

## **PART A--Fee Categories**

The purpose of the Arapahoe Community College (ACC) Institutional Fee Plan is to define how student fees are proposed, approved, assessed, and allocated at ACC. This Plan has been developed to be in compliance with Colorado Revised Statutes (23-1-123), Colorado Department of Higher Education (CDHE) Policy VI-Part C, and State Board for Community Colleges and Occupational Education (SBCCOE) Policy BP 4-20.

The ACC College President is responsible, and in consultation with the Associated Student Government, shall establish an Institutional Fee Plan. New or increased mandatory fees which are charged to all students enrolled in the college which as of July 1 1994, must comply with the procedures established in this policy and the institutional plan.

In accordance with Policy BP4-20 ACC will ensure that all tuition rates and fees and charges for services that are specifically delineated below are approved annually by the SBCCOE Board.

Tuition and fee rates should provide maximum student access consistent with generating adequate revenue to operate quality instructional programs and maintain college services.

### Special Tuition Rates

Special tuition rates may be assessed with the approval of the Board. ACC may apply to the Board for a tuition rate higher than the system-wide rate if the additional tuition revenue is needed to cover extraordinary costs associated with a particular course and/or program, which costs are mandated by outside agencies, such as regulatory agencies. The higher tuition rate, if approved, shall apply onto to the course or programs in which the extraordinary costs are incurred.

## **I. DEFINITIONS**

A. Definitions of Fees and Charges: Terms associated with Fees and Charges at Arapahoe Community College are defined as follows:

1. Fees: As defined by SBCCOE Policy BP4-20 "Any amount assessed to students as a condition of enrollment in the college and/or as a condition of enrollment in a particular course or program."
2. Inflationary Increases: Any additional assessment to a fee or charge, based on the rate of inflation, which is the percentage change in the Consumer Price Index (CPI) for the Denver-Boulder-Greeley metropolitan area.
3. Charges: Assessments against students to generally cover the cost of delivering specific services or for the privilege of using an auxiliary service or facility.
  - a. Charges for Service: Assessments to cover the costs of delivering specific services that are incidental to instructional activities, including but not limited to application charges, add/drop charges, fines and penalties, transcript charges, late charges, testing charges, student identification

## *Institutional Fee Plan* - Arapahoe Community College

---

card charges, orientation charges, matriculation charges and health insurance charges. Charges for Service do not include admission to events or other such ancillary activities and are not Fees as described in Section 1.A.1.

- b. User Charges: Assessments against students for the privilege of using or receiving the service of an auxiliary facility. A User Charge is assessed to only those students making use of the service or auxiliary facility, including but not limited to parking registration charges and outdoor pursuits charges.

B. For purposes of general definition, please see Appendix B: Definition of Terms as listed in CDHE Policy VI-PART C.

### **II. FEE POLICY**

All student fee rates must be approved annually by the SBCCOE Board. Each student fee must be separately itemized on the student billing statement. Such itemization shall not be required for any academic course fee that is specifically listed in the course catalog. Any optional fees for charges that are automatically assessed unless the student chooses not to pay, except for health care fees, shall be refunded by the institution or organization that receives the fee, upon request, to any student who paid the fee. Such refund shall be available during the entire term in which the fee was paid.

Fees shall not be substituted for tuition and shall not be used to provide general revenue to the college. Tuition and/or fees may be used for instructional facilities construction subject to CCHE fee policies. Any such building must comply with the provision of series 16 of Board Policy.

An annual review of all student fees will be conducted by the Chief Financial Officer to ensure that these fees are being used in accordance with their stated purpose. The annual review will also serve to ensure that fee fund balances are not increasing at a rate exceeding fifty percent (50%) of any fee's annual revenues, notwithstanding any existing formal agreements to collect fee revenue for expenditures in future years. An example of a valid agreement would be retaining student activity fees in excess of expenditures to build a balance for the purpose of renovating existing student space. If it is determined that a fee fund balance is increasing by an amount exceeding the threshold mentioned previously, the Chief Financial Officer will consult with the necessary parties from administration, instruction and student to discuss options. These options could include changing the fee rate in order for it to maintain within the threshold or determining a valid, formal agreement for using the excess fund balance. Such an agreement would require approval by the College President before it would be valid. Fund balances that carry over will be evaluated to ensure that an appropriate reason remains for collecting and holding funds (i.e. funds may be held for future payment on a designated project).

Institutional fee plans and any subsequent revisions shall be submitted for annual review by the SBCCOE Board and be available on the college's web site. The Board may delegate the review and approval of the individual institutional fee plans to the System President or their delegate.

### III. CATEGORIZATION OF FEES

A. Scope of Fee: Every Fee shall be classified as to whether its scope is Campus-wide or Non-Campus-wide.

1. Campus-wide Fees: Mandatory assessments to all students enrolled in the college, regardless of class standing, courses selected, and/or program of study. Revenues from campus wide fees are used for academic or non-academic purposes, including but not limited to the following:
  - (a) Support for student programs, including but not limited to cultural or social events, off-campus housing assistance, student clubs, student organizations, and student media;
  - (b) Construction, maintenance, operation, or lease of areas that are used as student centers, recreational facilities, parking lots, child care centers, or for payment of bonds issued for principal or interest payments on long-term debt for student facilities;
  - (c) Establishment and operation of auxiliary facilities such as campus health clinics or contract health services;
  - (d) Support for intercollegiate or intramural/club sport activities or for payment of bonds allocated for the principal or interest payments on the long-term debt of any facility used for intercollegiate athletics;
  - (e) Payment of direct and indirect operating expenses of student government;
  - (f) Providing or purchasing equipment or programmatic activities relating to computer equipment, laboratory equipment or other;
  - (g) Providing administrative services, including registration fees;
  - (h) Payment of nonspecific costs related to the college; and
  - (i) Technology support for the purpose of providing or purchasing equipment or programmatic activities relating to computer equipment, computer laboratory equipment, or other technology.
2. Non-Campus-wide Fees: Mandatory assessments to students that are not automatically imposed upon all students as a condition of enrollment, but are automatically assessed to students from a particular classification, including but not limited to the following:
  - (a) Program or course insurance fees, program or college specific fees, and course specific fees.

B. Fee Purpose: Every fee at ACC shall be classified as an Instructional Fee, Student Fee, Use Fee, Bond Fee or a Charge for Sale and Services of Educational Activities. If a particular Fee meets several purposes, it shall be categorized within the dominant purpose.

## **Itemization of Student Fees on Billing Statements**

ACC shall separately disclose the fees charged to students in its student billing statements. This requirement applies to fees, the purpose of which is to cover any administrative costs; permanent student purpose fees; and non-permanent student purpose fees. Such itemization shall not be required for any Course Specific course fee that is specifically listed in the course catalog. Itemization shall not be required for detailed allocations of general student fees; however, such itemization may include an itemization of other general student fees. The portion of fees from any general student fee for the repayment of bonds or other debt shall also be disclosed on the billing statement.

Each billing statement will conspicuously identify any optional student fees or charges that are automatically assessed unless the student chooses not to pay the fee through a negative check-off.

## **INSTRUCTIONAL COURSE SPECIFIC FEES:**

Mandatory fees associated with academic courses that help defray the cost of offering specific courses. These include, but are not limited to: field trips, required materials fees for laboratory, music, art, vocational, occupational technical and physical education courses, testing fees required for completion of a course, malpractice insurance, digital textbooks, and high/medium costs fees.

Medium and High CIP Course Fees and Cisco Fees. In April 2010 the SBCCOE approved a revision of its 2000 approved Classification of Instructional Program (CIP) codes that are used to determine those courses that will be assessed a course fee.

All courses offered by the Colorado Community College System (CCCS) are identified according to three cost factor categories based on costs of delivery: low cost, medium cost, and high cost. In addition to these levels the SBCCOE has approved a separate rate for CISCO courses. Course fee rates for all medium, high cost and CISCO courses are approved by SBCCOE each fiscal year. A complete listing of CIP Codes and their approved cost factors, based on CIP 2010, can be found in Appendix A.

### Course Specific Fees:

- a. Mandatory non-campus-wide fees assessed to enroll in specific courses
- b. Proposed non-campus-wide Course Specific Purpose Fees must be approved by SBCCOE.
- c. Revenue from each Course Specific Fee is restricted for costs directly related to the associated course and each section of the course must be assessed the same Course Specific Fee.

# *Institutional Fee Plan* - Arapahoe Community College

---

*Refer to the most current ACC Class Schedule for a list of course specific fees.*

## **INSTRUCTIONAL PROGRAM SPECIFIC FEES:**

Mandatory fees associated with academic programs that help defray the costs of offering specific programs. These include, but are not limited to: music, art, career and technical education, physical education programs; testing fees required for completion of a program; and malpractice insurance.

### Program Specific Fees:

- a. Mandatory non-campus-wide fees assessed to enroll in specific programs
- b. Proposed non-campus-wide Program Specific Purpose Fees must be approved by SBCCOE.
- c. Revenue from each Program Specific Fee is restricted for costs directly related to the associated program and each student enrolled in the program must be assessed the same Program Specific Fee.

*Refer to the most current ACC Class Schedule for a list of program fees.*

## **STUDENT FEES:**

Mandatory campus-wide fees assessed for a specific purpose. Student Purpose Fees apply to student centers, recreation facilities, intercollegiate athletics, child care centers, campus health clinics or contract health services, student government, and similar facilities and services; and any general fee, the revenue from which is appropriated by student government for a specific purpose.

Student Activity Fee – A student revenue fee used exclusively to fund student activities, clubs and organizations, student travel to in-state and out of state conferences and competitions, campus center operations and maintenance, ID's, and the replacement and renewal of campus center furnishings. Fee rates are approved by SBCCOE annually.

Student Parking Fee – The purpose of this fee is to cover operation and maintenance costs of those facilities. Fee rates are approved by SBCCOE annually.

Student Building Fee – The purpose of this fee is to cover operation, improvement, and maintenance costs of student spaces in the Littleton Campus Main Building. Fee rates are approved by SBCCOE annually.

## **USE FEES:**

Mandatory or non-mandatory fee to exercise a privilege or receive a service.

## *Institutional Fee Plan* - Arapahoe Community College

---

Administrative Fees unrelated to a specific academic course or program. Mandatory campus-wide fees charged to defray the costs of providing administrative services including, but not limited to costs of renewal and replacement of equipment, technology fees, computer labs and printers, registration fees, satellite center fees, wireless access, and AHEC-related charges. Registration fees must be charged at all schools but may be waived at the college's discretion. Administrative fees charged at ACC include, but are not limited to the following:

Satellite Center Site Fee: ACC assesses a mandatory fee for classes held at the ACC Parker Campus.

Registration Fee: The CCCS system-wide registration fee that was non-refundable, per Board Policy, was changed in April 2008 by SBCCOE to be a refundable fee, at the discretion of each college. ACC decided that the registration fee would be refundable at the effective date of the change, which was at the beginning of the fall 2008 semester. *Although the registration fee is uniform across the system, each institution is responsible for the collection, maintenance, and administration of this revenue to defray costs of registration. Fee rates are approved by SBCCOE annually.*

Auxiliary Sales and Services: Charges to provide elective services such as housing, and food service plans. Auxiliary sales and services at ACC include, but are not limited to the following:

Child Development Center Fees: ACC assesses a fee for the use of the child care center on campus.

Miscellaneous Charges/ Charge for Service: Charges to cover the cost of delivering specific services which are incidental to the instruction activities, which include but, are not limited to health insurance, matriculation, graduation and commencement, late registration, Accuplacer, optional materials fees, deferred payment, promissory notes, return check fees, wire payment charges, and late tuition payment.

### **SALE AND SERVICES OF EDUCATIONAL ACTIVITIES:**

Charges to provide elective services such as fitness center charges and testing fees. Sales and services of educational activities at ACC include, but are not limited to the following:

Fitness Center and Pool Membership Fees: ACC assesses a charge to students for a membership to the fitness center and pool.

# *Institutional Fee Plan* - Arapahoe Community College

---

Professional Testing Charges: ACC assesses a charge for administration of professional tests.

## **COURSE SPECIFIC FACILITY FEES:**

1. Use of tuition or fees may be used for Course Specific facilities construction, provided the following conditions are met:
  - (a) All other financing options have been explored;
  - (b) Students approved the use of funds through a student vote or referendum or student government approval (as specified in the Part B of this plan).
  - (c) Any referendum relating to the use of fees under this section is initiated by the student government.

*Note: Only the use of a student fee for Course Specific facilities construction must be approved by vote or referendum or by student government. Institutions may use tuition for the construction or renovation of Course Specific facilities without approval through a student vote or referendum, provided that, at a minimum, the institution has explored all other financing options, has presented their proposed use of tuition revenues at a public meeting, and has informed students which capital projects will be funded with tuition revenues;*

*Currently, ACC does not use student tuition and fees for Course Specific facilities construction. ACC may consider using student tuition and fees for Course Specific facilities construction in the future pursuant to CDHE and SBCCOE fee policies.*

## **III. TIMELINES**

Typically, the timeline for review and approval of student fees will approximate the following:

- *Late -January – Proposals for student fees and other charges by the appropriate departments are submitted to the Chief Financial Officer (CFO).*
- *Early -February – Preliminary proposals for new and existing student fees (in excess of inflation and consistent with BP 4-20) and other charges are forwarded by the CFO to Student Government for review and comment. The CFO will work with the CCCS Office of Legal Affairs for the approval of student fee ballot language.*
- *Mid-February – Associated Student Government open forum on student fees. Preliminary proposals for new and existing student fees (in excess of inflation and consistent with BP 4-20) and other charges are forwarded by the CFO to the Cabinet for review and comment.*
- *End-February – Preliminary recommendations from Associated Student Government*

# *Institutional Fee Plan* - Arapahoe Community College

---

and the Cabinet are due to the CFO.

- *Early-March* – The CFO forwards summary of preliminary recommendations for student fees and other charges to the ACC President. If approved by the President, the CFO forwards the recommendations to the CCCS Budget Office.
- *SBCCOE April Board Meeting* – An overview of preliminary recommendations for student fee and other charges are presented by CCCS Budget Office to the Board on behalf of the colleges.
- *SBCCOE April Board Meeting* – Proposal for new and existing fees (in excess of inflation) requiring student vote and must be approved or rejected (contingent upon affirmative student vote).
- *Third week of April* - Students have traditionally voted on fee issues within the Spring Associated Student Government ballot. The timeline for said election is spelled out in the Associated Student Government. There is also clarification within the Associated Student Government Constitution defining and stipulating to “special elections” which may also apply to fee issues.
- *July 1* – New approved fees and other charges go into effect (usually fall semester).

## **PART B--Elections and Required Approvals**

### **Student Elections**

*Under the circumstances as outlined below*, students are required to approve new fees and increases in existing fees. The college president of ACC is responsible for administering all student elections concerning fees, upon SBCCOE approval of the referendum plan. The plan for the proposed fee will include the form of notice to students of the amount, the reason for the assessment, the number of years that the fee will be imposed, and the purpose for which ACC will use the revenue, and whether the fee is permanent or temporary, and if temporary, a repeal date for the fee. The plan will also include the effect of enrollment fluctuations. A simple majority of the votes cast determines the outcome of any student election.

Student approval through a majority vote of the student body is required for these fee categories:

**Student Fees:** A new student activity fee or an increase in an existing student activity fee (in excess of inflation only).

**Bond Fees:** A new fee or fee increase (in excess of inflation only) assessed for the construction, renovation, and/or operation of auxiliary or academic facilities or operations.

# *Institutional Fee Plan* - Arapahoe Community College

---

## **Student Elections Concerning Fees**

The college president is responsible for administering all student elections concerning fees. The plan will include the form of notice of how students are informed of the amount and purpose of the proposed fee, the number of years that the fee will be imposed, and the effect of enrollment fluctuations. A simple majority of the votes cast determines the outcome of any student election. ACC may conduct a student vote once each term. This election scheduled in consultation with the ACC Associated Student Government Constitution specifies when its regularly scheduled elections will be held in accordance with its bylaws and will be announced to the students at least thirty (30) days in advance. No new fee, fee increases or fee extension that is defeated by a vote of the student body may be resubmitted for a student vote until the following regularly scheduled election. The college shall specify when its regularly scheduled election will be held.

## **Student Approval Not Required**

1. Existing fees, new fees, or increases in fees relating to permanent student purposes.
2. Existing fees, new fees, or increases in fees relating to administrative fees for a Course Specific course.
3. Any fee assessed for repayment of bonds issued or incurred prior to July 1, 1997.
4. Increase in any fee that is applied to repayment of bonds issued or incurred prior to July 1, 1997 if the fee increase is necessitated by a covenant in the authorizing bond resolution or other agreement for the specific project.
5. Increase in any fee that is applied to the repayment of bonds issued or incurred prior to July 1, 1997 if the fee increase is assessed for the repayment on bonds that are issued to refund existing bonds for the specific project and the maturity date of the refunding bonds is the same or earlier than the maturity date of the existing bonds.

## **Student Approval Required (by a Majority of Votes)**

1. New fee or fee increase (in excess of inflation only) assessed to cover administrative costs.
2. New fee or fee increase (in excess of inflation only) assessed for non-permanent student purposes. New non-permanent student purpose fee or fee increases after July 1, 1997 must contain an expiration date. Non-permanent student purpose fees in existence prior to July 1, 1997 and which are not scheduled to expire prior to July 1, 2000 shall be subject to approval by student election at the first regularly scheduled student election after July 1, 2000.

## **PART C – Arapahoe Community College Participation and Appeal Processes**

## *Institutional Fee Plan* - **Arapahoe Community College**

---

Student participation in the development of campus and statewide fees occurs at two levels through recognized governance bodies. At the first level ACC's recognized student governance body, the ACC Associated Student Government, is consulted by ACC's President and/or his or her designees. At the second level a State Student Advisory Council (SSAC) exists and is advised by a CCCS staff member. Additionally, the SSAC vice chair sits on the State Board for Community Colleges and Occupational Education (SBCCOE) as provided by Board Policy 4-25 and Colorado Revised Statute 23-60-104.

### **Campus Student Participation and Appeal Process**

The ACC Associated Student Government (ASG) is consulted by the administration about the fees listed above on a routine basis.

1. ACC's student fee request must be submitted to CCCS by mid-March of each year. Accordingly, sufficient time should be earmarked for consultation between administration and students to meet this deadline. All existing fees will be submitted to CCCS unless a specific exception is made by the system Vice President of Finance. New and increased fees must include a rationale and an accompanying statement documenting the purposes to which the additional revenue will be applied.
2. In the event student representatives to the internal fee process do not agree with elements of the administration's final fee proposal, both parties will commit to seeking informal resolution through established system procedures regarding Student Grievances (System Presidents Procedure 4-31).

### **SBCCOE Participation and Appeal Process**

The SBCCOE will approve all student fees across the system prior to their implementation. The procedures above provide a mechanism for students to participate in the process of establishing fees, including the opportunity for the students and student representatives to address the Board during discussion and action of student fee proposals.

It is the responsibility of the administration to provide the president of the ACC ASG with the final action taken by SBCCOE on student fees after the Board meeting in which student fees are approved. It is the responsibility of the president of the ACC ASG to inform members of the ACC ASG Associated Student Government and other students of the final SBCCOE action on student fees.

# *Institutional Fee Plan* - Arapahoe Community College

---

## Appendix A CIP 2010 - Classification of Instructional Programs Effective January 2010

Series	Program Title	Cost Factor (Please note: LOW fee is the same as no fee)
01	Agriculture, Agriculture Operations and Related Sciences	MED except ABM, Ag Business Mgmt. at HIGH
03	Natural Resources and Conservation	MED
04	Architecture and Related Services	MED
05	Area, Ethnic and Gender Studies	LOW
09	Communication, Journalism and Related Programs	LOW (all communication courses approved as LOW by CCCS CFO)
10	Communications Technologies/Technicians and Support Services	HIGH
11	Computer and Information Sciences and Support Services	MED except CISCO at HIGH
12	Personal and Culinary Services	LOW except Culinary & Mortuary at HIGH
13	Education	LOW
14	Engineering	MED
15	Engineering Technologies/Technicians	HIGH
16	Foreign Languages, Literatures and Linguistics	LOW
19	Family and Consumer Sciences/Human Sciences	LOW
21	Technology Education/Industrial Arts	LOW
21.01	Technology Education/Industrial Arts Programs	LOW
22	Legal Professions and Studies	LOW
23	English Language	MED (optional fee-colleges can change to LOW)
23	Literature/Letters	LOW
24	Liberal Arts and Sciences, General Studies and Humanities	LOW
25	Library Sciences	LOW
26	Biological and Biomedical Sciences	MED
27	Mathematics and Statistics	MED (optional fee-colleges can change to LOW)
28.01	Air Force JROTC/ROTC	LOW
28.03	Army JROTC/ROTC	LOW
28.04	Navy/Marine Corps JROTC/ROTC	LOW
29	Military Technologies	LOW
30	Multi/Interdisciplinary Studies	LOW
31	Parks, Recreation, Leisure and Fitness Studies	LOW
32	Basic Skills (ENG & MAT only)	MED (optional fee-colleges can change to LOW)
32	Basic Skills (REA & AAA only)	LOW
33	Citizenship Activities	LOW
34	Health Related Knowledge Skills	LOW
35	Interpersonal and Social Skills	LOW
36	Leisure and Recreational Activities	LOW
37	Personal Awareness and Self-Improvement	LOW
38	Philosophy and Religious Studies	LOW
39	Theology and Religious Vocations	LOW
40	Physical Sciences	MED
41	Science Technologies/Technicians	HIGH

## *Institutional Fee Plan* - Arapahoe Community College

---

42	Psychology	LOW
43	Protective Services	HIGH
44	Public Administration and Social Service Professions	LOW
45	Social Sciences	LOW
46	Construction Trades	MED
47	Mechanic and Repair Technologies/Technicians	MED except Aviation at HIGH
48	Precision Production	HIGH
49	Transportation and Materials Moving	MED except for Heavy Equipment and Aviation at HIGH
50	Visual and Performing Arts	HIGH for Studio ART courses. LOW for all other ART courses (CCCS CFO approved)
51	Health Professions and Related Clinical Services	HIGH
52	Business, Management, Marketing and Related Support Services	LOW except SBM, Small Business Management at MED
54	History	LOW (CCCS CFO approval)
60	Residency Programs	LOW
60.01	Dental Residency Programs	LOW
60.02	Medical Residency Programs	LOW
60.03	Veterinary Residency Programs	LOW

## Appendix B

### Definition of Terms as listed in CDHE Policy VI-PART C

Course Specific: For purposes of this policy, includes all instruction, including: vocational, occupational, technical, music, and physical education courses.

Course Specific Facilities Construction: Includes buildings and site improvements, or specific space within a multi-use building (including utilities and transportation infrastructure) as defined in C.R.S. 24-75-301. The determination of whether it is a Course Specific facility or space shall be determined based on the function/purpose of the building or space. If a multi-purpose building, the space determination shall be based on the primary usage of the space during the regular Course Specific year.

Administrative Fees: mandatory campus-wide fees categorized as administrative fees by the institutional plan for student fees.

Auxiliary Facility: same meaning as defined in section 23-5-101.5 (2) (a).

Campus-wide Mandatory Student Fees: Required minimum student fees for the Course Specific year. Does not include fees that are optional or frequently waived.

Charge for Service: Charges to cover the costs of delivering specific services, which are incidental to the instructional activities. These include, but are not limited to application fees, add/drop fees, fines and penalties, late fees, orientation fees, and room and board charges.

Cost of Course Specific Program: Includes total general fund and cash funds (including governing board costs), less indirect cost recoveries.

Course Specific Fee: Those mandatory fees that a student must pay to enroll in specific courses. (E.g. lab fees, music fees, art fees, materials fees, and telecourse fees)

Fees: Any mandatory campus-wide fee assessed against students by any institution of higher education, the revenues from which they are used for Course Specific or non-Course Specific purposes, including but not limited to the following:

- (a) Support for student programs, including but not limited to cultural or social events, off-campus housing assistance, student clubs, student organizations, and student media;
- (b) Construction, maintenance, operation, or lease of areas that are used as student centers, recreational facilities, parking lots, child care centers, or for payment of bonds issued for principal or interest payments on long-term debt for student facilities;
- (c.) Establishment and operation of campus health clinics or contract health services;

## *Institutional Fee Plan* - Arapahoe Community College

---

- (d) Support for intercollegiate or intramural club athletic activities or for payment of bonds allocated for the principal or interest payments on the long-term debt of any facility used for intercollegiate athletics;
- (e) Payment of direct and indirect operating expenses of student government;
- (f) Providing or purchasing equipment or programmatic activities relating to computer equipment, laboratory equipment, or other technology;
- (g) Providing administrative services, including registration fees;
- (h) Payment for costs incurred in specific courses including, but not limited to, laboratory, music, art, materials, and telecourse fees;
- (i) Payment of nonspecific costs related to the instructional program or college; and
- (j) Payment for additional insurance costs necessary due to the nature of a particular course.

Fees exclude items defined as a Charge for Service.

Inflation: The percentage change in the CPI for the Denver-Boulder consolidated metropolitan statistical area for all urban consumers, all goods, as published by the U.S. Department of Labor, Bureau of Labor Statistics, or its successor index.

Institution of Higher Education: Any state-supported institution of higher education in Colorado, including junior colleges, area vocational schools, and the Auraria Higher Education Center.

Instructional Fee: Any mandatory Course Specific fees that is not a course specific fee. These are fees related to the instructional program or college, but not to the specific course offering. These include college specific fees and program specific fees.

Long-Term Deposits: Non-damage related deposits that are held more than one Course Specific term. Does not include short-term damage deposits and dormitory deposits.

Mandatory Insurance Fees: Fees that are charged for insurance required beyond regular health insurance based upon the nature of the course.

Nonpermanent Student Purpose Fees: Mandatory campus-wide fees categorized as nonpermanent by the institutional plan for student fees and does not meet the definition of permanent student purpose fees.

Permanent Student Purposes: means student centers, recreation facilities, parking lots, intercollegiate athletics, child care centers, campus health clinics, contract health services, student government, and similar facilities and services; and includes any general fee, the revenue from which is to be appropriated by student government for a specific purpose.

## *Institutional Fee Plan* - Arapahoe Community College

---

Student Activity Fees: Those mandatory fees charged to the student body, which are allocated to specific student programs. Examples of these types of fees are general student activity fees, student health service fees, student organization fees, student newspaper fees, fees for social-cultural development, and fees for intramural athletics, as well as student activity fees pledged to repay bonded indebtedness.

Optional Fees: Those fees the students have a choice to pay or not to pay.

User Fee: A fee paid by a student to exercise a privilege or receive a service provided by an auxiliary facility. *It excludes*:

- Any general fee charged to all students;
- Any fee paid for continuing education facilities or activities; or
- Any fee paid to purchase a ticket to an athletic event occurring at the institution.