

## CNCC FIN 10.1: Tuition and Fees – Institutional Fee Plan

**Category:** Tuition and Fees

**Issued:** June 4, 2012

**Legal or Other Authority:** Colorado Department of Higher Education (CDHE) Policy Section VI Part C Tuition and Fees; State Board for Community Colleges and Occupational Education (SBCCOE) Board Policy 4-20; CNCC President’s Cabinet June 4, 2012

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### GUIDELINES

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CNCC maintains this Institutional Fee Plan as required by CDHE and SBCCOE. This guideline must be reviewed and updated by Cabinet each year after the April SBCCOE meeting in which CNCC tuition and fees are approved. The fees outlined in this guideline are effective for the 2012-2013 academic year.

#### 1) College-wide mandatory student fees

- a. These are minimum student fees for the academic year that are charged to all students regardless of class standing, courses selected, and/or program of study. Fees are adjusted annually for inflation and may be adjusted from time to time to meet operating needs, subject to the fee approval process outlined below.
- b. Permanent student purpose fees
  - i. These fees support student centers, recreation facilities, parking lots, student government, and similar facilities and services, and include any general fee, the revenue from which is to be appropriated by student government for a specific purpose.
    1. Student Activity Fee
      - a. \$5.04 per credit hour

- i. Supports Student Life services (student events and activities, student clubs and organizations).
  - b. Student Government Fee
    - i. \$2.49 per credit hour
      - 1. Supports student government activities and provide improved technology access to students.
- b. Non-permanent student purpose fees
  - i. These fees are student fees that do not meet the definition of permanent student purpose fees. These fees have an expiration date after which they will not be charged.
    - 1. \$1.00 per credit hour
      - a. Wireless Activity Fee to be charged only to Rangely Campus Students through FY22
- c. Bond fees
  - i. These fees are charged and pledged to build, renovate and/or operate and maintain auxiliary facilities.
    - 1. CNCC does not currently assess any fees of this type.
- d. Course fees
  - i. Course fees: These fees are assessed by CNCC to all students who enroll in a specific course (e.g., an introductory engineering course). The revenue generated from these fees are used to pay for costs related to the specific course. These fees are required for students who enroll in the specific course and require legislative long bill spending authority.
    - 1. High cost course fees
      - a. \$6.35 per credit hour for the 2012-2013 academic year
    - 2. Cisco course fee: Because of their unusually high delivery cost, all Cisco courses are charged a special fee of \$17.50 per credit hour.
      - a. CNCC is not offering any Cisco Courses this academic year
    - 3. Digital content fee: CCCOnline charges a per course fee for the digital textbooks offered with each CCC Online course.

- a. \$52.00 per course for the 2012-2013 academic year
- ii. Pass-through fees: Certain courses and/or programs require goods or services to be provided by outside parties. These fees must exactly match the cost of the service or supplies. These fees are listed with relevant courses in the Course Schedule.
- e. Administrative fees
  - i. These are campus-wide mandatory fee assessed against students by CNCC, the revenues from which are used to, but not limited to, provide administrative services or to cover administrative costs.
    - 1. Registration fee:
      - a. \$12.05 per semester for the 2012-2013 academic year.
      - b. This non-refundable registration fee is charged each semester, regardless of the number of courses taken, unless a student drops all courses.
      - c. CCCS requires this mandatory system-wide registration fee for all students. 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. Since this is a system-wide fee, statewide student representatives have the opportunity to be consulted about any increases above inflation to this fee.
    - b. The most current listing of all CNCC student tuition and fees can also be found at: <http://www.cncc.edu/cms/content/admissions-records-tuition-fees>

## 2) 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 which must also be limited by an expiration date.
  - 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 nonpermanent student purposes.
- b. In addition, student approval by a majority of votes cast by the student body is required for new or increased student fees pledged as security for evidence of indebtedness or other obligations with prior SBCCOE notification of the referendum plan. Students will be informed of a) the amount and purpose of the proposed fee, b) the number of years the fee will be imposed, and c) the effect of enrollment fluctuations via college email, Crossroads CNCC and the college website.
  - c. Student approval is not required for these fee categories:
    - i. Existing fees, new fees, or increases in fees relating to permanent student purposes.
    - ii. Existing fees, new fees, or increases in fees relating to administrative fees for a specific academic course, program or department.
    - iii. Any fee assessed for repayment of bonds issued or incurred prior to July 1, 1997.
    - iv. 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 agreements for the specific project.
    - v. 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.
  - d. The CNCC 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. 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 for one year.

- e. CNCC student fee referendums are typically held in February allowing student approved fees to be submitted for approval by the SBCCOE in April. (Students and student representatives may address the Board during discussion and action of student fee proposals.)
- f. CNCC student fee referendums follow these procedures:
  - i. Referendums may be run by campus or at the college-wide level, depending on the nature of the fee. For fees which only affect one campus, the referendum will be run by the campus Dean of Student Services or another office or official designated by the Dean of Student Services. College-wide 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 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, Crossroads CNCC and the college website.
  - iv. Referendum notification materials will be unbiased and provide the following factual information
    - 1. The amount of the proposed new fee or fee increase
    - 2. The purpose for which the institution will use revenues received from the proposed new fee or fee increase
    - 3. 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
  - v. CNCC and the student government are prohibited from campaigning for a referendum.
  - vi. Referendums may be run by paper ballot or electronically.
  - vii. Student identity will be verified by Student Life staff.
  - viii. Student enrollment status will be verified by Student Life staff.
  - ix. A fee is passed if the majority of students voting approve the fee.

### 3) Itemization of Student Fees on Billing Statements

- a. CNCC 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.
- b. 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. Currently at CNCC, there are no optional fees.

### 4) Fee Disputes

- a. Students intending to dispute any issues relating to student fees may file a formal, written complaint as per CNCC policy. A formal, written complaint is one regarding some alleged type of adverse action against a student from a decision made by the institution or alleged violation of student rights.

### 5) Review of Fee Fund Balances

- a. An annual review of all Student Activity Fees will be conducted by the college president, or his or her delegate, to ensure that these fees are being expensed in accordance with their intended purpose. The annual review will also serve to ensure that fee fund balances are not increasing at a rate exceeding 50 percent of any fee's annual revenues, notwithstanding any prior formal agreements to collect fee revenue for expenditures in future years. For example, Student Government voted to retain the fee revenue for both the Student Center Bond fee and the Recreation and Sports fee for the purpose of cash funding future construction/facilities improvements.

- b. If it is determined that a fee fund balance is increasing by an amount in excess of the aforementioned threshold, the college administration will consult with Student Government to discuss options for adjusting the fee rate per credit hour to a level that is within the stated threshold.

## DEFINITIONS

Permanent Student Purpose Fees	Fees to support student centers, recreation facilities, parking lots, intercollegiate athletics, child care centers, campus health clinics, contact 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.
Non-Permanent Student Purpose Fees	These fees are mandatory, campus-wide fees which do not fall under the permanent student purpose category and may include those student activity fees not allocated to student government as a permanent student purpose fee.
Bond Fees	Fees charged and pledged to build, renovate and/or operate and maintain auxiliary facilities.
Administrative Fees for a Specific Academic Course (Course Fees)	These fees defray the cost incurred in specific courses including, but not limited to, laboratory, music, art, vocational, occupational, technical, music, physical education, and tele-course fees.
Administrative Fees Unrelated to a Specific Academic Course	These are mandatory campus-wide fees charged to provide administrative services including college fees, registration fees, and satellite center fees.