

## STATE BOARD FOR COMMUNITY COLLEGES AND OCCUPATIONAL EDUCATION

### STUDENT TUITION AND FEES/SCHOLARSHIPS

BP 4-20

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ISSUED BY:

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Joe D. May, System President

#### POLICY STATEMENT

All tuition rates and fees must be approved annually by the Board.

Tuition and fee rates should provide maximum student access consistent with generating adequate revenue to operate quality instructional programs and maintain college services.

#### SPECIAL TUITION RATES

Special tuition rates may be assessed with approval of the Board. Colleges may apply to the Board for a tuition rate higher than the system-wide rate if the additional tuition revenue is needed to cover extraordinary costs associated with a particular course and/or program, which costs are mandated by outside agencies, such as regulatory agencies. The higher tuition rate, if approved, shall apply only to the course or program in which the extraordinary costs are incurred.

#### DEFINITIONS

Permanent Student Purpose Fees: Fees to support student centers, recreation facilities, parking lots, intercollegiate athletics, child care centers, campus health clinics, contact 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.

Nonpermanent Student Purpose Fees: These fees are mandatory, campuswide fees which do not fall under the permanent student purpose category and may include those student activity fees not allocated to student government as a permanent student purpose fee.

Bond Fees: Fees charged and pledged to build, renovate and/or operate and maintain auxiliary facilities.

Administrative Fees For A Specific Academic Course: These fees defray the cost incurred in specific courses including, but not limited to, laboratory, music, art, vocational, occupational, technical, music, physical education, and telecourse fees.

Administrative Fees Unrelated To A Specific Academic Course: These are mandatory campuswide fees charged to provide administrative services including college fees, registration fees, and satellite center fees.

## FEE POLICY

All student fee rates must be approved annually by the Board. Each student fee must 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. Any optional fees or charges that are automatically assessed unless the student chooses not to pay, except for health care fees, shall be refunded by the institution or organization that receives the fee, upon request, to any student who paid the fee. Such refund shall be available during the entire term in which the fee was paid.

Fees shall not be substituted for tuition and shall not be used to provide general revenue to the college. Tuition and/or fees may be used for instructional facilities construction subject to CCHE fee policies. Any such building must comply with the provisions of series 16 of Board Policy.

Under certain circumstances outlined below, students are required to approve new fees and increases in existing fees.

Student approval is not required for these fee categories:

- Existing fees, new fees, or increases in fees relating to permanent student purposes
- Existing fees, new fees, or increases in fees relating to administrative fees for a specific academic course
- Any fee assessed for repayment of bonds issued or incurred prior to July 1, 1997.
- Increase any fee that is applied to repayment of bonds issued or incurred prior to July 1, 1997 if the fee increase is necessitated by a covenant in the authorizing bond resolution or other agreements for the specific project .
- Increase any fee that is applied to the repayment of bonds issued or incurred prior to July 1, 1997 if the fee increase is assessed for the repayment on bonds that are issued to refund existing bonds for the specific project and the maturity date of the refunding bonds is the same or earlier than the maturity date of the existing bonds.

Student approval by a majority of votes cast by the student body is required for these fee categories:

- New fee or fee increase (in excess of inflation only) assessed to cover administrative costs.
- New fee or fee increase (in excess of inflation only) assessed for nonpermanent student purposes. New nonpermanent student purpose fee or fee increases after July 1, 1997 must contain an expiration date. Nonpermanent student purpose fees in existence prior to July 1, 1997 and which 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.

### STUDENT ELECTIONS CONCERNING FEES

The college president is responsible for administering all student elections concerning fees. The plan will include the form of notice of how students are informed of the amount and purpose of the proposed fee, the number of years that the fee will be imposed, and the effect of enrollment fluctuations. A simple majority of the votes cast determines the outcome of any student election. Colleges may conduct a student vote once each term. This election will be scheduled in consultation with student government and will be announced to the students at least thirty (30) days in advance. No new fee, fee increases 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. The college shall specify when its regularly scheduled election will be held.

The college president is responsible for the administration of student fee monies, which includes the obligation to administer all student elections concerning fees.

The college president, in consultation with the student government, shall establish a fee plan. New or increased mandatory fees which are charged to all students enrolled in a particular college or campus which are proposed after July 1, 1994, must comply with the procedures established in this policy and the institutional plan. The college fee plan shall include, but not be limited to, the following:

- Procedures for specifying levels of student participation in setting student fees and disclosure about how student fees are allocated
- A process for approving fee assessment or increases which includes a minimum of thirty days notice to the student government. The 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 (if temporary, repeal date must be specified) or permanent.
- A complaint resolution process for disputes. Students and student representatives may address the Board during discussion and action of student fee proposals.

- Procedures for a student referendum relating to new or increased student fees pledged as security for evidence of indebtedness or other obligations with prior board approval of the referendum plan. The procedure shall specify how students will be informed of the amount and purpose of the proposed bond fee, the number of years that the fee will be imposed, and the effect of enrollment fluctuations. Such fee assessments/increases are not subject to the complaint resolution process.
- Specify how students will be informed at each payment period concerning each fee, its purposes and whether the costs of collecting the fee are reimbursed to the institution from the revenue collected.

College fee plans and any subsequent revisions shall be submitted to the System President for approval.

#### SCHOLARSHIP PROGRAMS

Colleges are authorized to offer scholarships to students. The scholarships may be either categorical or general. The following scholarship programs are authorized by the Board. Institutional scholarships may only be offered to students enrolled in resident instruction courses. All scholarship students are eligible for FTE funding, assuming all other FTE reporting requirements are met.

#### Categorical Scholarships:

The colleges are authorized to offer scholarships to the following categories of students:

1. Senior Citizens - Scholarships may be offered for up to 50% of the cost of tuition for persons over 60 years of age.
2. State Employees Classified Training Programs - Scholarships will be offered for up to 50% of the cost of tuition for state classified employees certified for training by the procedures of the State Department of Personnel. The scholarships shall also be available to Legislative Council staff, staff of the Court System and other groups of non-classified state employees which may be designated by the System President. Scholarship procedures shall be developed by the System President in cooperation with the administrators of such personnel systems.
3. Farm/Ranch Management and Small Business Assistance - Scholarships may be offered in an amount to be specified annually by the System President for students in these programs.
4. Dormitory Student Scholarships - Scholarships may be offered for students living in dormitories in an amount to be specified annually by the System President.

In order to provide access to the greatest number of eligible students, a student may not be awarded more than one type of categorical scholarship during a given term.

#### General Scholarship Programs:

Colleges may offer institutional scholarships to students not included in a categorical program (or additional scholarships to students already receiving categorical scholarships).

All scholarships are subject to any reporting requirements specified by the System, Colorado Commission on Higher Education, the State Controller and/or the State Auditor.

#### TUITION

System employees may be granted professional development tuition benefits in accord with BP 3-60 and State of Colorado Fiscal Rule 2-8.04. The President of the Community College of Denver is authorized to extend professional development tuition benefits, on a reciprocal basis, to employees of Metropolitan State College, the University of Colorado - Denver and to employees of the Auraria Higher Education Center. Senior citizens over 60 years of age may also receive tuition benefits.

#### TUITION REFUNDS FOR MILITARY PERSONNEL

Consistent with federal law, students registered for courses who are in the National Guard or in the military reserves shall have the right to receive a tuition and fee refund upon request in the event they are called to active duty as the result of partial or general mobilization. Further, such students who are already on active duty and are deployed by order of the commander in chief shall have the same right. Nothing in this policy would require such a refund if a student wishes to take an incomplete grade.

#### PROCEDURES

The System President shall promulgate procedures as necessary to implement this policy.