

 COMMUNITY COLLEGE OF DENVER	Policy Number:	FS – 2
	Subject:	Institutional Fee Plan
	Effective Date:	June 30, 2012
	President:	Cliff Richardson
RELATED STANDARDS: Colorado Department of Higher Education Policy Section VI Part C Tuition and Fees; State Board for Community Colleges and Occupational Education Board Policy 4-20	Revised Date:	June 30, 2013
	President:	Cliff Richardson
	Revised Date:	June 30, 2014
	President:	Dr. Everette J. Freeman
	Revised Date:	June 30, 2015
	President:	Dr. Everette J. Freeman

1. Purpose

Defines the Community College of Denver (College or CCD) current institutional fee plan. Fees and charges for services that are specifically delineated below must be approved annually by the State Board for Community Colleges and Occupational Education (SBCCOE) and must be in compliance with the requirements established by Board Policy 4-20 – Student Tuition and Fees/Scholarships ([BP 4-20](#)).

2. Applicability

This procedure applies to all current and proposed fees of the College, except for those fees set by the Colorado Community College System office (CCCS or System).

3. Definitions

- a. Fee – 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. Specific types of fees are further defined below.
- b. Bond Fee – Fee assessed and pledged to build, renovate and/or operate and maintain auxiliary facilities or, as allowable in statute, academic facilities.
- c. Instructional Fee:

- i. Course Specific Fee – Mandatory fee associated with 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; uniforms and specialized equipment; testing fees required for completion of a course; malpractice insurance; digital textbooks; and high/medium cost fees.
 - ii. Program Fee – Mandatory fee associated with academic programs that help defray the costs of offering specific programs. These include, but are not limited to, music, art, vocational, occupational, technical, and physical education programs; testing fees required for completion of a program; and malpractice insurance.
- d. Student Activity Fee – Mandatory fee associated with enrollment in the College and/or campus that are assessed for a specific purpose. This fee includes, but are not limited to, student centers, athletics, student government, contract health services, and/or similar services and facilities; non-bonded parking fees; and any general fee, the revenue from which is appropriated by student government for a specific purpose.
- e. Use Fee:
- i. Administrative Fee Unrelated to a Specific Academic Course or Program – These are mandatory campus-wide fees charged to provide administrative services including, but not limited to, renewal and replacement equipment costs, technology fees, computer labs and printers, registration fees, satellite center fees, wireless access, digital databases, and AHEC-related charges. Registration fees may be waived at the College’s discretion.
 - ii. Auxiliary Sales and Services – Charges to provide elective services such as housing and food service plans.
 - iii. Miscellaneous Charges/Charge for Service – Charges to cover the cost of delivering specific services which are incidental to the instructional activities, which include but are not limited to, health insurance, matriculation, graduation and commencement, late registration, college readiness, optional materials fees, deferred payment, promissory notes, return check fees, and late tuition payment.

- f. Sales and Services of Education Activities – Charges to provide elective services such as fitness center charges and fees for testing and other services that are non-mandatory or are strongly encouraged.

4. Guidelines

CCD maintains this Institutional Fee Plan as required by the Colorado Department of Higher Education (CDHE) and the SBCCOE. All tuition rates, fees, and charges for services that are specifically delineated below must be approved annually by the SBCCOE. At least annually, all CCD departments that charge student fees are given a review period and requested to update all fees.

The listing of all CCD student tuition and fees are reviewed and approved at the SBCCOE April Board meeting. Referenda fees are approved by the SBCCOE Board at its May meeting. SBCCOE Board agendas, meeting minutes, supporting documentation can be found at: <https://www.cccs.edu/about-cccs/state-board/board-meeting-information/>.

a. Bond Fees:

- i. Auraria Bond Fee – Auraria Campus students voted to approve a fee to pay off the bonds that funded construction on the Tivoli Student Union, Auraria Early Learning Center, campus health physical education and recreation facilities. CCD students are assessed the Auraria Bond Fee based on their number of credit hours.
- ii. Building Fee – In April 2010 CCD students passed a building fee for the purpose of constructing a new building (Confluence) and renovating the Cherry Creek Building (f.k.a. South Classroom Building). The initial fee per credit hour rate was \$2.00 in Fall 2010, \$4.00 in Fall 2011, \$6.00 in Fall 2012, and \$8.00 in Fall 2013 and thereafter, for a period not to exceed 25 years.

b. Instructional Fees:

- i. Digital Content Fee – CCC Online charges a per course fee for the digital textbooks offered with each CCC Online course.

- ii. High/Medium Cost Course Fees – Per credit hour fee assessed to all courses designated as a high/medium courses. CCCS assigns each course as low/medium/high.
- c. Student Activity Fees:
- i. Health Center Fee – This flat fee enables all CCD students to have access to all of the medical, health and safety services offered by the Health Center. The Health Center is operated by Metropolitan State University of Denver.
 - ii. Immunization Fee – This flat fee supplements the provision of immunizations on campus for CCD Students.
 - iii. Student Government Operations Fee – This fee supports CCD Student Life staff and programs, including but not limited to, New Student Orientation and First Year Experience, CCD Student Government, the Campus Connection student newspaper, Student Handbook publication, child care scholarships, lending library, food bank, recreational activities, student events, Tivoli Student Computer Lab, Auraria Student Health Center, Gay, Lesbian, Bisexual and Transgender Student Services and the Phoenix Center at Auraria. This fee is based on credit hours and limited to a maximum of twelve (12) credit hours.
- d. Use Fees:
- i. Registration Fee – Mandatory, flat fee charged each semester, regardless of the number of courses taken, or whether a student drops any or all courses. Although the registration fee is uniform across the System, each college is responsible for the collection, maintenance, and administration of this revenue to defray costs of registration.
 - ii. Auraria Higher Education Center Resource Library Fee – This per credit hour fee supports Auraria Library functions. The library is operated by the University of Colorado Denver.
 - iii. Clean Energy Fee – Student-approved fee for purchasing clean, renewable, electrical power for the Auraria Campus. This is a flat fee and is charged each semester.

- iv. RTD Bus Pass Fee – This flat fee covers fares for local bus service in the Denver-metro area, Light Rail and all Express or Express Regional services.
- v. Student Facilities Fee – Student approved fee to support development, enhancement and ongoing maintenance of the outdoor Tivoli Park/Quad, the Tivoli Patio & Coffee Lounge, and other future student gathering spaces throughout campus.

5. Student Fee Proposal and Approval Process

- a. Student approval by a majority of votes cast by the student body is required for these fee categories:
 - i. Student Fees – A new student activity fee or an increase in an existing student activity fee (in excess of inflation only)
 - ii. 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.
- b. Student approval is not required in any other circumstance.
- c. The College President is responsible for the administration of student fee monies, which includes the obligation to administer all student referendums concerning fees. Referendums shall be scheduled in consultation with student government and will be announced to the students at least thirty (30) days in advance of any vote. 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 next regularly scheduled election. The College shall specify when its regularly scheduled election will be held.
 - i. Campaigning by CCD and by CCD student government is not permitted.
 - ii. Prior to each referendum, materials will be distributed to students regarding the referendum that includes unbiased, factual information.

- iii. CCD student fee referendums are typically held in April. Students and student representatives may address the SBCCOE during discussion and action of student fee proposals.

- d. CCD Student Fee Referendums Follow these Procedures:
 - i. Referenda may be a College-wide or campus specific, depending on the nature of the fee. College-wide or campus specific referenda will be run the by the President's office or another office or official designated by the President. All referenda and supporting materials will be approved by the College President in conjunction with System legal counsel before they are announced or published.

 - ii. Any student taking at least one credit hour in the semester of the referendum may participate in the referendum.

 - iii. Students are notified by Student Life of an upcoming fee referendum via College email and the College website at least 30 days prior to an election. Other means of notification, such as posters, open forums, etc., may also be used to communicate to the student population the specifics of any upcoming referenda.

 - iv. Referendum notification materials will provide the following information:
 - 1. The amount of the proposed new fee or fee increase.

 - 2. The reason for the fee or increase.

 - 3. The purpose for which the College will use revenues received from the proposed new fee or fee increase.

 - 4. Whether the proposed new fee or fee increase is temporary or permanent and, if temporary, the repeal date of the proposed new fee or fee increase, and the effect, if any, of enrollment fluctuations on the fee.

 - v. Referenda may be run by paper ballot or electronically.

 - vi. Students will need to provide proof of identity.

- vii. Student enrollment status will be verified by the College's Student Life staff.
- viii. A fee is passed by a simple majority of the current student body.

6. Itemization of Student Fees on Billing Statements

CCD shall separately itemize 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. 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 identify any optional student fees or charges that are automatically assessed.

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 academic facilities construction subject to Colorado Commission on Higher Education (CCHE) fee policies. Buildings must comply with the SBCCOE Policy.

7. Participation and Appeal Process

- a. The administration of CCD will consult with elected representatives of the CCD Student Government on the issue of fees and charges. At these meetings, students and the student government will have the opportunity to address the College President or SBCCOE on the topic of fees.
- b. Typically, the timeline for review and approval of student fees will approximate the following:
 - i. *By October 15* – Notify the CCCS CFO of any fee(s) deemed to be in error from the current approved fee structure and request approval for the correct fee(s). In addition, the College will identify any new fee(s) that it wishes to implement for the upcoming Spring and Summer semesters.

- ii. *By November 1* – The College’s Deputy CFO will notify the appropriate departments to begin their analysis of new fees and to review current fees to determine if they are still applicable.
- iii. *By December 1* – Proposals for student fees and other charges by the appropriate departments are submitted to the College’s Deputy CFO.
- iv. *By January 15* – 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 College’s Deputy CFO to CCD’s Executive Staff and Student Government for review and comment. It is the responsibility of the appropriate College Executive Staff member to work with System Legal for approval of student fee ballot language. It is the responsibility of the College administration to provide a copy of the old fee and charge policy, any subsequent revisions thereto, and target dates for the internal fee allocation process to Student Government by this date.
- v. *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 will be discussed at open forums in which all students are invited to attend. There will be a minimum of two (2) forums. Days and times of all forums will be submitted to the College President by February 5, with student forums being scheduled within 3 days of the President approval.
- vi. *By February 28* – Preliminary recommendations from Student Government and the College’s Executive Staff are due to the College’s Deputy CFO.
 - 1. 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.
 - 2. If informal resolution to the issue does not occur by March 1, the president of CCD Student Government may file a written appeal with the College President 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. This appeal must take into account

concerns or issues raised by the entire student body, not just the Student Government.

3. The College President will respond to the written appeal within five (5) working days. The College President's written response will include rationale for either accepting or denying the written appeal.
 4. Within five (5) working days, by a majority of the membership of the CCD Student Government, the CCD Student Government may reject the College President's response. If a majority is not attained or if the CCD Student Government fails to take action, the College President's response is final and no further appeals on the same issue are possible.
 5. If the CCD Student Government rejects the College President's response, the president of the CCD Student Government may file a written appeal with the advisor to the State Student Advisory Council within three (3) working days. This is intended to permit resolution prior to the March 30 deadline and the SBCCOE meeting.
 6. The College administration and the CCD Student Government may waive the appeal timelines by mutual consent.
- vii. *By March 30* – The College's CFO forwards summary of preliminary recommendations on the proposals for student fees and other charges to the College President. If approved by the College President, the College's CFO forwards the summary of preliminary recommendations to the CCCS Budget Office.
- viii. *SBCCOE April Board Meeting* – An overview of preliminary recommendations for student fee and other charges are presented by CCCS Budget Office to SBCCOE on behalf of the CCCS colleges. Proposal for new and existing fees (in excess of inflation) requiring student vote and must be approved or rejected (contingent upon affirmative student vote).
- ix. *Third Week of April* – Students vote on fee issues within the Spring Student Government ballot.

- x. *SBCCOE May Board Meeting* – Special approval of fees from the Spring Student Government ballot.
- xi. *July 1* – New approved fees and other charges go into effect (usually fall semester).

8. Budget and Reconciliation Process

- a. Each year, the College's Deputy CFO will estimate the course fee budget for each discipline area for the next fiscal year. The budget will be based on the next fiscal year's SBCCOE-approved fee rates and the current year's enrollment figures using summer and fall end-of-term files and spring census files. The College will typically budget based on flat enrollment growth; however, this methodology may be changed at the discretion of the College's leadership based on current enrollment and economic conditions. For example, if a decline in enrollment is expected, the estimate may reflect this expected enrollment decline.
- b. Deans are responsible for ensuring that expenses for each discipline are expensed against that discipline's organization code in the financial records system. CDHE guidelines for use of course fees are as follows:
 - i. Should cover the unusual costs for a course offering.
 - ii. Revenues must be used for costs directly related to the course for which they are charged.
 - iii. Includes technology fees associated with the offering of online, non-cash funded courses.

Deans shall also ensure that course fees collected for each discipline are spent for that discipline within the same fiscal year it was collected. If a balance exists at the end of the year, as a result of course fees collected, this balance must roll and be spent in the next fiscal year.

- c. Each quarter (or a minimum of four times per fiscal year) the College's Deputy CFO will provide a report comparing the allocated budgets to actual expenditures in course-fee

eligible disciplines. This process is necessary so that the Deans can ensure the fee monies are being expended for the discipline they were collected for.

- d. The College's Deputy CFO will reconcile fee budgets with actual fees collected twice each fiscal year.
 - i. The first review will be based on end-of-term file for summer and census date file for fall.
 - ii. The second review will be done immediately after the census date for spring.
- e. Differences between original budget allocations and actual revenues collected will be adjusted accordingly in the budget for each discipline. Deans will adjust their spending per discipline according to the results of this reconciliation and the adjustments made.

9. Review of Fee Balances

After reconciliation of fee budgets, the College's Deputy CFO will provide the College's CFO with a written report detailing, by discipline, total budgeted fee revenue, fee revenue spent to-date, and remaining fee balance expressed in dollars and percentage. The report will also identify individual areas of concern, reasons why fee budgets are over or under spent and if there are any conflicts with this procedure.

The report will be shared with College leadership who will determine the appropriate level of allowable fund balance for each fee area. In making this determination, College leadership will consider any unique circumstances, such as saving for a piece of equipment, and the College's current financial outlook.