

Colorado School of Mines
Institutional Plan for Student Fees and Other Charges
(Updated April 2007)

Section 1.00 General Description and Intent

Tuition and fees, along with state General Fund support, provide financial resources to the institutions of higher education to conduct academic programs and to support campus needs.

The Colorado School of Mines (CSM) Board of Trustees has the responsibility and authority for the financial management of the School. A major component of sound financial management is the setting of tuition and fees. The Colorado Commission on Higher Education (CCHE) has the responsibility to exercise oversight to ensure that educational quality and access for students are maintained consistent with the role and mission of the School.

The School's administration and the student government will establish and maintain an institutional student fee policy for the School, subject to the review, modification and approval of the CSM Board of Trustees. All procedures for approval, assessment and collection of student fees shall be in accordance with the applicable requirements of the CCHE policy on Student Fees.

Section 2.00 CSM Student Fee Policy

2.01 Annual Approval of Student Fees

2.01.01 The CSM Board of Trustees shall annually review and approve all student fees and other charges. Such fees and other charges will be charged to students only after the review and approval of the Board of Trustees.

2.01.02 Any new fee or fee increase (in excess of inflation) assessed for permanent student purposes shall be approved by a student election, except:

- a) instructional and course fees
- b) charge for services
- c) fees for academic facilities construction (per section 2.05.01)
- d) any approved permanent student purpose fees which have bonding commitments and requirements.

2.02 Notification

The Colorado School of Mines shall give students at least a 30-day advance notice of any new fee assessment or fee increase. At a minimum, this notice shall specify:

1. The amount of the new fee or fee increase;
2. The reason for the fee assessment or fee increase;
3. The purpose for which the institution will use the revenues received from the fee assessment or fee increase; and
4. Whether the fee assessment or fee increase is temporary or permanent and, if temporary, the repeal date for the fee assessment or fee increase.

2.03 Process Overview (Deadlines are outlined in Section 2.04)

2.03.00 Application.

Section 2.03 applies to all fees, except fees for academic facilities construction, which are addressed in Section 2.05.

2.03.01 Submission.

Proposed student fees and other charges are submitted *with appropriate documentation* to the Office of Budget and Financial Planning (The list of student fees and charges affected by this policy are listed in Section 4.0, CSM Mandatory Student Fees.)

2.03.02 Review.

- The Office of Budget and Financial Planning forwards the preliminary proposals to the ASCSM Student Council and the Campus Budget Committee for review and comment.
- The ASCSM Student Council and the Campus Budget Committee submit their preliminary recommendations to the Office of Budget and Financial Planning.
- The OBFP compiles the preliminary recommendations and submits these to the President for review.
- The preliminary proposed fees and other charges are submitted to the Board of Trustees for initial review at the April Board of Trustees Meeting.
- Trustee feedback is forwarded to the ASCSM Student Council and Campus Budget Committee.

2.03.03 Approval.

- Any new fee or fee increase (in excess of inflation) assessed for permanent student purposes shall be approved by a student election, except the following:
 - a. instructional fees
 - b. charge for services
 - c. fees for academic facilities construction (per section 2.05.01)
 - d. any approved permanent student purpose fees that have bonding commitments and requirements.
- Final recommendations from the ASCSM Student Council and the Campus Budget Committee are submitted to the Office of Budget and Financial Planning.
- The OBFP compiles the final recommendations and submits to the President for review and consideration.
- The *Schedule of Tuition, Fees, and Other Charges* is submitted to the Board of Trustees for its review and approval in May or June of each fiscal year.
- The decision of the Board of Trustees is final and incontestable on the thirtieth day after approval.

2.03.04 Complaint Resolution Process.

This section outlines the procedures for any complaints or disputes relating to student fee proposals or any issues relating to student fees.

2.03.04 (A) FEE PROPOSALS NOT REQUIRING A STUDENT VOTE.

In the event the ASCSM Student Council and Campus Budget Committee cannot reach agreement on recommended student fee proposals, a Student Fee Review Committee will be convened. Student Fee Review Committee members shall include: the Vice President for Student Life, the Executive Vice President for Academic Affairs, the President of the ASCSM, GSA President, Student Trustee, and the Director of Budget & Financial Planning. The Committee will review the recommendations and forward its recommendation to the President. If there is split recommendation among members of the Student Fee Review Committee, the President shall render a final recommendation to the Board of Trustees.

2.03.04 (B) FEE PROPOSALS REQUIRING A STUDENT VOTE.

No new fee, fee increase, 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.

2.03.04 (C) ISSUES RELATING TO EXISTING STUDENT FEES.

Any complaint relating to student fees shall be submitted to the Student Fee Review Committee. The Committee will review the complaint and forward a recommendation to the President for resolution.

2.03.05 Information on Student Fees.

Information concerning the description and use of all fees shall be made available to the students upon request.

2.04 Time Frame

The Associated Students of Colorado School of Mines (ASCSM) Student Council (on behalf of the entire student body), the Campus Budget Committee, the President, and the Board of Trustees shall participate in the process of setting and approving the School's student fees.

The Board of Trustees shall consider at its regular May or June meeting the proposed campus operating budget for all funds and the proposed *Schedule of Tuition, Fees, and Other Charges* for the following fiscal year. The Office of Budget and Financial Planning shall annually establish guidelines and deadlines for the submission, review, and approval of student fees and other charges to ensure timely submittal to the Board of Trustees for its final approval in May or June of each fiscal year.

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

- *Mid-March* –Proposals for student fees (except academic facilities construction fees) and other charges by the appropriate departments (see Section 4.0, CSM Mandatory Student Fees) are submitted to the Office of Budget & Financial Planning.
- *Mid-March* – Preliminary proposals for student fees and other charges are forwarded by OBFP to the ASCSM Student Council and Campus Budget Committee for review and comment.
- *Late-March* – Preliminary recommendations from the ASCSM Student Council and the Campus Budget Committee are due to the OBFP.
- *Early-April* – OBFP forwards summary of preliminary recommendations on the proposals for student fees and other charges to the President.
- *Early- to mid-April* – ASCSM Open Forum on Fees.
- *April Board of Trustees Meeting* – An overview of preliminary recommendations for student fee and other charges are presented. An opportunity for students to provide input to the Board on the subject of fees will be provided at this meeting. Any feedback from the BOT is forwarded to ASCSM Student Council and Campus Budget Committee.
- *Late-April* – Final recommendations from the ASCSM Student Council and the Campus Budget Committee are submitted to OBFP.
- *Early-to-Late-May* – Academic facilities construction fees must be approved or rejected by the ASCSM Student council and submitted to the Board of Trustees. OBFP forwards final proposals for other student fees and other charges to the President.
- *May or June Board of Trustees Meeting* – Consideration for approval of the *Schedule of Tuition, Fees and Other Charges*. An opportunity for students to provide input to the Board on the subject of fees will be provided at this meeting.
- *July 1* – New, approved *Schedule of Tuition, Fees and Other Charges* in effect.

2.05 Use of Tuition and Fees for Academic Facilities Construction.

2.05.01 If student fees are to be used for academic facilities construction, the following criteria shall apply:

1. All other financing options have been explored,
2. Students have approved the use of the funds through a student vote/referendum or ASCSM Student Council approval,
3. Any referendum relating to the use of fees is initiated by the ASCSM Student Council, and
4. Students are involved in the entire project.

2.05.02 Student tuition revenues may be used for academic facilities construction provided that the School:

1. has explored all other financing options;
2. has presented their proposed use of tuition revenues at a public meeting; and
3. has informed students which capital projects will be funded with tuition revenues.

2.05.03 Approval

- The use of fees for Academic Facilities Construction shall be considered for approval by the Board of Trustees in May or June of each fiscal year.
- The decision of the Board of Trustees is final and incontestable on the thirtieth day after approval.

2.05.04 Review

In the event that an approved Academic Facilities Construction Fee is disputed, a Student Fee Review Committee will be convened. Student Fee Review Committee members shall include: the Vice President for Student Life, the Executive Vice President for Academic Affairs, the President of the ASCSM, GSA President, Student Trustee, and the Director of Budget & Financial Planning. The Committee will review the recommendations and forward its recommendation to the President. If there is split recommendation among the members of the Student Fee Review Committee, the President shall render a final recommendation to the Board of Trustees.

2.06 Course Specific Fees

Course specific fees should cover the unusual costs for a course offering. The revenues received from course specific fees must be used for costs directly related to the course for which they are charged. All sections of the same course offering must have the same course fee charge.

2.07 Procedures for any student referendum relating to student fees shall include:

1. Full disclosure of information relating to the referendum,
2. Agreements on disbursement of factual information regarding the referendum which is non-biased in nature.
3. Restrictions on campaigning by the School and ASCSM relating to such referendum.
4. No new fee, fee increase, 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.

Section 3.00 Billing Policy and Process

- 3.01 All mandatory fees shall be separately itemized on the student billing statement.
- 3.02 The following fees shall be considered as permanent student purpose fees and include:
- the Health Services Fee,
 - the Associated Students Fee,
 - the Athletics Fee,
 - the Student Assistance Fee,
 - the Recreation Center Fee,
 - Intermodal Transportation Fee
 - the Student Services Fee, and
 - the Technology Fee.
- 3.03 The billing statement shall also indicate the portion of any mandatory fee which is allocated to the reduction of bond indebtedness.
- 3.04 The billing statement shall conspicuously identify any optional fees. With the exception of the Student Health Insurance Fee, there shall be no optional fees charged at the Colorado School of Mines.

Section 4.00 CSM Mandatory Student Fees (all considered permanent student purpose fees).

Associated Students Fee: mandatory fees supporting the activity/functions of the Associated Students including, but not limited to, E-Days, Homecoming, International Students, Graduate Students, and Student Council.

Intercollegiate Athletics Fee: mandatory fees allocated to the intercollegiate athletic programs.

Intermodal Transportation Fee: mandatory fees which support intermodal transportation initiatives. Initiatives include, but are not limited to, a RTD College Pass, a local Golden/CSM Circulator Bus, and other transit demand management issues determined by the ASCSM Student Council.

Recreation Center Fee: mandatory fees collected for the purpose of paying bonded indebtedness and additional operational costs for the new Recreation Center.

Student Assistance Fee: mandatory fees supporting the services provided by Public Safety and parking facility maintenance.

Student Health Services Fee: mandatory fees allocated for either the Student Health Center or contract health services.

Student Services Fee: mandatory fees which support the activities of and in the Student Center.

Technology Fee: mandatory fees collected for the purpose of providing or purchasing equipment or programmatic activities relating to computer equipment, laboratory equipment, or other technology.

Section 5.00 CCHE Definitions of Key Terms

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 Fee: fees that are charged to provide administrative services, including registration 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 which are optional or frequently waived.

Charge for Service: fees charged 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, less indirect cost recoveries.

Course Specific Fee: those mandatory fees that a student must pay to enroll in the specific course.

Instructional Fee: any mandatory academic fee which is not a course specific fee.

School Wide Mandatory Student Fees: required minimum student fees for the academic year. Does not include fees which are optional or frequently waived.

Mandatory Insurance Fees: fees which are charged for insurance required beyond the regular health insurance based on the nature of the course.

Fees: charges to students for programs or services not covered by tuition relating to administrative services, academic or instructional programs or courses, or to a specific student program. Fees exclude items defined as a Charge for Service.

Student Activity Fees: 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 center 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.

Approved by ASCSM and CSM Board of Trustees – March/April 2007.

Colorado School of Mines
Student Fee Plan
Mandatory Student Fee Matrix
(Current as of: April 2007)

<u>Mandatory Fees</u>	<u>Academic</u>	<u>Bond/Facility</u>	<u>Permanent Student Purpose</u>	<u>Expires</u>
Health Services Fee			X	
Associated Students Fee			X	
Athletics Fee			X	
Student Assistance Fee			X	
Student Services Fee		X	X	2018*
Technology Fee			X	
Recreation Center Fee		X	X	2034**
Intermodal Transportation Fee			X	

*The portion of this fee that relates to bond indebtedness will expire in 2018.

**The portion of this fee that relates to bond indebtedness will expire in 2034.