SECTION VI

PART C TUITION, FEES, AND STUDENT AID

1.00 General Description and Intent

Tuition and fees, along with state General Fund support, provide financial resources to the institutions of higher education to conduct academic programs and to support campus needs. Tuition and fees represent a major portion of students' cost of attendance. Financial aid assists students in gaining access to higher education by offsetting a portion of costs, including tuition and fees, room and board, books, transportation and other living expenses. Financial aid assists institutions of higher education by making attendance for low-income students affordable.

Governing boards have the responsibility and authority for the financial management of their institutions. A major component of sound financial management is the setting of tuition and fees, including refund policies. Since institutions have different roles and missions, governing boards must consider a number of factors when setting tuition and fees, and establishing a refund policy. The CCHE has responsibility to exercise oversight to ensure that educational quality and access for students are maintained consistent with the role and mission of each institution.

It is the intent of the Commission that the following will be considered when establishing tuition and fee rates:

- Governing boards should consider the relationship of proposed tuition and fee rates to total cost per student.

- Board approved institutional tuition and fee proposals should consider financial aid available from all sources for needy students.

2.00 Tuition Policy

2.01 CCHE guidelines are that average tuition rates for full-time undergraduate resident students - on a governing board basis - should cover between 25 percent and 30 percent of the cost of the academic program, and average tuition rates for full-time nonresident students should cover at least 100 percent of costs. These guidelines do not apply to the Colorado School of mines.

2.02 Governing boards shall establish tuition rates based on legislatively set limits on tuition rate increases and other legislative directions regarding tuition rates.

2.03 Governing boards have the authority to set individual tuition rates and tuition rate increases as long as compliance with 2.02 is achieved on a governing board basis. When appropriate, governing boards may request exceptions from 2.02 as part of the annual budget request cycle. The CCHE may forward such exceptions as part of its governing board budget recommendation to seek legislative approval.

2.04 In times of emergency, certain students (e.g., reserve military units, individuals with specialized skills, or firefighters) are called to provide services to the country. When the call for service or national emergency is issued, it is often necessary for students to interrupt their coursework in mid-semester without advance notice. Public two-year and four-year institutions' policies should explicitly recognize that normal refund and withdrawal policies may not be appropriate and make provisions for individuals who leave the institution mid-semester to respond to a state or national emergency, including:

- Institutions' tuition policies should permit reimbursement for tuition paid by reservists called to active status during times of national emergency.
- Institutions may offer these individuals the option of crediting the current term's tuition to a future semester's tuition charges.
- Institutions shall waive any fee for breaking the room and board contract for reservists who are called to active status during a national or state emergency.
- In addition, an institution shall refund any fees paid for room and board based on the date that the individual left the residence hall.
- Institutions shall adopt policy language that ensures that individuals who are unable to complete a course due to a call to active status under a state or national emergency have a choice either to withdraw from the course without a grade or receive an incomplete with an opportunity to complete the course work at a later time.
- The refund and grading policies should recognize that normal withdrawal procedures may not apply in this situation, e.g., withdrawal timetables.

2.05 Institutions will not be penalized financially by the general fund for interrupted enrollment and will be allowed to include in-state students who are called to active duty in the FTE report during the semester they are called to active duty.

3.00 Student Fee Policy

Section 3.00 Student Fee Policy shall apply to all fees adopted on or after July 1, 1997.

3.01 Each institution of higher education, including the Auraria Higher Education Center, shall give at least a thirty-day notice of any fee assessment or increase. At a minimum, such notice shall specify:

- The amount of the new fee or fee increase;
- The reason for the fee assessment or increase;

- The purpose for which the institution will use revenues received from the fee assessment or increase; and

- Whether the fee assessment or increase is temporary or permanent and, if temporary, the repeal date for the fee assessment or increase.

3.02 Billing requirements for institutions of higher education, including the Auraria Higher Education Center:

3.02.01 Each institution of higher education shall separately disclose the fees charged to the students by their respective governing board for the institution, by the institution, or by any auxiliary facility associated with the institution in its student billing statements.

- This requirement shall apply to fees, the purpose of which is to cover any administrative costs; permanent student purpose fees; and nonpermanent student purpose fees.

- Such itemization shall not be required for any academic course fee that is specifically listed in the course catalogue.

- Such itemization shall not be required for the detailed allocations of general student fees. However, such itemization may include an itemization of other general student fees.

- If a governing board uses revenues from a general student fee for the repayment of bonds or other debt obligations, the governing board shall specify the portion of the general student fee that is actually applied to repayment of the bonds or other debt obligations.

3.02.02 Each institution shall have information available to students containing a description of all fees, including the purposes for which the institution uses revenues from the fees.

3.02.03 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 check off.

- A form to elect not to pay the optional fees shall accompany the billing statements.

Effective July 1, 1997, any optional fees or charges that are automatically assessed unless the student chooses not to pay, <u>except for health care fees</u>, shall be refunded by the institution or organization that receives the fee, upon request, to any student who paid the fee. The refund shall be available during the entire semester in which the student paid the fee.

3.02.04 The requirements of section 3.02 shall become effective as of the fall term of 1996.

3.03 All governing boards shall annually review and approve all mandatory fees including: administrative fees, student activity fees, and instructional fees (including college specific and program specific fees). Such fees will be charged to students only after the review and approval of the governing board.

3.03.01 All governing boards shall annually review and approve all new course specific fees and all increases in course specific fees. Such new fees and fee increases will be charged to students only after the review and approval of the governing board.

3.04 For all Four-Year Institutions. The administration of each institution and the student government shall establish a fee policy for such institution. Such policy shall be subject to the modification and approval of the governing board of the institution, in accordance with the requirements of the Institutional Plan for Student Fees as outlined in section 3.07.

3.05 For all Community Colleges. The State Board for Community Colleges and Occupational Education shall meet with the Student Advisory Council, established in 23-60-104 C.R.S., to establish a fee policy for all institutions under the control of such board. Such policy shall be subject to the modification and approval of such board, in accordance with the requirements of the Institutional Plan for Student Fees as outlined in section 3.07.

3.06 For Institutions Located at the Auraria Campus: The administration of the Auraria Higher Education Center and the Student Advisory Council to the Auraria Board (SACAB) shall establish a fee policy for the institutions located at the Auraria Campus. Such policy shall be for all fees assessed by the Auraria Higher Education Center. Such policy is in addition to the policy each institution will have with their respective governing board. The policy shall be consistent with the requirements of section 3.06 and C.R.S. 23-70-107 relating to student fees assessed by the Auraria Board. Such policy shall be subject to the modification and approval of the board, in accordance with the requirements of the Institutional Plan for Student Fees as outlined in section 3.07.

3.07 Institutional Plan for Student Fees. All administrative, course specific, instructional, and student activity fees, as defined in section 7.00, are subject to the requirements of section 3.07. (This excludes fees defined as "charge for services.≅) A copy of the plan and any revisions to the plan must be filed with CCHE. Each plan shall include, but not be limited to, the following components:

- Defining the student fee proposal and approval process. Absent any autonomy agreement already in place, such process includes the opportunity for the students

and institutional student government representatives to address the governing board during board discussion and action of the student fee proposal.

- Defining and categorizing all campus wide mandatory student fees to include, but not be limited to, permanent student purpose fees, nonpermanent student purpose fees, bond fees, fees for a specific academic course and administrative fees.

- Establishing procedures for student participation in setting student fees at the institution, including: administrative fees, instructional fees (including course specific), and student activity fees.

- Establishing a complaint resolution process for disputes on student fee proposals or any issues relating to student fees.

- Including a time frame of the budget approval and board action of the tuition and fees action.

- Whether to allow for the use of student fees or tuition for academic facilities construction. Use of tuition or fees would be allowed only under the following conditions, including:

  - All other financing options have been explored;
  - Students approved the use of funds through a student vote/referendum or student government approval (to be specified in the Plan);
  - Any referendum relating to the use of fees under this section is initiated by the student government; and
  - Students are involved in the entire project.

- Procedures for any student referendum relating to student fees shall include:

  - Full disclosure of information relating to the referendum.
  - Agreements on disbursement of factual information regarding the referendum which is non-biased in nature.
  - Restrictions on campaigning by the institution and student government relating to such referendums.
  - 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.

- Any administrative costs charged to students/student groups, such as: maintenance, utilities, or accounting services.

3.07.01 Any new or increased fee approved by governing board action after July 1, 1994 must conform to an approved Institutional Plan, as outlined in section 3.03.

3.07.02 The revised Institutional Plan for Student Fees, as amended to include the definition and categorization of fees, shall be submitted to CCHE by January 1, 1998. The Commission shall review the new plans for consistency with Commission policy.

3.08 Course Specific Fees

Course specific fees should cover the unusual costs for a course offering.

3.08.01 Any limitations on the increase in course specific fees shall be addressed in the Institutional Plan on Student Fees per section 3.03.

3.08.02 Course specific fee revenues must be used for costs directly related to the course for which they are charged.

3.08.03 All sections of the same course offering must have the same course fee charge for all sections.

3.09 Governing Boards are required to provide written notification to CCHE, 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 and enrollment increases. Such notification shall be due no later than November 1.

3.10 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).

3.11 Fees for Administrative Costs

3.11.01 Student approval is not required for existing fees, new fees, or increases in fees relating to actual administrative costs for a specific academic course.

3.11.02 Effective July 1, 1997, no new fee or fee increase (in excess of inflation) assessed to cover administrative costs not related to an academic course shall be collected unless approved by a student election <u>and</u> such new fee or increase contains an expiration date.

3.11.03 Every fee assessed to cover administrative costs (including course fees) shall be separately itemized on the student billing statement; except:

- such itemization would not be required for any academic course fee that is specifically listed in the course catalogue.

3.12 Fees for Nonpermanent Student Purposes

3.12.01 All nonpermanent student purpose fees, in existence prior to July 1, 1997 and are not scheduled to expire prior to July 1, 2000 - shall be subject to approval by student election at the first regularly scheduled student election after July 1, 2000.

3.12.02 Effective July 1, 1997, no new fee or fee increase (in excess of inflation) assessed for nonpermanent student purposes shall be collected unless approved by a student election <u>and</u> such new fee or increase contains an expiration date.

3.12.03 Every student purpose fee, whether or not permanent, shall be separately itemized on the student billing statement.

4.00 Use of Tuition and Fees for Academic Facilities Construction

Student fees or tuition may be used for academic facilities construction if approved for use in the institutional plan for student fees.

5.00 Reporting Requirements

5.01 By September 1 of each year, each governing board is required to submit institutional tuition and fee rates to the Commission, along with evidence of their consistency with the above listed policies on forms provided by CCHE. A report summarizing tuition and fee decisions and analyzing their consistency with Commission policy will be prepared by the CCHE staff for approval by the Commission and distribution to the General Assembly no later than December 15 of each year.

5.02 In addition to the standard Tuition and Fees Report (5.01), each governing board is required to report any changes in current mandatory student fee rates and all new mandatory student fees.

5.02.01 Reporting Requirements for New and Increased Mandatory Fees Only

- Why the additional cost was covered by a fee increase or a new fee and not by tuition.

- Date of governing board review and approval.

6.00 Student Fee Categories

6.01 Health Service

Mandatory fees allocated for either clinics or contract health services. Report insurance fees in section 2.

6.01.01 Program

Fees allocated to the direct operating costs of the health clinic and/or service program.

6.01.02 Debt Instruments

Fees which are allocated for principal and/or interest payments and other costs associated with the long-term debt of the health clinic.

6.02 Student Center/Union

6.02.01 Program

Fees which support the activities housed in the student center/union or the operation of the center itself.

6.02.02 Debt Instruments

Fees which are allocated for principal and/or interest payments and other costs associated with the long-term debt of the student center/union.

6.03 Student Government Operations

Fees allocated for the direct operating expenses of the student government for the executive, legislative and judicial branches.

6.04 Student Activities

Fees allocated to student programs, such as cultural or social events, legal services, off-campus housing assistance, student clubs, newspapers, etc.

6.05 Physical Recreation

Physical recreation activities supported through student fees, including intramural and club sports.

6.05.01 Program

Fees which support the operating budgets for all recreation programs, including fees allocated to the operating budget of a student recreation center.

6.05.02 Debt Instruments

Fees which are allocated for principal and/or interest payments and other costs associated with the long-term debt of a student recreation center.

6.06 Intercollegiate Athletics

Any mandatory fee allocated to support intercollegiate athletics.

6.06.01 Men

Fees allocated to the operating expenses of the men's program.

6.06.02 Women

Fees allocated to the operating expenses of the women's program.

6.06.03 Debt Instruments

Fees which are allocated for principal and/or interest payments and other costs associated with the long-term debt of any facility used for intercollegiate athletics.

6.07 Parking Facilities

Mandatory fees collected for the operation or construction of parking facilities.

6.07.01 Program

Fees collected for the operating costs of the parking facilities.

6.07.02 Debt Instruments

Fees which are allocated for principal and/or interest payments and other costs associated with the long-term debt of the parking facilities.

6.08 Facility Construction/Capital Fee

Mandatory fees collected for the purpose of constructing, altering, or maintaining facilities or purchasing equipment which are not utilized for the purpose of retiring debt. List the names of the facilities where funds are expected to be used during the coming fiscal year.

6.09 Technology Fees

Mandatory fees collected for the purpose of providing or purchasing equipment or programmatic activities relating to computer equipment, laboratory equipment, or other technology.

7.00 Definition of Key Terms

Academic Course: For purposes of this policy, includes all instruction, including: 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.

Administrative Fees - mandatory campus wide fees categorized as administrative fees by the institutional plan for student fees.

Auxiliary Facility - same meaning as defined in section 23-5-101.5 (2) (a).

Campus wide Mandatory Student Fees: Required minimum student fees for the academic year. 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).

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

(a) Support for student programs, including but not limited to cultural or social events, off-campus housing assistance, student clubs, student organizations, and student media;
(b) 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;
(c) Establishment and operation of campus health clinics or contract health services;
(d) 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;
(e) Payment of direct and indirect operating expenses of student government;
(f) Providing or purchasing equipment or programmatic activities relating to computer equipment, laboratory equipment, or other technology;
(g) Providing administrative services, including registration fees;
(h) Payment for costs incurred in specific courses including, but not limited to, laboratory, music, art, materials, and telecourse fees;
(i) Payment of nonspecific costs related to the instructional program or college; and
(j) 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 consumers, all goods, as published by the U.S. Department of Labor, Bureau of Labor Statistics, or its successor index.

Institution of Higher Education - means any state-supported institution of higher education in Colorado, including junior colleges, area vocational schools, and the Auraria Higher Education Center.

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. These include, college specific fees and program specific fees.

Long-Term Deposits: Non-damage related deposits that are held more than one academic term. Does not include short-term damage deposits and dormitory deposits.

Mandatory Insurance Fees: Fees which are charged for insurance required beyond regular health insurance based upon the nature of the course.

Nonpermanent Student Purpose Fees - mandatory campus wide fees categorized as nonpermanent by the institutional plan for student fees and do not meet the definition of permanent student purpose fees.

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 are 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.

Optional Fees: Those fees which the students have a choice of whether or not to pay the fee.

User Fee - means a fee paid by a student to exercise a privilege or receive a service provided by an auxiliary facility. *Excludes:*

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

8.00 Student Aid Policy

In order to continue to assure access, any campus that has a percentage increase in the total amount of resident undergraduate tuition and mandatory campus-wide student fees which is in excess of the percentage increase of the Denver-Boulder Consumer Price Index (DBCPI), shall be required to utilize 16.5 percent of the revenue generated by the amount of the percentage increase in resident undergraduate tuition and mandatory student fees less either (DBCPI) or the percentage increase in state general fund support of need-based student financial aid (whichever is greater) to increase need-based resident undergraduate student financial aid.