711(effective September 26, 2012); and revenue bond indentures which may be outstanding.

The President is delegated authority for the establishment, oversight and adjustment of Category IV and Category V fees, and for the oversight and adjustment of Category II and III fees. The President is not delegated authority to establish Category I, Category II or Category III fees, or to adjust Category I fees. The President does, however, have the authority to establish Category III fees within a range established by the Chancellor. The policy requires appropriate and meaningful consultation prior to adjusting any campus-based fees and before requesting that the Chancellor establish a new Category II or Category III fee.

Approved: _____ **Date:** _____

5.0. DEFINITIONS:

5.1. Fee Advisory Committee - Established by and advisory to the President on proposed fee actions for all student fees.

5.2. Financial Aid Programs - Financial aid grant, scholarships, work study, loan and waiver programs offering financial aid to students.

5.3. Student Health Advisory Committee (SHAC) - Established to provide advice to the President on campus health service programs in accordance with Executive Order 943.

5.4. Category I Fee - Systemwide mandatory tuition fees 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.

5.4.1. Maximum - Total annual Category I fees may not exceed one-third of the systemwide cost of education. The systemwide cost of education is defined as total support expenditures (State University Fee revenue and General Fund support appropriations) divided by the number of full-time equivalent students.

5.4.2. Category I Per-Unit Fee in Graduate Professional Business Programs - Effective fall 2009, a Category I per-unit fee in state-supported professional graduate business programs shall be implemented as provided for in Executive Order 1054 (Appendix 8.3.).

5.4.3. The CSU Education Doctorate State University Fee - A new fee established to be charged in lieu of the CSU State University Fee for students enrolled in the Education Doctorate Program (Appendix 8.4.).

5.5. Category II Fees - Campus mandatory fees that must be paid to enroll in or attend the University.

5.6. 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.

5.7. 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; and fees or deposits to reimburse the University for additional costs resulting from dishonored payments, late submissions, or misuses of property or as a security or guaranty.

5.8. Category V Fees - Fees paid to self-support programs such as Extended Education, Parking and Housing, including materials and service fees, user fees, fines, and deposits.

5.9. Student Referendum - Election held for the purpose of establishing a student body organization fee (Education Code 89300). Results are advisory to the President.

6.0. RESPONSIBILITIES:

6.1. The President will:

6.1.1. Establish a Fee Advisory Committee and designate the Vice President for Administration and Chief Financial Officer (VPA & CFO) as the chair of the committee.

6.1.2. Assure that appropriate consultation occurs prior to adjustment of any fee and before requesting that the Chancellor establish a new Category II or Category III fee, including a consolidation of existing fees.

6.1.3. Determine whether an advisory student referendum should be conducted or alternative consultation mechanisms are appropriate prior to increasing a Category II fee or requesting that the Chancellor establish a new Category II fee.

6.1.4. Establish and adjust Category IV and Category V fees after consideration of the revenue and expenditure plans associated with the fees. Notify the Fee Advisory Committee of the decision.

6.1.5. Establish and adjust miscellaneous course fees (Category III) within the two (2) ranges established by the Chancellor after consultation with the Fee Advisory Committee.

6.1.5.1. Fees that supplement the basic complement of classroom and laboratory instruction by providing tangible materials and services that would otherwise be unavailable to students, and which allow students to meet the educational objectives of a given course. Approved fee range: $0 - $150.

6.1.5.2. Fees for courses that require field trips or travel off-campus in order to meet the educational objectives of a given course. Approved fee range: $0 - $3,000.

6.1.6. Provide to the 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.

6.2. The Vice President for Administration and Chief Financial Officer or designee (VPA & CFO) will:

6.2.1. Represent the President on the Fee Advisory Committee and act as chair.

6.2.2. Develop a statement of revenues and expenditures for the President and/or the Fee Advisory Committee, which is to include a minimum of one (1) year of actual costs and two (2) years of projected revenue and expenditures for the fee revenue supported activity.

6.2.3. Develop an annual report for the Chancellor's Office, subject to approval by the President. The report will:

6.2.3.1. Be for the most recently completed fiscal year.

6.2.3.2. Include a complete inventory of all fees in Categories II, III, IV and V including past year and current year fee rates, the total revenue collected for each fee, and the remaining balance for each fee.

6.3. The Fee Advisory Committee will:

6.3.1. Be comprised of five (5) members:

1. Associated Students, Inc. (ASI) President or designee;
2. Two (2) ASI representatives-at-large, appointed by ASI;
3. Academic Senate Chair or designee; and,
4. Vice President for Administration and Chief Financial Officer or designee, appointed by the President and will act as chair.

6.3.2. Participate as follows, if a student referendum conducted by the campus is required:

6.3.2.1. Issue a voter pamphlet providing objective analysis of the proposed fee action and statements solicited by the committee for and against the proposed fee action.

6.3.2.2. Determine the specific statements that shall be included in the pamphlet.

6.3.2.3. Make available and publish in the campus newspaper and on the University website, copies of the voter pamphlet, ballot and information regarding the dates, times, polling locations and website address for voting online, at least thirty (30) days prior to the referendum.

6.3.3. Advise the President regarding proposed fee actions on Category II and III fees.

6.4. The Student Health Advisory Committee (SHAC) will advise the President on campus health services programs. The SHAC will:

6.4.1. Be comprised of thirteen (13) members:

1. Seven (7) students, solicited and appointed by the ASI. There shall be at least one (1) student representative from each college of the University.
2. Six (6) members appointed by the President, including faculty, staff, and administrators.

6.4.1.1. ASI shall solicit nominations and shall make student appointments to the SHAC within forty-five (45) days of the beginning of the academic year.

6.4.2. Make recommendations on the scope of services, delivery, funding, and other critical issues relating to campus health services.

6.5. The Director of Financial Aid will ensure that:

6.5.1. Local financial aid grant, scholarship, work study, loan, and waiver programs offer financial aid adequate to meet additional student need resulting from increases in Category II Fees or the establishment of new Category II Fees.

6.5.2. Federal financial aid eligibility methodology will be used to determine student financial need.

6.5.3. All Category II Fees, consistent with current policy and practice, be included in student financial aid budgets used to determine financial need according to the federal financial aid eligibility methodology.

7.0. PROCEDURES:

7.1. The Fee Advisory Committee will consider proposals for the establishment and adjustment of Category II and Category III fees, and will then make a recommendation to the President.

7.2. The President shall ensure that appropriate and meaningful consultation occurs prior to adjusting any fees and before requesting that the Chancellor establish a new Category II or Category III fee.

7.3. Miscellaneous course fees (Category III) shall be established or adjusted by the President within the two (2) ranges established by the Chancellor after consultation with the Fee Advisory Committee. Requests to establish fees or increase existing fees above the approved range must be submitted to the Chancellor's Office for approval.

7.4. The President shall establish or adjust Category IV and Category V fees after consideration of the revenue and expenditure plans associated with the fees. The Fee Advisory Committee will be notified of his or her decision.

7.5. The President shall determine if an advisory student referendum is appropriate when adjusting or establishing Category II fees.

7.5.1. The President may waive the referendum requirement, unless required by the Education Code, if he/she determines that a referendum is not the best mechanism to achieve appropriate and meaningful consultation.

7.5.2. The President shall determine whether an advisory student referendum should be conducted by either ASI or the campus.

7.5.2.1. Referendums conducted by the campus will be funded by the campus.

7.5.2.2. Referendums conducted by ASI will be funded by ASI.

7.6. A student referendum must be conducted for the following:

1. Initially establishing a student body association fee (requires two-thirds favorable vote);
2. Increasing a student body association fee; and,
3. Initially establishing a student body center fee (requires a two-thirds favorable vote).

7.6.1. An advisory student referendum is the preferred method of measuring student support prior to adjusting a Category II fee(s) or requesting that the Chancellor establish a new Category II fee(s), and subject to the exception described in 7.5.1. above.

7.6.2. Alternative consultation mechanisms are permitted if they can be demonstrated to be more effective in achieving appropriate and meaningful consultation. If a referendum is not conducted, the President must demonstrate to the Fee Advisory Committee why alternative consultation methods selected will be more effective in complying with this policy.

7.7. For referenda conducted by the campus, the Fee Advisory Committee shall:

7.7.1. Issue a voter pamphlet providing objective analysis of the proposed fee action and statements solicited by the Committee for and against the proposed fee action.

7.7.2. Determine the specific statements that shall be included in the pamphlet.

7.7.3. Make available and publish in the campus newspaper and University website, copies of the voter pamphlet, ballot and information regarding the dates, times, polling locations, and website address for voting online, at least thirty (30) days prior to the referendum.

7.8. The results of the referendum shall be considered favorable when a majority of students voting approve the fee action, with the exceptions noted in 7.6. above.

7.9. The results of the referendum shall be advisory to the Fee Advisory Committee and the President.

7.10. The campus will use local financial aid grant, scholarship, work study, loan, and waiver programs to offer financial aid adequate to meet additional student need resulting from increases in Category II fees or the establishment of new Category II fees.

7.10.1. The federal financial aid eligibility methodology shall be used to determine student financial need.

7.10.2. Consistent with current policy and practice, all Category II fees will be included in student financial aid budgets used to determine financial need according to the federal financial aid eligibility methodology.

8.0. APPENDICES:

8.1. Request to Establish or Adjust a Student Fee.

8.2. Miscellaneous Course Fee Policy.

8.3. Category I Per-Unit Fee in Graduate Professional Business Programs.

8.4. California State University Education Doctorate State University Fee – Independent Educational Doctoral Degree Program.