

Community College of Aurora INSTITUTIONAL FEE PLAN

PART A--Fee Categories

The purpose of the Institutional Fee Plan is to define how student fees are proposed, approved, assessed, and allocated at Community College of Aurora. 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.

I. Definitions

- A. Definitions of Fees and Charges: Terms associated with Fees and Charges at Community College of Aurora are defined as follows:
1. Fees: Any mandatory assessment against students (excluding tuition), including those assessed as (1) a condition of enrollment in the college, or (2) a condition of enrollment in a particular program or course.
 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 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. 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, the revenues from which are used for academic or nonacademic 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;
 - (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 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 particular courses.
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 program or course insurance fees, program or college specific fees, and course specific fees.

B. Fee Purpose: Every Fee at Community College of Aurora shall be classified as an Administrative Fee, an Academic Fee (Course Specific Fee and Instruction Fee), a Mandatory Insurance Fee, a Student Activity Fee, a User Fee, a Charge for Service Fee, or a Technology Fee. If a particular Fee meets several purposes, it shall be categorized within the dominant purpose. Fee purposes are defined as:

1. Academic Fees: Mandatory campus-wide or mandatory non-campus-wide fees associated with academic courses or programs. Proposed non-campus-wide Academic Purpose Fees must be approved by SBCCOE.
- (a) Instructional Fees: Mandatory non-campus-wide fees related to an instructional program or college, but not to a specific course offering, and may include college specific fees or program specific fees, including but not limited to international program 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.

- (b) Course Specific Fees: Mandatory non-campus-wide fees assessed to enroll in specific courses (*e.g.*, lab fees, music fees, art fees, materials fees, and telecourse fees). 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.
 - (c) Instructional Technology Fees: For all Math and English courses to offset technology costs and support services.
2. Student Activity 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 Government 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 Center Bond Fee – The purpose of this fee is to pay the principal and interest on the Community College of Aurora – Series 2010A Refinance Bonds and to cover operation, improvement, and maintenance costs of those facilities. Fee rates are approved by SBCCOE annually.

3. Administrative Fees: Mandatory campus-wide fees assessed to provide administrative and support services.

Community College of Aurora does not assess an administrative fee.

4. Academic Facility Fees: Use of tuition or fees may be used for academic 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).
Note: Only the use of a student fee for academic facilities construction must be approved by vote or referendum or by student government.
Institutions may use tuition for the construction or renovation of academic 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;
- (c) Any referendum relating to the use of fees under this section is initiated by the student government.

Currently, Community College of Aurora does not use student tuition and fees for academic facilities construction. CCA may consider using student tuition and fees for academic facilities construction in the future pursuant to CDHE and SBCCOE fee policies.

5. Mandatory Insurance Fees: Fees which are charged for insurance required beyond regular health insurance based on the nature of the course.
6. User Fees: Fees paid by the student to exercise a privilege or receive a service by an auxiliary facility. This excludes continuing education fees and ticket sales for music or theatre events.
7. Charge for Service: Charges to cover the costs of delivering specific services which are incidental to the instructional activities.

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. Community College of Aurora 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.

Return Check Charge: Community College of Aurora assesses a \$30 processing fee for all checks returned to the college due to Insufficient Funds.

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 V.P. of Administrative Services.
- *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 V.P. of Administrative Services to Student Government for review and comment. It is the responsibility of the V.P. of Administrative Services to work with the CCCS Office of Legal Affairs for the approval of student fee ballot language.
- *Mid-February* – 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 V.P. of Administrative Services to the College Cabinet for review and comment.
- *End-February* – Preliminary recommendations from Student Government and the College Cabinet are due to the V.P. of Administrative Services.
- *Early-March* – The V.P. of Administrative Services forwards summary of preliminary recommendations on the proposals for student fees and other charges to the president of Community College of Aurora. If approved by the president, the V.P. of Administrative Services forwards the summary of preliminary 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 Student Government ballot. The timeline for said election is spelled out in the Student Government Constitution as “the 14th calendar week of Spring Semester.” There is also clarification within the 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).

Review of Fee Fund Balances

Community College of Aurora's budget staff, along with the organization manager, will periodically review each fee fund throughout the fiscal year. These reviews include evaluation of revenue collection, review of expenditures, estimated fund balance, and appropriate use of fee revenues. The level of allowable fund balance for each fee area is determined by college leadership in light of the current financial situation of the college and/or unique circumstances of that particular fee's plans (i.e. saving for a piece of equipment, etc.).

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 president of Community College of Aurora 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 purpose for which Community College of Aurora 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.

Community College of Aurora may conduct a student vote once each term. This election will be scheduled in consultation with the Community College of Aurora Student Government and will be announced to the students at least thirty (30) days in advance. The Community College of Aurora Student Government Constitution specifies when its regularly scheduled elections will be held: the fifth calendar week of fall semester and the fourteenth calendar week of spring semester.

The results of successful referendum elections are not subject to appeal and proceed directly to SBCCOE for disposition. 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. All student fee elections are advisory to the SBCCOE.

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 specific academic 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.

Itemization of Student Fees on Billing Statements

Community College of Aurora 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 academic 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.

PART C – Community College of Aurora Participation and Appeal Processes

Student participation in the development of campus and statewide fees occurs at two levels through recognized governance bodies. At the first level Community College of Aurora's recognized student governance body, the Community College of Aurora Student Government, is consulted by Community College of Aurora'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 as provided by Board Policy 4-25 and Colorado Revised Statute 23-60-104.

Campus Student Participation and Appeal Process

The Community College of Aurora Student Government is consulted by the administration about the fees listed above on a routine basis.

1. The administration of Community College of Aurora will consult with elected representatives of the Community College of Aurora Student Government once in the fall term to review the current year's fees and again in the spring term prior to submission of student fees for the next fiscal year to SBCCOE. Specific dates will be established by the administration in line with the dates contained in this policy and the timetable for final SBCCOE action on all student fees.
2. It is the responsibility of the Community College of Aurora Student Government each fall term to notify the president of the college of the names of no more than five (5) students who also are members of the Community College of Aurora Student Government Budget Hearing Committee. These individuals will serve as representatives to the college's internal fee allocation process. As stated in the CCA Student Government Constitution, these five (5) student representatives consist of the Student Government President (Chair), Student Government Treasurer, one other Student Government member (senator or officer), two students at-large (not Student Government members). Students who are not members in good standing of Community College of Aurora Student Government will not be allowed to serve.
3. It is the responsibility of the administration to provide a copy of this policy, any subsequent revisions thereto, and target dates for the internal fee allocation process to the representatives identified in #2 by January 31 each year.
4. Community College of Aurora'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 for Finance. New and increased fees must include a rationale and an accompanying statement documenting the purposes to which the additional revenue will be applied.
5. 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.
6. If informal resolution to the issue or issues identified in #5 does not occur, the president of the Community College of Aurora Student Government may file a written appeal with the college president by February 21 or the working day closest thereto. A written appeal will state the substantive grounds for the appeal. Any appeals filed after this date will not be considered.

7. The college president will respond to the written appeal within five (5) working days. The president's written response will include rationale for either accepting or denying the written appeal.
8. Within five (5) working days, by a majority of the membership of the Community College of Aurora Student Government, the Community College of Aurora Student Government may reject the college president's response. If a majority is not attained or if the Community College of Aurora Student Government fails to take action, the college president's response is final and no further appeals on the same issue are possible.
9. If the Community College of Aurora Student Government rejects the college president's response, the president of the Community College of Aurora Student Government may file a written appeal with the advisor to the State Student Advisory Council within three (3) working days, as provided in the next section.
10. The administration and the Community College of Aurora Student Government may waive the appeal timelines by mutual consent.

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 Community College of Aurora Student Government 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 Community College of Aurora Student Government to inform members of the Community College of Aurora Student Government and other students of the final SBCCOE action on student fees.

Appendix A--Med/High Cost CIPs

CIP 2013 - CLASSIFICATION OF INSTRUCTIONAL PROGRAMS

Effective beginning with Fall 2012 term

Series	Program Title	Cost Factor LOW fee is the same as no fee)	(Please note:
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 (except OUT at MED)	
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	

Appendix A--Med/High Cost CIPs - Continued
CIP 2013 - CLASSIFICATION OF INSTRUCTIONAL PROGRAMS
 Effective beginning with Fall 2012 term

41	Science Technologies/Technicians	HIGH
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

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

Academic 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 an academic 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 academic 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 academic 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 Academic 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 academic or nonacademic 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;
- (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 academic 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 academic 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.

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.