

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

**Category:** Tuition and Fees

**Reissued:** January 21, 2011, February 4, 2011, September 16, 2011, June 25, 2012

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**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; FRCC President's Cabinet March 15, 2010, January 10, 2011, January 24, 2011, August 29, 2011

### **GUIDELINES**

FRCC maintains this Institutional Fee Plan as required by CDHE and SBCCOE. All tuition rates, fees, and charges for services that are specifically delineated below must be approved annually by the SBCCOE. This guideline must be reviewed and updated then approved by Cabinet each year in conjunction with the April SBCCOE meeting in which FRCC tuition and fees are approved. The fees outlined in this guideline are effective for the 2012-13 academic year.

**Fees:** 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 in the four categories below of ***Bond***, ***Instructional***, ***Student***, and ***Use Fees***.

**Bond Fees:** are charged and pledged to build, renovate and/or operate and maintain auxiliary facilities or, as allowable in statute, academic facilities.

#### **Larimer Campus Student Center Bond Fee**

\$5.18 per credit hour up to 12 credit hours

#### **Westminster Campus Student Center Fee**

\$31.08 per semester

## **Instructional Fees:**

- **Course Specific Fees:** Mandatory fees 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.

### **High cost course fees**

\$6.35 per credit hour for the 2012-13 academic year

**Cisco course fee:** Because of their unusually high delivery cost, all Cisco courses are charged a special fee.

\$17.50 per credit hour for the 2012-13 academic year

**Digital content fee:** CCC Online charges a per course fee for the digital textbooks offered with each CCC Online course.

\$52.00 per course for the 2012-13 academic year

- **Program Fees:** Mandatory fees 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.

## **Student Fees:**

- **Student Activity Fees:** Mandatory fees associated with enrollment in the college and/or campus that are assessed for a specific purpose. These fees include, 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.

#### Boulder County Campus

- **Student Life Fee** supports Student Life services (student events and activities, student clubs and organizations) and parking services  
\$4.78 per credit hour up to 12 credit hours
- **Student Facility Fee** supports student facilities  
\$2.74 per credit hour up to 12 credit hours

#### Westminster Campus & Brighton Center

- **Student Life Fee** supports Student Life services (student events and activities, student clubs and organizations) and parking services  
\$4.78 per credit hour up to 12 credit hours

#### Larimer Campus

- **Student Life Fee** supports Student Life services (student publications, student clubs, and organizations) and parking services  
\$4.78 per credit hour up to 12 credit hours

#### Use Fees:

- Administrative Fees: Fees 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 and digital databases

The **Registration Fee** is a mandatory, non-refundable 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 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.

\$12.05 per semester for the 2012-13 academic year.

- Auxiliary Sales and Services: Charges to provide elective services such as housing and food service plans.
- 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, Accuplacer, optional materials fees, deferred payment, promissory notes, return check fees, and late tuition payment.

**Sales and Services of Educational Activities:**

- Charges to provide elective services such as fitness center charges and fees for testing and other services that are non-mandatory or “strongly encouraged.”

The most current listing of all FRCC student tuition and fees can also be found at:

<http://www.frontrange.edu/Prospective-Students/Tuition-and-Fees/>.

## **STUDENT FEE POLICY:**

Student approval by a majority of votes cast by the student body is required for any new fee or fee increase (in excess of inflation only) assessed in the categories of **Student Fees** or **Bond Fees**.

Student approval is not required for any other category of new fee or fee increase.

The FRCC President is responsible for the administration of student fee monies, which includes the obligation to approve and administer all student referenda concerning fees. Referenda shall be scheduled in consultation with student government and will be announced to the students at least thirty (30) days in advance. Student votes are typically held in February allowing student approved fees to be submitted for approval by the SBCCOE in April; however they may be held up to once each term per campus. (Students and student representatives may address the Board during discussion and action of student fee proposals.) Any new fee, fee increase or fee extension that is defeated by a vote of the student body may not be resubmitted for a student vote until the next term.

FRCC student fee referenda procedures:

- Referenda 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, responsibility for administering the referendum may be delegated from the President to the campus Dean of Student Services or another office or official designated by the Dean of Student Services. Typically, the Student Life Departments at each campus will be delegated the role of referendum administrator. College-wide referenda will be run 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.

- Any student taking at least one credit hour in the semester of the referendum may participate in the election.
- Students will be notified by the referendum administrator of an upcoming fee referendum by multiple means, which typically will include college email, E-Wolf and the college website.
- Referendum notification materials will be unbiased and provide the following factual information:
  - The amount of the proposed new fee or fee increase
  - The purpose for which the institution will use revenues received from the proposed new fee or fee increase
  - 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
- Information distributed by the student government(s) and/or the administration concerning fee proposals shall be factual and unbiased. Campaigning for or against a proposed fee by the institution and student government shall be prohibited. Individual students or members of student government are permitted to express their opinions or support a position as long as they clearly indicate that their views are personal and not official positions of student government.
- Referenda may use paper ballots or electronic voting.
- Student identity will be verified by Student Life staff.
- Student enrollment status will be verified by Student Life staff.
- A fee is passed if the majority of students voting approve the fee.

### **Itemization of Student Fees on Billing Statements**

- FRCC 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 fee; 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 allocation 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. Currently at FRCC, there are no optional fees.

### **Fee Disputes**

Students intending to dispute student fee proposals or any issues relating to student fees may file a formal, written complaint as outlined in FRCC 2012-2013 Course Catalog, page 38, Student Complaints. (<http://web1.frontrange.edu/catalog/4297.htm>, <http://web1.frontrange.edu/catalog/4298.htm>, <http://web1.frontrange.edu/catalog/4299.htm>)

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. Fee assessments/increases approved at a student election are not subject to dispute process.

### **Review of fee fund balances**

Front Range Community College budget staff along with the fund manager, annually budgets for all Auxiliary Fee funds at the start of each fiscal year. The budget and actual figures for each fee fund is periodically reviewed throughout the fiscal year by college budget staff and the fund manager. These reviews include:

- Evaluation of Revenue Collection
- Review of Expenditures
- Estimated Fund Balance

- Appropriate Use of Fee Revenues

College leadership is consulted in the event that budget office staff determines in review of fee rate assessment that an adjustment is warranted or there is a conflict with the institutional fee policy. The level of allowable fund balance for each individual fee area is determined by college leadership in light of the current financial situation of the college and the unique circumstances of that particular fee's operational structure.

## DEFINITIONS

<b>Bond Fees</b>	Fees charged and pledged to build, renovate and/or operate and maintain auxiliary facilities or, as allowable in statute, academic facilities.
<b>Instructional Fees</b>	Course specific or program fees that help defray the cost of offering specific courses or programs.
<b>Student Fees</b>	Mandatory student activity fees associated with enrollment in the college and/or campus that are assessed for a specific purpose
<b>User Fees</b>	Include: mandatory <i>administrative fees</i> unrelated to a specific academic course or program and charged to provide administrative services; <i>auxiliary sales and services fees</i> are charged to provide elective services; and <i>miscellaneous charges/charge for service</i> fees are charged to cover the cost of delivering specific services.
<b>Sales and Services of Education Activities</b>	Charges to provide elective services that are non-mandatory or “strongly encouraged.”