

University of Colorado Boulder

INSTITUTIONAL PLAN

FOR

STUDENT FEES

Last Revised May 18, 2011
Original October 20, 1994

UNIVERSITY OF COLORADO BOULDER
Institutional Plan for Student Fees

I. GENERAL GUIDELINES

- A. The *Institutional Plan for Student Fees for the University of Colorado Boulder (Plan)* has been adopted in compliance with Section 23-1-123, Colorado Revised Statutes, and the Colorado Department of Higher Education's Policies and Procedures Section VI, part C 3.00 – Student Fee Policy. Any modification to the *Plan* must be made in cooperation with the CU-Boulder administration and the University of Colorado Student Government (CUSG) via their representatives on the Fee Advisory Board (FAB), and be approved by both representative groups on the FAB prior to submission to the Board of Regents. Any modification to the *Plan* must be approved by the Board of Regents.

This revised Plan shall be effective on June 21, 2011, the date the revisions were approved by the Board of Regents.

This *Plan* shall apply to all fees adopted on or after July 1, 1997.

Any policy or procedure in this document found to be in conflict with policies and procedures established by the Board of Regents, Department of Higher Education (DHE), state or federal statute, or state fiscal rules is superseded by those policies, procedures or statutes.

- B. Fees covered by this document are organized as follows:
1. Student-activity fees
 - a. Fees administered by the Fee Advisory Board (FAB)
 - b. Fees administered by the University of Colorado Student Government (CUSG)Both include fees for permanent and nonpermanent student purposes.
 2. Course-specific fees
 3. Program (instructional) fees
 4. Technology fees
 5. Academic facilities capital construction fees
 6. Administrative fees

See Appendix A for DHE definitions of key terms. The Bursar's web site at <http://bursar.colorado.edu/> also contains a complete list of student fees. Fees exclude items defined as charge for service and user fees.

- C. Notice of newly approved fees or fee increases shall be given to students through the Bursar's web site at <http://bursar.colorado.edu/> at least 30 days prior to assessment on the

fees.

- H. Fee proposals and recommendations will be reviewed by a Boulder Campus Fee Advisory Board (FAB) as designated in each section of the *Plan*. The purpose of the FAB is to review, discuss, and comment to student leadership and campus administration on fee requests, and especially to provide student leadership with the opportunity to respond to fee proposals. This FAB does not have authority to approve fees. The FAB will be chaired by a designee from the Office of the Senior Vice Chancellor (or designee from the FAB in his/her absence), as a non-voting member (unless there is a tie vote). In addition to the chair, the FAB will be comprised of representatives from the vice chancellor's offices of Academic Affairs, Student Affairs, Administration, Research and Graduate School, and Senior Vice Chancellor, plus the following student representatives:
- one representative from the CUSG executives
 - President Pro Tem from the CUSG Legislative Council
 - one representative from CUSG Representative-at-Large Council
 - CUSG Finance Board Chair
 - one representative from the CUSG Council of Local Schools and Colleges
 - one representative from the United Government of Graduate Students
- I. The summary of timelines and deadlines for proposals within this *Plan* are guidelines that should be adhered to, but in some cases may need to be adjusted based on demonstrated need and unforeseen circumstances. Exceptions to proposal timelines and deadlines must be approved by both the Office of the Provost and the Office of the Senior Vice Chancellor/Chief Financial Officer, or CUSG in the case of CUSG-managed student activity fees.
- J. All fees require regular review and evaluation, which includes rate assessment and fee revenue use and unspent fee revenue balances. Refer to <http://www.colorado.edu/pba/budget/tuitionfees> for more detail.
- K. No new fee, fee increase, or fee extension that is defeated by a vote of the student body may be resubmitted for a vote of the student body until the following regularly scheduled election.
- L. No new fee or fee increase (in excess of inflation) assessed for nonpermanent student purposes shall be collected unless approved by a student election and such new fee or increase contains an expiration date.
- M. Administrative costs charged to students or student groups beyond the usual and customary overhead assessment on auxiliary activities must be identified in all fee proposals.

II. STUDENT ACTIVITY FEES – ADMINISTERED BY THE FAB

statement of what steps will be taken to correct the situation. It is the responsibility of the vice chancellor to ensure compliance.

III. STUDENT ACTIVITY FEES – ADMINISTERED BY THE CUSG

- A. The University of Colorado Student Government may charge fees for permanent CUSG student activities including, but not limited to, the following areas:
- Health Services – mandatory fees allocated for either clinics or contract health services
 - Student Center – fees which support the activities housed in the student center or the operation of the center itself
 - Student Government Operations – fees allocated for the direct operating expenses of the student government for the executive, legislative and judicial branches
 - Student Activities – fees allocated to student programs, such as cultural or social events, legal services, off-campus housing assistance, student clubs, newspapers, etc.
 - Physical Recreation – fees which support recreation activities including intramural and club sports
 - Similar facilities and services
- B. Summary of Fee Proposal Procedures and Deadlines
1. Any CUSG Student Activities Fees-paying student may prepare a proposal for a new or revised Student Activity Fee.
 2. New fees and changes to existing fees must be approved in accordance with existing CUSG policy.
 3. Deadlines:
The intent is for CUSG to follow its own formally recognized process for managing its Student Activity Fees. Complete CUSG Student Activities Fee process and policies can be found in the CUSG governing documents
<http://cusg.colorado.edu/content/governing-documents>. Refer to
<http://www.colorado.edu/pba/budget/tuitionfees> for the fee submission timeline.
- C. Complaint Resolution Procedure
- Students with complaints concerning the CUSG Student Activities Fees process must submit this complaint in writing to the CUSG Appellate Court. The court will follow the CUSG Appellate Court Bylaws.

IV. COURSE SPECIFIC FEES

- A. Academic units (i.e., schools, colleges, departments or programs) may charge fees related to the administrative costs for specific academic courses. DHE policy requires that course-specific fees:

A. Academic units (i.e., schools, colleges, departments or programs) may charge fees related to the instructional program or college, but not to a specific course offering.

B. Summary of Fee Proposal Procedures and Deadlines

1. Any interested party may initiate a proposal for a new fee or revision of an existing fee by preparing a fee proposal and submitting the proposal to the applicable department chair (or program head) for review.
2. The fee proposal must include information regarding the sponsoring unit, the name of the fee, reason, amount, estimated revenues and expenditures, implementation date and expiration date. A Fee Request Form should be completed for each proposed fee. Refer to <http://www.colorado.edu/pba/budget/tuitionfees> for the form.
3. After the department chair reviews and approves the proposal, it must then be presented to an appropriate student advisory committee for further evaluation and recommendation. The department chair forwards both the proposal and student advisory committee recommendation to the appropriate dean's office for further review.
4. Refer to <http://www.colorado.edu/pba/budget/tuitionfees> for the fee submission timeline.

C. Student Participation

Although student approval is not required, each academic unit proposing a fee must establish a Student Advisory Committee of at least five students who would be impacted by the fee, at least one of whom is recommended by the appropriate local school student organization or government, for the purpose of reviewing the fee proposal. Students affected by the fee should be included in the committee membership. The committee may take up to 30 days for evaluation and response. Furthermore, the dean's office may seek a second student recommendation from an appropriate college/school-wide advisory board.

D. Complaint Resolution Process

Students with a complaint concerning an existing program fee charged by a unit should register this complaint in a written communication to the director or dean of the appropriate school/college/unit. Complaints must contain evidence that the fee approval procedure was not followed in a correct manner, or that the fee revenue is not being used for the purpose described in the relevant proposal. Complaints may not be based on an individual's desire to avoid paying the fee. Directors and deans should seek a recommendation of the complaint from an advisory group consisting of faculty, staff and students. If the complaint is valid, the dean has 30 days to inform the Provost of steps being taken to correct the situation. The Directors' and Deans' decisions will be reviewed by the Provost and the Chancellor, who shall have the final responsibility for resolution of complaints.

VI. TECHNOLOGY FEES

A. Departments may charge technology fees for the purpose of providing or purchasing

revenue is not being used for the purpose that was intended, the FAB chair will notify the appropriate vice chancellor. The vice chancellor has 30 days to respond in writing with a statement of what steps will be taken to correct the situation. It is the responsibility of the vice chancellor to ensure compliance.

VII. ACADEMIC FACILITIES CAPITAL CONSTRUCTION FEE

(Capital Construction Fee)

- A. Student fees or tuition can be used for academic facilities construction under the following conditions:
- All other financing options have been explored;
 - Students approved the use of funds through either vote of the student body, or student government approval;
 - Any changes relating to the use of fees under this section is initiated by the student government; and
 - Students are involved in the entire project.
- B. Summary of Fee Approval Procedures and Deadlines
1. The vice chancellors or deans may prepare a proposal for a new fee or change in an existing fee for submission to the Fee Advisory Board (FAB).
 2. The fee proposal must include information regarding the sponsoring unit, the name of the fee, reason, amount, estimated revenues and expenditures, implementation date and expiration date. A Fee Request Form should be completed for each proposed fee. Refer to <http://www.colorado.edu/pba/budget/tuitionfees> for the form.
 3. The FAB will review the proposal to ensure that all other financing options have been explored and that a detailed plan for the inclusion of students throughout the project is included in the proposal.
 4. Student representatives on the FAB will introduce a bill to support the fee proposal to Legislative Council for a vote of the student government.
 5. Information concerning the bill will:
 - Provide full disclosure of information relating to the fee
 - Be made available at least 30 days prior to first reading through the use of newspapers, handouts, and/or official campus websites.
 - Be factual and unbiased
 6. Results of the Legislative Council vote on the use of fees for academic facilities will be communicated in writing to the FAB. A positive vote is necessary to advance the approval process and will become part of the fee proposal.
 7. Subsequent reviews and approvals will be sought from the Chancellor, the President, and

approved by a student election whether it is a new fee or requested to increase above inflation. In addition, this fee must have an expiration date.

5. Refer to <http://www.colorado.edu/pba/budget/tuitionfees> for the fee submission timeline.

C. Student Participation

A copy of any proposed administrative fee documentation will be provided to the CUSG representatives to the FAB for their consideration by the FAB Chair once notification has been received from the appropriate Vice Chancellor showing their support for the change. In addition, this fee would require a simple majority of voting students at a regularly scheduled election.

D. Complaint Resolution Process

Students with a complaint concerning the fee process must submit this complaint in writing to the FAB Chair. The FAB Chair will investigate and respond in writing within 30 days. Complaints regarding mandatory fees must contain evidence that the fee approval procedure was not followed in the correct manner or that the fee revenue is not being used for the purpose described in the relevant proposal. Complaints may not be based on an individual's desire to avoid paying the fee.

In the event it is determined that the established procedure was not followed or that the fee revenue is not being used for the purpose that was intended, the FAB chair will notify the appropriate vice chancellor. The vice chancellor has 30 days to respond in writing with a statement of what steps will be taken to correct the situation. It is the responsibility of the vice chancellor to ensure compliance.

Inflation: means the percentage change in the CPI for the Denver-Boulder consolidated metropolitan statistical area for all urban customers, all goods, as published by the U.S. Department of Labor, Bureau of Labor Statistics, or its successor index.

Instructional Fee: Any mandatory academic fee which is not a course-specific fee. These are fees related to the instructional program or college, but not to the specific course offering. This fee also is referred to as a program fee.

Mandatory Insurance Fees: Fees charged for health, dental or disability insurance based upon the nature of an instructional program. For the Boulder campus, this type of fee is covered under the CUSG student activity fee procedures.

Non-permanent Student Purpose Fees: Mandatory campus-wide fees categorized as non-permanent by the Institutional Plan for Student Fees and do not meet the definition of permanent student purpose fees. These fees have an expiration date after which they will not be charged.

Optional Fees: Those fees which the students have a choice whether to pay.

Permanent Student Purposes: Means student centers, recreation facilities, parking lots, intercollegiate athletics, child care centers, campus health clinics, contract 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.

Student Activity Fees: Those *mandatory* fees charged to the student body which is allocated to specific student programs. Examples of these types of fees are general student activity fees, student health service 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. In the instance of the Boulder campus, this includes both the CUSG-managed student activity fees and the administratively-managed student activity fees.

Technology Fee: Mandatory fee collected for the purpose of providing or purchasing equipment or programmatic activities relating to computer equipment, laboratory equipment, or other technology. This type of fee primarily supports technology services and supplies.

User Fee: A fee paid by a student to exercise a privilege or receive a service provided by an auxiliary facility. For the Boulder campus, these types of fees should follow the student activity fee processes. Examples of user fees are room and board charges, parking fees, space rental, meal plans, locker rentals, and recreation center usage fees. User fees do not include:

- Any general fee charged to all students
- Any fee paid for continuing education facilities or activities
- Any fee paid to purchase a ticket to an athletic event occurring at the institution