

University of Colorado at Boulder

INSTITUTIONAL PLAN

FOR

STUDENT FEES

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UNIVERSITY OF COLORADO AT BOULDER
Institutional Plan for Student Fees
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UNIVERSITY OF COLORADO AT BOULDER
Institutional Plan for Student Fees

I. GENERAL GUIDELINES

- A. The *Institutional Plan for Student Fees for the University of Colorado at 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 Union (UCSU) 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 Plan shall be effective on April 29, 2009, the date it was 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by the Board of Regents, Department of Higher Education (DHE), state or federal statute, or state fiscal rules is superseded by those policies, procedures or statutes.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 Union (UCSU)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

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.

- 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 first bill of the fall, spring and summer sessions.

Such notice shall specify:

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

D. Disclosure and billing requirements include:

1. Every fee shall be separately itemized on the student billing statement. Such itemization shall not be required for any academic course fee that is specifically listed in the course catalog. Such itemization shall not be required for the detailed allocations of general student fees.
2. The portion of the general student fee that is actually applied to the repayment of bonds or other debt obligations shall be specified.
3. Information shall be available to students which includes a description of all fees and the purposes for which the institution uses revenue from the fees.
4. Each billing statement shall conspicuously identify any optional fees or charges that are automatically assessed unless the student chooses not to pay the fee through a negative checkoff. A form to elect not to pay the optional fees shall accompany the billing statement. Any optional fees or charges that are automatically assessed unless the student chooses not to pay, except for health care fees, shall be refunded upon request, to any student who paid the fee during the semester in which the fee was paid.

E. Fees related to bonds issued on behalf of auxiliary facilities

As a result of the passage of Senate Bill 97-028, all governing boards shall follow the procedures outlined in statute regarding fees related to bonds issued on behalf of auxiliary facilities. Procedures for fees related to bonds issued on behalf of auxiliary facilities prior to July 1, 1997 are outlined in 23-1-123 (5) (b) and procedures for fees related to bonds issued on behalf of auxiliary facilities on or after July 1, 1997 are outlined in 23-1-123 (5) (a).

F. The Student Group Funding Board (SGFB) is responsible for allocating operating funds to student groups at the University of Colorado at Boulder. Further information related to the SGFB is located at <http://www-ucsu.colorado.edu/GovDocs/SGFBCode.pdf>

G. The Board of Regents shall annually review and approve fees covered by this *Plan*. Such fees will be charged to students only after the review and approval of the Board of Regents. The Bursar's web site at <http://bursar.colorado.edu/> also contains a complete list of student 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 UCSU executives
 - President Pro Tem from the UCSU Legislative Council
 - one representative from UCSU Representative-at-Large Council
 - UCSU Finance Board Chair
 - one representative from the UCSU 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 UCSU in the case of UCSU-managed student activity fees.
- J. 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

II. STUDENT ACTIVITY FEES – ADMINISTERED BY THE FAB

- A. The campus may impose mandatory fees charged to the student body which are allocated to support student programming. Such fees provide direct student services which include, but are not limited to, the Arts and Cultural Enrichment Fee, the Athletic Fee, and the RTD Fee.
- 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 vice chancellor 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. The proposal and recommendations will be submitted by the appropriate vice chancellor to the Boulder Campus Fee Advisory Board (FAB) for review and recommendations.

4. If the fee is determined by the FAB to be for a nonpermanent student purpose, then such fee must be approved by a student election and must contain an expiration date. Fees for permanent student purposes do not require a vote of the student body.
5. Refer to <http://www.colorado.edu/pba/budget/tuitionfees> for the permanent student purpose fee submission timeline.

C. Student Participation

A copy of any proposed new permanent student activity fee documentation, for those fees being administered by the Fee Advisory Board, will be provided to the UCSU 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. The UCSU representatives to the FAB will share the documentation with appropriate USCU leadership and will have 30 days to review the proposal and provide a written position statement.

Nonpermanent student purpose fees must be approved by 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.

III. STUDENT ACTIVITY FEES – ADMINISTERED BY THE UCSU

- A. The University of Colorado Student Union may charge fees for permanent UCSU student activities, including but not limited to, the following areas:
 - Health Services – mandatory fees allocated for either clinics or contract health services
 - Student Center/Student Union – 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 UCSU 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 UCSU policy.
3. Deadlines
The intent is for UCSU to follow its own, formally recognized process for managing its Student Activity Fees. Complete UCSU Student Activities Fee process and policies can be found in the UCSU governing documents at <http://www-ucsu.colorado.edu/webber/GovDocs.cfm>. Refer to <http://www.colorado.edu/pba/budget/tuitionfees> for the submission timeline.

C. Complaint Resolution Procedure

Students with complaints concerning the UCSU Student Activities Fees process must submit this complaint in writing to the UCSU Appellate Court. The court will follow the UCSU 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:

- Must be used for costs directly related to the course for which they are charged
- Must be charged to all sections of the same course
- Should cover the unusual costs for those course offerings

B. Summary of Fee Proposal Procedures and Deadlines

1. Any interested party may initiate a proposal for a new or a 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 from that unit, at least one of whom is recommended by the appropriate local school student 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 mandatory course fee charged by an academic unit should register this complaint in a written communication to the dean of the appropriate school or college. 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. Deans should seek a recommendation on the complaint from an advisory group consisting of faculty, staff and students. If the complaint is validated, the dean has 30 days to inform the Provost of steps being taken to correct the situation. The Deans' decisions will be reviewed by the Provost and the Chancellor, who shall have the final responsibility for resolution of complaints.

V. PROGRAM (INSTRUCTIONAL) 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 director or dean's office 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. If the director/dean's office approves the proposal, then the director/dean's office will present the proposal to an appropriate student advisory committee for evaluation and recommendation.

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 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.

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 equipment or programmatic activities relating to computer equipment, laboratory equipment, or other technology. Examples of this fee include the Arts and Sciences Support for Educational Technology fee, Student Computing Fee, and Student Information System fee. Fees for course-specific technology are included in the course-specific fee category.

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 vice chancellor 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. The proposal and recommendations will be submitted by the appropriate vice chancellor to the Boulder Campus Fee Advisory Board (FAB) for review and recommendations.
4. If the fee is determined by the FAB to be for a nonpermanent student purpose, then such fee must be approved by a student election and must contain an expiration date. Fees for

permanent student purposes do not require a vote of the student body.

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

C. Student Participation

A copy of any proposed new permanent technology fee documentation, for those fees being administered by the Fee Advisory Board, will be provided to the UCSU 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. The UCSU representatives to the FAB will share the documentation with appropriate USCUC leadership and will have 30 days to review the proposal and provide a written position statement.

Nonpermanent student purpose fees must be approved by 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.

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
 - 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 the Board of Regents.
8. Refer to <http://www.colorado.edu/pba/budget/tuitionfees> for the fee submission timeline.

C. Student Participation

- Students must approve the fee through a vote of approval by the student government or full student body.
- Students must be involved in the entire project.

D. Complaint Resolution Procedure

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.

APPENDIX A – DEFINITION OF KEY TERMS

DHE policy provides the following definitions:

Academic Course: For purposes of this policy, includes all instruction in addition to 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.

Academic Facility Fee: Mandatory fee collected for the purpose of constructing, altering, or maintaining academic facilities.

Campus-wide Mandatory Student Fees: Required minimum student fees for the academic year. This category does not include fees which are optional or frequently waived.

Charge for Service: Charges 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 (including governing board costs), less indirect cost recoveries.

Course Specific Fee: Those *mandatory* fees that a student must pay to enroll in specific courses (e.g., lab fees, music fees, art fees, materials fees, and telecourse fees). DHE policy requires that course-specific fees:

- Must be used for costs directly related to the course for which they are charged
- Must be charged to all sections of the same course
- Should cover the unusual costs for those course offerings

Fees: Any mandatory campus-wide fee assessed against students by any institution of higher education, the revenues from which are used for academic or non-academic purposes, including but not limited to the following:

- Support for student programs, including but not limited to cultural or social events, off-campus housing assistance, student clubs, student organizations, and student media
- 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
- Establishment and operation of campus health clinics or contract health services
- 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

- Payment of direct and indirect operating expenses of student government
- Providing or purchasing equipment or programmatic activities relating to computer equipment, laboratory equipment, or other technology
- Providing administrative services, including registration fees
- Payment for costs incurred in specific courses including, but not limited to, laboratory, music, art, materials and telecourse fees
- Payment of nonspecific costs related to the instructional program or college
- Payment for additional insurance costs necessary due to the nature of a particular course

Fees exclude items defined as a Charge for Service.

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. This type of fee for the Boulder campus is covered under the UCSU 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. Proposed new fees and changes must include an expiration date

Optional Fees: Those fees which the students have a choice of whether or not 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 UCSU 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. Specifically *excludes*:

- 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