

# University of Colorado Colorado Springs

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## Institutional Student Fee Plan

Updated April 2014

### I. Introduction

The University of Colorado Colorado Springs (UCCS), in compliance with the Colorado Department of Higher Education's (CDHE) Student Fee Policy, Section VI, Part C, 3.00, has established this Institutional Plan for Student Fees. Any modification to the Institutional Plan for Student Fees must be made in cooperation with the UCCS' administration and the Student Fee Executive Review Committee and approved by both the UCCS administration and the UCCS Student Government Association before being submitted to the University of Colorado Board of Regents for approval.

This institutional plan for student fees shall apply to any new fee proposed after July 1, 1997, and to any increase in or change in purpose of an existing fee assessed prior to 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policies and procedures established by the Board of Regents, CDHE, state or federal statute or state fiscal rules is superseded by those policies, procedures, or statutes.

### II. Fee Categories

#### Academic and Instructional Fees:

- Course Specific - fees assessed by an institution to all students who enroll in a specific course.
- Online – fees assessed by an institution to all students who enroll in an online course.
- Program Specific – Fees assessed by an institution to all students who enroll in a particular instructional program.
- Academic Facility Fees – Campus-wide mandatory fee paid by all students on campus for the purpose of constructing new institutional facilities, and/or

renovating, expanding, and maintaining existing institutional facilities that are core to the role and mission of the institution.

- Technology Fees – Campus-wide mandatory fee paid by all students on campus for the purpose of providing or purchasing equipment or programmatic activities relating to computer equipment, computer laboratory equipment, or other technology.

Auxiliary Fees (These fees do not require legislative long bill spending authority):

- Health Service Fees – any fee assessed against students by any institution of higher education, the revenues from which are used for the establishment and operation of campus health clinics or contract health services.
- Student Facilities and Operations Fees: any fee assessed against students by any institution of higher education, the revenues from which are used for, but not limited to, the following: construction, maintenance, operations, and/or lease of auxiliary facilities/areas used as student centers, recreational facilities, parking lots, or child care centers, or for the payment of bonds issued from principal or interest payments on long-term debt for student facilities.
- Auxiliary Debt Fees – Any fee assessed against students by any institution of higher education, the revenues from which are used for the payment of bonds issued for principal or interest payments on long-term debt for auxiliary facilities.
- Intercollegiate Athletics or Intramural Club Athletics Fees – any fee assessed against students by any institution of higher education the revenues from which are used to, but not limited to, support for intercollegiate or intramural or club athletic activities or for payment of bonds issued for the principal and interest payment on the long-term debt of any facility used for intercollegiate athletics and/or intramural club athletics.
- Student Government/Student Activities Fees – any fee assessed against students by any institution of higher education, the revenues from which are used, but not limited to, payment of direct and indirect operating expenses of student government, support for student programs such as cultural or social events, off-campus housing assistance, student clubs, student organizations, and student fees. Student government or elected student leaders typically have a role in how these fees are assessed and utilized.

Administrative Fees:

- Any campus-wide mandatory fee assessed against students by any institution of higher education, the revenues from which are used to, but not limited to, provide administrative services or to cover administrative costs. Standard registration fees that

all students are required to pay are considered administrative fees. Does not include late registration fee or add/drop fees which are classified as Charges for Service. No new administrative fee or fee increase (in excess of inflation) shall be collected unless approved by a student election.

#### Other Assessments:

- Charge for Service – A charge to cover the costs of delivering specific services. Charges for service are not campus-wide or mandatory for all students. Charges for service are, however, required for students who meet the criteria for which the charge is being assessed. These may include, but are not limited to: application fees, add/drop fees, fines and penalties, late fees, orientation fees, and matriculation fees. Charges for service do not require legislative spending authority appropriation and do not require student approval.
- User Fee – A fee to exercise a privilege or receive a service provided by an auxiliary facility, including but not limited to room and board charge, parking fees, space rental, meal plans, locker rentals, recreation center usage fees. User fees do not require legislative spending authority appropriation and do not require student approval.

### III. Academic and Instructional Fee Process

A college, school or academic department may propose a new academic or instructional fee. This proposal must be reviewed by an advisory committee prior to submittal to the dean. The membership of the advisory committee must contain:

- One faculty or staff member appointed by the appropriate Dean/Vice Chancellor
- One faculty member appointed by Faculty Assembly
- Appropriate Student Senator or alternate
- One student appointed by the appropriate Dean/Vice Chancellor
- One student appointed by Student Body President

The advisory committee may review more than one proposal if appropriate. The committee shall also hear complaints and make recommendations to the Chancellor about the validity of the proposed fee. Within the months of August, October, and December the Office of Budget and Planning will communicate with colleges concerning student fee increases and decreases. The advisory committee will forward their recommendations to the appropriate dean for comment. The dean will then forward this information by January to the Office of Budget and Planning. The Office of Budget and Planning will gather all fee proposal documentation from all colleges, schools, and/or academic departments and forward to Campus Leadership Team for review and approval. The Leadership Team will have initial decision on whether to approve fees before they are presented to the Board of Regents. Once Leadership Team has reviewed and

approved, the final approved list will be forwarded to the Office of Budget and Planning for final preparation for submittal to the Board of Regents for review and final approval.

#### IV. Mandatory Student Fee Process (fees addressed in the Auxiliary and Administrative categories)

Proposals to request new mandatory campus-wide student fees or to increase, decrease, discontinue or change the original intent of any existing fee may be initiated by individual students, the recognized student government or the Chancellor of UCCS. Fee proposals initiated by individual students must be supported by a petition requiring verified signatures of at least ten percent of the UCCS student body enrolled in that term. Signatures will be verified according to the election code of the UCCS Student Government Association. The recognized UCCS Student Government may initiate fee proposals with a majority vote of the Student Government membership. Fee proposals initiated by parties other than students must be approved by the UCCS Chancellor and shall be considered after written notification is given by the Chancellor to the Student Government Association.

Each proposal for any mandatory student fee must contain the following information:

- Reason for the fee, fee increase, or change in purpose
- Dollar amount of the new fee or fee increase
- Estimated revenue to be generated by the fee
- Expiration date of the fee for non-permanent student purpose fees
- Implementation date of the fee (must be within twelve months from the date approved)
- Proposed language for the ballot

Mandatory campus-wide student fee proposals must be approved by a majority vote of the student body and must contain an expiration date, if applicable. These include administrative fees, permanent student purpose fees, non-permanent student purpose fees, and technology fees. Academic and Instructional fees do not require a vote of the student body.

All referenda elections shall follow the procedures of the UCCS Student Government Constitution and election policies. Information regarding student fee referenda elections shall be available ten days prior to the election in the Office of Student Life and Leadership (ROAR).

For any new or revised mandatory campus-wide student fee, the Student Government Association shall submit a complete fee proposal form to the appropriate Student Fee Advisory committee for approval before placing it on the student election ballot. If approved by the student body, the proposal goes to the Leadership Team for approval.

The text of any mandatory student fee proposal is subject to administrative legal review through the Executive Director of Student Life and Leadership prior to the collection of the student signatures or the vote by the Student Government Association. This review is not intended to alter the intent of the proposal.

Information distributed by the Student Government Association and/or campus administration concerning student fee proposals shall be factual and unbiased. Individual members of the Student Government Association are not prohibited from expressing their opinions or supporting a position as long as the individual member makes it clear that this opinion is personal and not the official opinion of the Student Government Association.

## V. Regent Approval and Notification Requirements

The University of Colorado Board Of Regents shall annually review and approve all mandatory student fees. Such fees will be charged to students only after the requisite Regent review and approval. A thirty-day notice shall be given to students for any new fee assessment or increase to an existing fee. This notice must be posted by the Student Government Association in the ROAR Office, the publications of the office of Admissions and Records, and will be posted on the Budget and Planning website by the Office of Budget and Planning. The notices must provide the amount, reason, purpose, use of the fee, and whether it is permanent or non-permanent.

## VI. Timeline for Fee Approvals

- Interested Party prepares a fee proposal between July and January.
- Student Fee Advisory committee(s) review proposals and makes recommendations to the Leadership Team in January and initial review by the Board of Regents occurs in February.
- Mandatory Student Fee proposals will go to the student body for a vote, usually held in March each year.
- Leadership Team must make decisions on all fee proposals by the end of January.
- Approval forms and Regents agenda materials are due in the Budget and Planning Office by the April deadline.
- Regents consider final fee proposals during the April meeting.
- The Student Financial Services Office shall separately disclose and itemize the fees charged to the student. This disclosure shall include all types of fees covered by the institutional fee plan. If revenues from student fees are used for the repayment of a bond or other debt obligation, the staff shall specify the portion of the general student fee that is actually applied to repayment of the bonds or other debt obligations. This is generally done when bonding documents are prepared for review by the state auditor prior to the issuance of the debt. The Board of Regents approves the fee at this time.
- UCCS and the Board of Regents are required to report to CDHE by September of each year any changes in current mandatory student fee rates and all new mandatory student fees,

including why the additional cost was covered by a fee increase or a new fee and not by tuition and the date the Board of Regents reviewed and approved.

- UCCS and the Board of Regents are required to provide written notification to CDHE, the Legislative Joint Budget Committee and the Office of State Planning and Budgeting if total revenue resulting from proposed non-exempt fee increases (in total) is greater than the Denver-Boulder Consumer price Index (DBCPI) and enrollment increases. Such notification shall be due no later than November 1.

## VII. Restrictions on Uses of Student Fees

UCCS student fees shall not be used for constructing, renovating or maintaining an academic or administrative building unless the following conditions are met:

- All other financing options have been explored
- Students approved the use of funds through a student body vote
- Any referendum relating to the use of fees under this section is initiated by the Student Government Association
- Students are involved in the entire project

## VIII. Complaint Resolution Process

Students with complaints concerning any mandatory student fee should register their complaint by submitting a written communication to the Office of Student Life and Leadership. Complaints regarding mandatory fees must contain evidence that the fee approval process was not followed in the correct manner or that the fee revenue is not being spent on the service that was intended. Complaints should not be based on an individual's desire not to pay the fee. The complaint will be forwarded to the appropriate advisory committee to make a recommendation to the Chancellor about the validity of the complaint. The Chancellor shall have final responsibility for resolution of all mandatory student fee complaints.

## IX. Course Waiver Procedures

Where special circumstances exist (i.e. off-campus location for class meetings), individuals may request that one or more mandatory student fee(s) be waived for all students enrolled in a specific course. The Vice Chancellor for Administration and Finance shall consider waiver requests for fees originated by a student body referendum and administrative fees; the Provost/Executive Vice Chancellor for Academic Affairs shall consider those concerning instructional or course specific fees. Either Vice Chancellor shall consult with appropriate

constituencies before making a recommendation to the Chancellor, who shall make the final decision on all course waivers.

## X. Annual Review of Fee Balances

The Office of Budget and Planning will review student fee balances annually and submit those findings to the UCCS Leadership Team for further review. If it is deemed that a specific fee has an excessive balance without a spending plan then an action plan will be implemented in order to spend down the balance according to the original intent of the fee.