

**Revision 5/09**  
**METROPOLITAN STATE COLLEGE OF DENVER**

**STUDENT FEE PLAN**  
Fall 2009

**I. Introduction**

In accordance with the Colorado Commission on Higher Education (CCHE) Student Fee Policy, this Student Fee Plan ("Plan"), establishes College policy for implementing new student fees, increasing current student fees, and changing the Plan itself. This Plan is effective fall 2009 and supercedes all previously approved Metro State Student Fee Plans.

**II. Definitions (See Addendum for specific examples)**

- A. "Fees"** are mandatory College-wide charges assessed to individual students as a condition of enrollment in the College. They may be used for academic and non-academic purposes. "Fees" excludes tuition, voluntary fees, user fees, and charges for services.
- B. Permanent Student Purpose Fees:** These are College-wide fees that support College programs and facilities of a permanent nature, including but not limited to student centers, recreational facilities, intercollegiate athletics, child care centers, campus health services, technology, contract health services, and permanent student programs such as student government and student activities. They are charged each term. All current fees are listed in the Addendum.
- C. Non-Permanent Student Purpose Fees:** These are College-wide fees that support specific non-instructional programs that are not within the definition of Permanent Student Purpose Fees. They are charged each term.
- D. Administrative Fees:** These are College-wide fees used to provide administrative and support services not associated with a particular educational course or program. They are charged each term.
- E. Instructional Program Specific Fees:** These are not College-wide charges. These fees are assessed only to those students enrolled in a specific instructional program or class, to cover costs directly associated with that educational program, department or class.
- F. Bond Fees:** These are fees assessed by the Auraria Higher Education Center (AHEC) to all Auraria Campus students to repay bond obligations that are incurred for campus facilities. Under the AHEC policy, all new fee assessments are subject to an affirmative vote by the combined student bodies of the Auraria Campus. MSCD collects such fees only as an agent of AHEC.

**G. Voluntary Fees:** These fees are assessed to all students but may be waived by individual students. .

**H. User Fees and Charges for Services:** These are not College-wide charges. They are charges paid by individual students to exercise a privilege or to receive a service provided by an auxiliary facility, and to cover the cost of delivering other specific services that are incidental to instructional activities including, for example, application fees, drop/add fees, and fines or penalties.

**I. Administrative Costs:** These are not fees, but are charges to students, student groups, programs or departments for such services as maintenance, utilities or accounting services. Such costs will be described on the attached addendum.

**J. Mandatory Costs:** Fees can increase by an approved mandatory cost percent without student vote. These costs will be identified during Spring by the State and identified on the attached addendum..

### **III. Timelines for Fee Changes, and Changes in Student Fee Plan**

**A. Permanent Student Purpose Fees, Program Fees, Administrative Fees and Changes in Student Fee Plan:** Proposals for these type of fee changes that exceed mandatory costs or new fees may be implemented or changed once per year, effective at the beginning of the next fall term. The timeline below will be followed:

First day of class: spring semester	Written proposals for new fees, or fee changes, approved for consideration, are due to the College Vice President for Student Services for consolidation.
Last business day: January	Proposals distributed to Student Fee Review Panel and College vice presidents by College Vice President of Student Services.
Month of February	Review by Student Fee Review Panel, College vice presidents and College Cabinet. Notice given to students by Student Fee Review Panel.
Last business day: February	Recommendations are due to the College Vice President for Student Services and all affected students from Student Fee Review Panel.
First two weeks: March	Complaint resolution procedure, if necessary
Mid March	Consolidated recommendations are due to the College President from College Vice President for Student Services

First business day: April                      Final recommendations are due to the Budget Office if no referendum is required

May    Board of Trustees votes on fee changes. Subsequent notice is given to all students

**B. Non-Permanent and Voluntary Fees:** These fees may be implemented or changed once per year effective at the beginning of the next fall term. Proposals for these type of fee changes that do not exceed mandatory costs, as defined in Section II.J. shall follow the timelines in III.A. above. Any new Non-Permanent or Voluntary Fee or any increase over mandatory costs of a Non-Permanent or Voluntary Fee will require a referendum (election) by SGA. In this case, the timelines above (III.A) shall be followed **and** include the referendum vote as noted below:

Mid March to Mid April                      SGA places proposals approved by College President on student ballot.

Third Monday: April                              Referendum results are due to the College Vice President for Student Services, College President and Budget Office

**C. Waiver of Timelines:** For good cause, the College President may change the above timelines as necessary.

**D. Bond Fees:** The College will provide SGA, the Budget Office and the Office of Student Services with notice of AHEC decisions to add or change bond fees upon receipt of formal notice from AHEC. The College will work with AHEC to secure such notice as far in advance of the election as possible. Procedures to be followed are governed by the Auraria Higher Education Center Institutional Plan for Student Fees.

**E. Notice:** After final approval by the Board of Trustees, students will receive at least thirty days notice of new fees from the Office of Student Services. The notice shall specify:

1. The amount of the new fee or fee increase;
2. The reason for the new fee or increase;
3. The purpose for which MSCD will use the revenues from the fee or increase;
4. Whether the fee or increase is temporary or permanent, and, if temporary, the date on which it will be repealed.

#### **IV. Content of Proposals to Add Fees, Increase Fees, or Change the Fee Plan**

**A. Permanent, Non-Permanent, Administrative, Instructional Program Specific, and Voluntary Fees:** Proposals to add or increase fees beyond mandatory costs must be presented in writing and include the following information:

1. The name of the academic department, program or unit of the college, if applicable;
2. The reason for the addition or increase;
3. The dollar amounts of the new fee, charge, or increase;
4. The estimated revenue to be generated by the new fee or fee increase;
5. The estimated number of students who will be paying the fee;
6. The effective date of the new fee or fee increase;
7. A description of student participation, if any, in the development of the proposal;
8. The expiration dates for new or changed non-permanent or administrative fee that exceeds mandatory costs.

**B. AHEC Fees:** Proposals for changes in AHEC Bond Fees are outside the scope of the MSCD Student Fee Plan.

**C. MSCD Student Fee Plan:** Proposed changes in the MSCD Student Fee Plan must be presented in writing and include the following information:

1. The name of the person or office requesting the change;
2. The reason for requesting the change;
3. The estimated number of students who will be affected by the change, if applicable;
4. The proposed effective date of the change.

## **V. Review and College Approval**

- A. Proposal and Preliminary Approval Process:** Any member of the College community may submit requests for fee changes through the vice president with current or proposed spending authority for student fee revenue. The appropriate College vice president's preliminary approval is required before any proposal for implementing or increasing MSCD student fees may be considered. Any written proposals to change the MSCD Student Fee Plan must receive the approval of the College Vice President for Student Services before consideration. The approved preliminary proposals will be forwarded by the College vice presidents to the Office of Student Services, where they are assembled and forwarded to the Student Government Assembly's Student Fee Review Panel and the College vice presidents in accordance with the above timelines.
- B. Student Fee Review Panel:** The SGA President will submit proposed new fees, and increases in existing fees to a Student Fee Review Panel. The Student Fee Review Panel (Panel) will consist of three members of the SGA Finance Committee and two current students appointed by the SGA President who are not SGA members.

The Panel will issue a public notice to students within five working days after receipt of the proposals, describing them and inviting comments and questions from students.

In the case of instructional program charges, the Student Fee Review Panel will issue the notice to the affected students and provide them a reasonable opportunity to express their views. The Student Fee Review Panel will receive information and data from appropriate MSCD administrative staff and program or department chairs as necessary to understand the proposals and respond to questions.

The Panel may accomplish the task of informing students and seeking their responses by any reasonable and unbiased means approved and paid for by SGA, including literature, news articles, student forums, surveys, and non-binding preference votes.

The Panel will receive comments and questions, and report the information received to the SGA and the Office of Student Services, together with the Panel's written recommendation for or against the proposal.

The Panel's written recommendation will be issued in accordance with the above timelines, and made available to students immediately. The College President will consider the recommendation in making a decision on the proposal.

**C. Election Required for Non-Permanent Student Purpose or Voluntary Fees:** Any new Non-Permanent Student Purpose or Voluntary Fee will require a referendum by SGA. The results of an election concerning these fees or increases will determine whether the proposed fee can be forwarded for approval. If the referendum passes by majority vote it will then be sent on to the Board of Trustees who may approve or reject the fee or fee increase. 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.

**D. Election Procedure:** Elections will be conducted by the MSCD Student Government Election Commission as follows:

1. The Commission and the Administration will publish notice of the election in the *Metropolitan* and MetroConnect and post such information at the Office of Student Government. The notice will include the location of polling places or web site for on-line voting, the closing time of the polls, and full disclosure of non-biased factual information concerning the proposed fee increase;
2. The Commission will prepare the ballots;
3. On the election date, members of the Commission will establish voting locations, if necessary;
4. Commission members will verify that each person who requests a ballot is a registered MSCD student who is eligible to vote;
5. Commission members will certify the results of the election to the College President and to the SGA;
6. Campaigning by the institution and student government will be restricted to providing factual information concerning the proposal.

**E. Complaints Concerning Existing Fees:** Any affected student may submit a complaint concerning existing fees by appealing in writing to the Student Fee Complaint Committee, c/o the Office of Student Services. Such complaints must be submitted within ten working days after the commencement of the term the fee is assessed against the student.

The Complaint Committee will be composed of three members appointed by the SGA President and three members appointed by the College Vice President for Student Services. An appointee of the College Vice President for Student Services will chair the Committee.

The Committee will hear the dispute, review the facts, and make a recommendation to the College Vice President for Student Services within ten working days after receiving the complaint. In the event of a tie vote, proponents of each position may submit a statement. The College Vice President's decision will be final. Fees will be waived only if a waiver is required by law or by College policy.

- F. Complaints Concerning Proposed Fees:** A potentially affected student may submit a complaint concerning a proposed new fee or fee increase by appealing in writing to the Student Fee Complaint Committee, as described above, within fifteen working days after the initial notice of the proposed fee or the recommended change. The Committee will hear the dispute as above, and address its recommendation or statements to the College President. The College President's decision will be final in cases of proposed fees.
- G. Student Opportunity to Address the Board:** Students and their representatives shall be given the opportunity to present their concerns on student fees during any Board of Trustees meeting in which student fees or fee proposals are to be presented and/or discussed. Protocol requirements established by the Board of Trustees shall be observed by students making such presentations.
- H. AHEC Fee Change Process:** The approval process for AHEC fees follows the AHEC Institutional Plan for Student Fees. After new AHEC fees are approved, those fees must be approved by the MSCD Board of Trustees before the assessment of the fee is made.

## **VI. Identification and Itemization of Fees**

- A. Itemization of Fees:** Student billing statements issued each term will disclose each fee assessed to the student. If Bond Fees are assessed, the statement will identify that portion of the general student fee that is applied to the repayment of the bonds.
- B. Existing Fees and Standing Administrative Cost Charges** are categorized in the addendum attached to this policy. The addendum shall be amended as fees and charges are added, discontinued, increased or decreased and does not require a change in the Plan.

## **ADDENDUM: FEE AND ADMINISTRATIVE COSTS**

### **I. Fee Categories and Examples**

- A. Permanent Student Purpose Fees
  - Intercollegiate Athletics Fee
  - Information Technology Fee
  - Student Affairs Fee
  - Health Services Fee
  
- B. Non-Permanent Student Purpose Fees
  - RTD Bus Pass Fee
  
- C. Administrative Fees
  - Registration Fee
  
- D. Program Specific Fees  
May cover the following costs:
  - Consumable supplies/products
  - Specialized equipment and maintenance
  - IT approved software
  - Honoraria, modeling fees, speakers' fees and similar expenses
  
- E. AHEC Facility Bond Fee  
(Student Union, Child Care Center, Student Lounges, Auraria Event Center)
  
- F. Voluntary Student Fees  
None at this time

### **II. Administrative Costs**

#### **Metropolitan State College Administrative Cost**

Programs funded by campus-wide mandatory student fees are subject to an Administrative Services Recharge (10%) and Bad Debt Expense (2%) totaling 12% of collected revenues, except as follows:

- AHEC Bond Fees (2%)
- RTD Bus Pass Fee \$.45 / student

Tri-institutional programs are assessed an additional Administrative Services Recharge of 7.5% on collected revenues by UCD or CCD.

**III. Mandatory Costs**

**As determined by the state or other non-College agency**

- Personnel costs (salary & benefits)
- Risk Management premiums (workers's comp, liability & property)
- Utilities
- Other (AHEC & Library support) or any costs mandated by the government