



INSTITUTIONAL PLAN FOR STUDENT FEES

December 2012

1. Introduction

1.1. Pursuant to *Colorado Revised Statutes (C.R.S.) 23-5-119.5* and Colorado Commission on Higher Education (CCHE) policy, Section VI-C-3.00, the University and the Student Government Association (SGA) have formulated this Institutional Plan for Student Fees.

1.2. CCHE policy defines a fee as:

Any amounts assessed to students by any institution of higher education, the revenues from which are used for academic or nonacademic purposes, provide benefit to students, and support the overall living and learning environment of a system or institution of higher education. (CCHE policy, Section VI-C-1.50)

1.3. According to *C.R.S. 23-5-119.5(3)*, the costs for which a governing board may impose fees may include, but need not be limited to:

- Costs related to the construction, maintenance, furnishing and equipping of buildings and infrastructure;
- Costs that are unique to specific courses or programs and benefit the students who choose to enroll in the course or program;
- Costs related to student-centered facilities, services, or activities such as student centers, recreation facilities, technology, parking lots, child care, health clinics, mandatory insurance, student government, and other student organizations or activities; and
- Costs incurred by an institution that are in addition to the costs of direct delivery of instruction such as registration costs, costs for student orientation and graduation, and costs incurred in communicating with students and their families.

2. Fee categorizations

2.1. Fee Scope: Every fee shall be classified as to whether its scope is campus wide, non-campus wide or optional.

2.1.1. Campus wide fees: Mandatory assessments to all students enrolled at the University.

2.1.2. Non-campus wide fees: Mandatory assessments that are not automatically imposed upon all students as a condition of enrollment, but are automatically assessed to students from a particular classification. Examples of a non-campus wide fee are course-specific fees or academic program-specific fees.

2.1.3. Optional fees: Non-mandatory assessments for which students must take action to either opt-into or opt-out of the payment of such assessments.

2.2. Fee Purpose: Every fee shall be classified as an academic purpose fee, an administrative purpose fee, a student purpose fee or a facility fee.

2.2.1. Academic purpose fees: Fees assessed to support the delivery of the University's academic programs. Academic purpose fee may be campus wide or non-campus wide.

2.2.1.1. Instructional fees: Fees related to an instructional program or school or division, but not to a specific course offering. May include college-specific fees or program-specific fees.

2.2.1.2. Course-specific fees: Fees related to enrollment in a specific course, including online course fees. Revenues from each course specific fee is restricted for costs related to the course and each section of the course must be assessed the same fee.

2.2.2. Administrative purpose fees: Fees assessed to provide administrative and support services or cover administrative costs. Administrative purpose fees may be campus wide or non-campus wide. The University may assess any fee an administrative cost as outlined in Section 7 of this Plan.

2.2.3. Student purpose fees: Fees assessed to support a specific student service, program or function. Student purpose fees may be campus wide, non-campus wide or optional and may include, but not be limited to, University Center operations fees, Student Government Association fees, intercollegiate athletics fees, technology fees, campus sustainability fees, and recreation center fees.

2.2.4. Facility fees: Fees assessed to support the construction, renovation, expansion or maintenance of campus buildings or infrastructure. Facility fees may only be campus wide. Revenue generated from facility fees may be used for payment of principal and interest on bonds issued for long-term debt.

3. Student Fee Proposal and Approval Process

3.1. Fees requiring student body approval

3.1.1. Campus wide fees: Any newly proposed campus wide fee, regardless of purpose (e.g., academic, administrative, student or facility) requires a vote of the student body. Any increases in existing campus wide fees are not subject to a vote of the student body.

3.1.2. Non-campus wide fees: Any newly proposed non-campus wide fee, regardless of purpose (e.g., academic, administrative, student or facility) does not require a vote of the student body. Any increases in existing non-campus wide fees are not subject to a vote of the student body.

3.1.3. Optional fees: Any newly proposed optional fee, regardless of purpose (e.g., academic, administrative, student or facility) does not require a vote of the student body. Any increases in existing optional fees are not subject to a vote of the student body.

3.2. Procedures for a student body vote or referendum relating to student fees

3.2.1. Any newly proposed fee requiring a vote of the student body shall be presented to the Student Senate at least 30 days prior to the Student Government Association's constitutional date for submission of ballot issues before the regularly scheduled Spring

Term election. Any student fee ballot issue shall comply with the student referendum requirements of the Student Government Association and will specifically comply with the following:

- Information relating to the referendum, such as voting location, time and purpose, shall be fully disclosed to the student body;
- Agreements shall be made by all concerned parties on the disbursement of factual information regarding the referendum which is non-biased in nature; and
- The University and the Student Government Association are restricted from campaigning for or against any student fee referendum.

3.3. After review and approval by the Student Senate the student fee referendum will be placed on the Spring Term election ballot.

3.4. The Student Senate shall promptly report the results of any student fee referendum to the President's Cabinet. For a student fee referendum to be approved requires a simple majority of the number of votes cast provided that the number of votes cast is equal to or greater than 10 percent of that academic year's fall student headcount. If the student fee referendum is approved, the President may recommend the fee to the Board of Trustees for approval. If the President recommends the fee to the Board of Trustees for approval, the Student Trustee or any other student shall have the opportunity to address the Board of Trustees during its discussion and action regarding the student fee referendum. If the student referendum is defeated, the President shall not recommend the fee to the Board of Trustees for approval.

3.5. Any student fee referendum that is defeated shall not be re-submitted for one year or until the following Spring Term election.

3.6. Any existing, Board of Trustee-approved bond or long-term debt shall not be adversely affected by the outcome of any student fee referendum.

4. Student Fee Notification and Assessment

4.1. The University, through the direction of the President's Cabinet, will notify the Student Senate and the campus media of all new fees or fee increases, no less than 30 days before the fee is assessed.

4.2. Contents of the notice shall, at a minimum, contain the following information, pursuant to CRS 23-5-119.5(7):

- The amount of the new fee or of the fee increase;
- The reason for the new fee or fee increase;
- The purpose for which the institution will use the revenues received from the new fee or fee increase; and
- Whether the new fee or fee increase is temporary or permanent and, if temporary, the expected date on which the new fee or fee increase will be discontinued.

4.3. The Student Senate shall review all new fees or fee increases. The Student Senate shall forward any recommendations or comments concerning all new fees or fee increases to the President's Cabinet.

4.4. No student fee shall be assessed without the prior review and approval by the Board of Trustees. All fees and fee increases are reviewed and approved each spring by the Board of Trustees. The Student Trustee or any other student shall have the opportunity to address the Board of Trustees during its discussion and action on student fees. Any decision by the Board of Trustees with regard to fees shall be final and incontestable either on the thirtieth (30) day after final action by the Board of Trustees or on the date on which any evidence of indebtedness or other obligation payable from the fees is issued or incurred by the Board of Trustees, whichever is earlier.

5. Appeal process and complaint resolution

5.1. Any student or student group may appeal a new fee or increase at any time before or during the notification period. An appeal must contain all required components outlined in Section 5.2 or it will be denied without further review.

5.2. An appeal shall be submitted in writing to the Student Senate. In order to be legitimate, an appeal shall include the following:

- The reason for the appeal; and
- A petition supporting the appeal containing the signature and student identification numbers of currently enrolled students equal to not less than ten percent (10%) of the current student headcount enrollment.

5.3. The Student Senate shall consider the appeal and submit the appeal along with any Student Senate comment to the President of the University.

5.4. The President of the University shall decide the appeal and notify the Student Senate of his/her decision. The President's decision shall be final.

5.5. Any existing, Board of Trustee-approved bond or long-term debt shall not be adversely affected by the outcome of any student appeal.

6. Use of student fees and/or tuition for academic facilities

6.1. The University may use student fees and/or tuition for academic facilities construction or renovation subject to the following conditions:

- All other financing options have been explored;
- Students approved the use of student fees through a student body vote. Note: The University may use tuition for the construction or renovation of academic facilities without approval through a student body vote provided that, at a minimum, the University has explored all other financing options, has presented their proposed use of tuition revenues at a public meeting and has informed students which capital projects will be funded with tuition revenues; and
- Any referendum relating to the use of student fees under this section is initiated by the Student Government Association.

7. Administrative indirect cost recoveries

7.1. The University may assess an indirect cost recovery against any student fee. The indirect cost recovery shall be based on the University's overhead allocation policy and may consist of an

allocation of costs for student services, institutional support and facility operations and/or maintenance.

8. Charges for services and user fees

8.1. Charges for services are defined as a charge to cover the costs of delivering specific services or goods. Charges for services may include, but are not limited to, application fees, add/drop fees, fines and penalties, late fees, orientation fees, transcript fees and matriculation fees.

8.2. User fees are defined as fees to exercise a privilege or receive a service provided by an auxiliary facility, including but not limited to, room and board charges, parking fees, meal plans charges, and rental fees.

8.3. The establishment and assessment of charges for services and user fees are not subject to this policy.

9. Review of fee assessments, expenditures and fund balances

9.1. Student fee assessments and expenditures shall be reviewed annually by the University during the budget planning process. The purpose the review will be to ensure that all student fee assessments and expenditures are consistent with the stated intent of the student fee.

9.2. Student fee fund balances shall be reviewed annually by the University. Any large balances in funds supported by student fees shall be examined to ensure appropriateness of the balance and of the rate of the fee assessment.

10. Review and revision of Institutional Plan for Student Fees

10.1. The University shall periodically review this Institutional Plan for Student Fees and make recommended changes to the Board of Trustees. The University shall consult with the Student Senate on any proposed changes prior to making recommendations to the Board of Trustees.

11. Any policy or procedure in this plan found to be in conflict with policies or procedures established by the Western State Colorado University Board of Trustees, CCHE, state or federal statutes are superseded by those policies, procedures or statutes.

APPENDIX A

FEE CATEGORIZATION TABLE

Current Student Fees			
	Campus Wide Fee	Non-Campus Wide Fee	Optional Fee
Academic Purpose Fee	None	None	N/A
Administrative Purpose Fee	None	None	N/A
Student Purpose Fee	University Center Operations Fee	None	Fitness Center Fee
	SGA Fee		Renewable Energy Fee
	Intercollegiate Athletics Fee		
	Computer Fee		
	Campus Sustainability Fee		
Facility Fee	Campus Facility Fee	N/A	N/A