ATTACHMENT C

COLORADO STATE UNIVERSITY – PUEBLO
Plan for Student Fees and Charges

1. INTRODUCTION AND DEFINITION

The purpose of this policy is to define how student Fees are proposed, approved and implemented at Colorado State University-Pueblo. This policy is designed to be consistent with Colorado State University System guidelines, Colorado Commission on Higher Education (CCHE) policy, State Fiscal Rules, and Colorado Revised Statutes (23-1-123).

1.1 Definitions of Fees and Charges: Terms associated with Fees and Charges at Colorado State University-Pueblo are defined as follows:

1.1.1 Fees: Any mandatory assessment against students, excluding tuition, including those assessed as a condition of (1) enrollment in the University, (2) enrollment in a particular program or course, or (3) a selection at the option of the student. Does not include items defined as Charges for Service or User Charges.

1.1.2 Charges: Assessments against students for receipt of specific services and/or use of an auxiliary service or facility.

1.1.2.1 Charges for Service: These are the assessments to cover the costs of delivering specific services which are incidental to instructional activities, including but not limited to application Charges, add/drop Charges, fines and penalties, transcript Charges, late Charges, testing Charges, exchange Charges, student identification card Charges, health center Charges**,** and health insurance Charges. Charges for Service do not include admissions to events or other such ancillary activities and are not Fees as described in Section 1.1.1.

1.1.2.2 User Charges: These are assessments against students for the use of an auxiliary facility or service. A User Charge is assessed to only those students using the auxiliary facility or receiving the service. User Charges may include room and board Charges and parking registration Charges and are not Fees as described in Section 1.1.1.

1.2 Student Fee Governing Board: The Student Fee Governing Board (SFGB) is the body at Colorado State University-Pueblo directly responsible for recommending allocations of Permanent Student Purpose Fees, including the activities portion of the General Student Activities Fee. The SFGB shall also review requests for new, elimination of existing or changes in existing, Campus-

wide, Permanent Student Purpose, Academic Facility Purpose and Academic Purpose Fees in a viewpoint neutral manner using the criteria set forth in section 7.3. The SFGB, as the financial arm of student government, reviews all proposed Permanent Student Purpose Fees. The Dean of Student Life and Development shall chair the SFGB. The Associated Student Government (ASG) President shall appoint six students to serve on the Board. One faculty/staff member shall be appointed by each of the following: the Provost, the Vice President for Finance and Administration, and the Dean of Student Life and Development for a total of three additional members. The SFGB will maintain all records regarding allocations including, but not limited to, applications, justifications, and SFGB minutes for six years after the date of its recommendation.

2. CATEGORIZATION OF FEES

2.1Scope of Fee: Every Fee shall be classified as to whether its scope is Campus-wide or Non-Campus-wide.

2.1.1 Campus-wide Fees: These are Fees assessed to every (all) student at the University as a condition of enrollment, 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, or 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 if assessed campus-wide to all students;
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 if assessed campus-wide to all students;
g) Providing administrative services, including registration Fees if assessed campus-wide to all students;
h) Payment for costs incurred in specific courses including, but not limited to, laboratory, music, art, and materials, if assessed campus-wide to all students;

i) Payment of nonspecific costs related to the instructional programs, if assessed campus-wide to all students, and
j) Payment for additional insurance and/or certification costs necessary due to the nature of particular courses or programs, if assessed campus-wide to all students.

2.1.2 Non-Campus-wide Fees: These are mandatory assessments to students which are not automatically imposed upon all students as a condition of enrollment, but are automatically assessed to students from a particular classification. These include, but are not limited to, program specific Fees and course specific Fees.

2.2 Fee Purpose: Every Fee at Colorado State University-Pueblo shall be classified as an Administrative Purpose Fee, an Academic Purpose Fee, a Permanent Student Purpose Fee, or an Academic Facilities Fee. If a particular Fee serves several purposes it shall be categorized within the most dominant purpose. Fee purposes are defined as:

2.2.1 Administrative Purpose Fees: Those Campus-wide or Non-Campus-wide Fees assessed to provide administrative and support services.

2.2.2 Academic Purpose Fees: Those Campus-wide or Non-Campus-wide Fees associated with instruction, technology, and/or academic courses, including:

2.2.2.1 Campus Wide Technology Fees: Those Campus-wide Fees assessed for the purpose of providing technological equipment and support for academic purposes.

2.2.2.2 Program Instructional Fees: Those Non-Campus-wide Fees related to an instructional program but not to a specific course offering, and may include college specific Fees or program specific Fees, including program or college specific technology Fees.

2.2.2.3 Course Specific Fees: Those Non-Campus-wide Fees that a student may be assessed to enroll in specific courses (e.g., lab, music, art, and materials Fees,). Revenue from each Course Specific Fee is restricted for costs directly related to the associated course for which the Fee is charged and each section of the associated course must be assessed the same Course Specific Fee.

2.2.3 Permanent Student Purpose Fees: Those Campus-wide Fees assessed to students which are allocated to specific student programs including student centers, recreation facilities, parking lots, intercollegiate athletics, recreation and outdoor programs, child care centers, campus health clinics, contract health services, student government, general student activities which are allocated by student government for a specific purpose, and similar facilities and services.

This category includes Fees pledged to repay bonded indebtedness for student, auxiliary, and athletic facilities.

2.2.4 Academic Facility Purpose Fees: Those Campus-wide Fees assessed to students and associated with the construction, acquisition, or remodel of academic facilities.

3. FEE AND CHARGE PROPOSAL PROCESSES

In all cases, when the process calls for a review, that review must conclude with a recommendation for or against the proposed Fee.

3.1 Campus-wide, Permanent Student Purpose Fee: The implementation of a new, elimination of an existing, or increase of an existing Fee, must be (1) initiated by the proposing unit; (2) reviewed by the Vice President of Finance and Administration; (3) referred to the Dean of Student Life and Development as Vice-Chair of the Student Fee Governing Board (SFGB) as a proposal for their review and possible referral to the Associated Students' Government (ASG) Senate; (4) proposed by the SFGB to the ASG Senate in the form of a recommendation for their review and possible referral to the University President; (5) referred to the Board of Governors by the President with a recommendation for their consideration, and (6) approved by the Board of Governors.

3.2 Academic Facilities Purpose Fee Recommendation Process: In coordination with the appropriate Dean or Director, a proposal for an Academic Facilities Purpose Fee may be submitted to the Student Fee Governing Board (SFGB) for the intent of a recommendation to the Associated Students' Government (ASG) Senate only if the following process has been followed and the necessary approvals obtained:

a) All other financing options have been presented to the SFGB;
b) The SFGB, in its discretion, initiates a recommendation to the ASG Senate,
c) All relevant information concerning the recommendation will be published in the CSU-Pueblo Today, and both institutional representatives and student government representatives will hold at least three information sessions to present the issue to the student body;
d) The institution and student government representatives will present all relevant information in a fair and balanced manner;
e) A student government representative will serve on the facilities planning process.

If the above conditions are met, an Academic Facilities Purpose Fee will be approved by the following process: (1) initiated by the proposing unit in coordination with the appropriate Dean or Director; (2) reviewed by the President of Finance and Administration; (3) referred to the Dean of Student Life and

Development as Vice-Chair of the SFGB; (4) proposed by the SFGB to the ASG Senate in the form of a recommendation for their review and possible referral to the University President; (5) referred to the Board of Governors by the President with a recommendation for their consideration, and (6) approved by the Board of Governors.

3.3 Non-Campus-wide Academic Purpose Fees: Any new Non-Campus-wide Academic Purpose Fee must be (1) initiated by the proposing unit in coordination with the appropriate Dean; (2) reviewed by the curriculum committee of the college/school/center; (3) reviewed by the appropriate Dean and referred to the Provost and the Vice President for Finance and Administration; (4) reviewed by the Provost and the Vice President for Finance and Administration; (5) referred to the Dean of Student Life and Development as Vice-Chair of the SFGB for possible referral to the ASG Senate; (6) reviewed by the SFGB for possible referral to the University President; (7) approved by the President followed by submission to the Board of Governors for their consideration, and (8) approved by the Board of Governors.

3.4 Other Fees, Charges for Service, and User Charges: Any new Fee, Charge for Service, or User Charge not covered by sections 3.1 or 3.2 or 3.3 must be (1) initiated by the proposing unit in coordination with the appropriate Dean or Director; (2) reviewed by the Provost and the Vice President of Finance and Administration for possible referral t the University President; (3) and, approved by the University President.

4. FEE APPROVAL PROCESS

4.1 Associated Students' Government (ASG)Recommendation Process: Fee proposals referred to the ASG Senate as a recommendation must be (1) presented at an ASG Senate Meeting; (2) must clearly indicate the amount of the Fee, the purpose of the Fee, and indicates if the Fee can be used as pledged revenue for financing activities; and (3) must be phrased in a such a manner that an affirmative vote is for the Fee proposal and a negative vote is against the Fee proposal.

4.2 Associated Students' Government Senate (ASG) Approval: A recommendation which receives a majority of favorable votes from among those voting on the proposal shall be deemed as approved by the ASG Senate and sent to the President for approval. No resolution for a fee increase that is defeated by a vote of the ASG Senate may be resubmitted to the ASG Senate for a vote until the next academic semester (summer excluded).

4.4 President's Approval: The President shall only recommend a proposed Fee to the Board of Governors if such Fee was approved by the Associated Students' Government Senate recommendation process. The only exceptions to such a recommendation are**:** 1) unless such a recommendation is deemed necessary as a condition of a bonded indebtedness agreement, or 2) unless such a recommendation is deemed critical to the institution's mission.

4.5 Board of Governors Approval: Approval of Fee proposals or increases shall occur as agenda items at regularly scheduled meeting of the Board of Governors. The Board of Governors shall provide an opportunity for students to address the Board on any Fee proposal or change during discussion of that agenda item.

5.0. CHANGES IN EXISTING FEES AND CHARGES

5.1 Annual Changes: Annual changes shall be classified as (1) Inflationary if the change is an increase and the amount of the change in the rate of the Fee or Charge is equal to or less than the change in inflation or (2) a Revision if the change is not inflationary (this includes decreases).

5.1.1 Inflationary Changes: Inflationary changes in Campus-wide Fees, Permanent Student Purpose Fees, or Academic Purpose Fees must be (1) submitted by the Vice President for Finance and Administration to the Student Fee Governing Board; (2) reviewed by the Student Fee Governing Board (3) approved by the President; and (4) approved by the Board of Governors. A review at any step must include a recommendation for or against implementation. Inflationary changes for other Fees and Charges must be submitted by the Vice President for Finance and Administration to the President for approval and referral Board of Governors for approval.

5.1.2 Revisions: Revisions to Fees and Charges must be processed in the same manner as outlined in section 3, unless such revision is deemed necessary as a condition of a bonded indebtedness agreement or is deemed critical to the institution's mission.

6. ADMINISTRATION OF FEES AND CHARGES

6.1 Budget Process for Fees and Charges- Each fiscal year in mid-January, the Budget Office will send out a list of Fees and Charges that are currently in use to each department requesting that the department make recommendations as to whether the Fees or Charges should be continued, increased, decreased, or eliminated. Any increase must go through the approval process as outlined in this plan.

6.2 Publication of Fees: The posting of the approved fee schedule on the CSU-Pueblo website shall constitute notice regarding the Fee. The announcement shall include the amount of the Fee for the prior year, the amount of the Fee for the coming year, the name of the Fee, scope of the Fee, purpose of the Fee, and duration of the Fee (if applicable).

6.3 Assessment of Fees: All Campus-wide and Non-Campus-wide Fees will be assessed and collected through normal accounting procedures. No Fees shall be paid directly to academic or non-academic departments or individuals unless specifically authorized. Fees may be prorated for part-time students only if so indicated in the proposal for the Fee.

6.4 Itemization of Fees on Billing Statement: Every Campus-wide Fee, every Student Purpose Fee, and every Academic Purpose Fee will be separately identified on the University's student billing statement.

6.5 Assessing General And Administrative Costs: Each Fee shall be accounted for in the appropriate account for the type of activity associated with the Fee. Fees associated with Enterprises or maintained in a separate fund shall be responsible for the University's standard General and Administrative (indirect cost) assessment.

7. ALLOCATION OF FEES

7.1 Listing of Fees: Colorado State University-Pueblo has Campus-wide and Non-Campus-wide Fees, which will be revised annually to reflect the Fees for that year.

7.2 Fees related to bond issues or specific University Sponsored programs: Fees related to bond issues or specific University sponsored programs that are administered by University officials, will be allocated by the Vice President for Finance and Administration with the approval of the President prior to distribution of the Permanent Student Purpose Fee by the Student Fee Governing Board. Each of the specific University sponsored programs shall have an advisory group consisting of a student majority, all of whom shall be approved by the ASG and which shall include one (1) ASG member, and faculty/staff representatives. The advisory group will be responsible for budget review and recommendations to the Vice President for Finance and Administration. If an advisory group is not functional due to unavailability of students, the Director of the specific University sponsored programs will submit the budget to the Vice President for Finance and Administration.

7.3 Viewpoint Neutral Criteria related to Non-University Sponsored Programs and University chartered clubs and organizations: Non-University Sponsored Programs and University chartered clubs and organizations must submit

allocation requests to the Student Fee Governing Board (SFGB) for its review. All decisions made by the SFGB are subject to approval by the Vice President for Finance and Administration and the President. All allocations must use the following viewpoint neutral criteria to determine the funding of these various programs/organizations:

a) The program/organization provides a service or adds value to the University student community in relationship to the program's/organization's purpose.

b) The program/organization has fixed expenses, such as staff, office expenses, equipment, etc.

c) The program/organization adheres to a planned budget and is accountable for its expenses. Further the program/organization demonstrates familiarity with applicable laws, including, but not limited to, those laws that apply to expenditures and use of state money.

d) The program/organization presents a budget with adequate justification for the upcoming fiscal year.

Any further allocations of funds must also meet viewpoint neutral criteria.

8. COMPLAINT RESOLUTION PROCEDURE

8.1 Appealing Recommendations made by the Student Fee Governing Board (SFGB) and/ or the Associated Students' Government (ASG) Senate: Any affected individual or program/organization may appeal the allocation decision of the SFGB and/or ASG Senate to the Vice President for Finance and Administration. Any appeal of an allocation decision must be made in writing within five working days from the date of the letter notifying the individual/program/organization of the SFGB recommendation. Within five working days of receipt of the appeal, the Vice President for Finance and Administration, in consultation with a representative of the ASG the Provost, and the Dean of Student Life and Development, will issue a written decision regarding the appeal. The Vice President for Finance and Administration has the authority to void the decision made by the SFGB and/or ASG Senate and may remand it back to the appropriate body for re-consideration.

8.2 Appealing Individual Charges on a Student's Account: Any student who seeks a Fee or Charge waiver, or who has a complaint that Fees or Charges have been assessed against her or him inappropriately, may file a written request for review with the University Controller. Such requests will be addressed through a Review Board comprised of the University Controller and two students appointed by the Associated Students Government. The recommendation of this Board will be forwarded to the President who will make the final decision on any complaint or appeal.

ATTACHMENT C

9. DISCLOSURE

Any student who wishes to request a financial statement of a specific student fee account in which income and expenses are detailed, must make such a request in writing to the Vice President for Finance and Administration.