

FRCC FIN 10.1**Category:** Tuition and Fees**Title:** Institutional Fee Plan**Issued:** March 17, 2010**Reissued:** January 21, 2011, February 4, 2011, September 16, 2011, June 25, 2012, July 13, 2012, May 7, 2013, July 24, 2014, March 5, 2015, June 15, 2015**Reviewed:** May 22, 2017**Legal or Other Authority:** Colorado Department of Higher Education (CDHE) Policy Section VI Part C Tuition and Fees; State Board for Community Colleges and Occupational Education (SBCCOE) Board Policy 4-20; FRCC President's Cabinet**Sponsored by:** Finance and Administration, Budgets and Auxiliary Services**Signed:****Date:** 6/1/2017

GUIDELINE

FRCC maintains this Institutional Fee Plan as required by the CDHE and the SBCCOE. All tuition rates, fees, and charges for services that are specifically delineated below must be approved annually by the SBCCOE. Once the SBCCOE approves the tuition and fees, the Budgets and Auxiliary Services department ensures that this Fee Plan is posted on the [College website](#), and informs Cabinet that the Fee Plan has been updated and posted.

1) Fees

- a. A fee is any amount assessed to students as a condition of enrollment in the College and/or as a condition of enrollment in a particular course or program. Following is a summary of the fees currently assessed at FRCC:
 - i. Bond fees: A bond fee is charged and pledged to build, renovate and/or operate and maintain auxiliary facilities or, as allowable in statute, academic facilities.
 - ii. Instructional fees

1. **Course specific fees:** Course specific fees are mandatory fees associated with courses that help defray the cost of offering specific courses. These include, but are not limited to: field trips, required materials fees for laboratory, music, art, vocational, occupational, technical, and physical education courses; uniforms and specialized equipment; testing fees required for completion of a course; malpractice insurance; digital textbooks; and high/medium cost course fees.
 2. **Program fees:** Program fees are mandatory fees associated with academic programs that help defray the costs of offering specific programs. These include, but are not limited to: music, art, vocational, occupational, technical, and physical education programs; testing fees required for completion of a program; and malpractice insurance. Program fees are set at a level equal to the cost of the expense being covered.
- b. **Student fees**
- i. **Student activity fees:** Student activity fees are mandatory fees associated with enrollment in the College and/or campus that are assessed for a specific purpose. These fees include, but are not limited to: student centers, athletics, student government, contract health services, and/or similar services and facilities; non-bonded parking fees; and any general fee, the revenue from which is appropriated by student government for a specific purpose.
 - a. **Student Activity and Parking fees:** The Student Activity and Parking fees support student services (student events and activities, student clubs and organizations) and parking services at all campus/center locations.
 - b. **Student Facility fee** supports student facilities (Boulder County Campus only).
- c. **Use fees**
- i. **Administrative fees:** Administrative fees are unrelated to a specific academic course or program and are mandatory campus-wide fees charged to provide administrative services including, but not limited to: renewal and replacement

- equipment costs; technology fees; computer labs and printers; registration fees; satellite center fees; wireless access; and digital databases.
- ii. Registration fee: This is a mandatory, non-refundable fee charged each semester, regardless of the number of courses taken, or whether a student drops any or all courses. Although the registration fee is uniform across the system, each institution is responsible for the collection, maintenance, and administration of this revenue to defray costs of registration. Since this is a system-wide fee, statewide student representatives have the opportunity to be consulted about any increases above inflation to this fee.
 - iii. Auxiliary sales and service charges: These are charges to provide elective services such as housing and food service plans.
 - iv. Miscellaneous charges/charge for service: These are charges to cover the cost of delivering specific services which are incidental to the instructional activities and which include, but are not limited to: health insurance; matriculation; graduation and commencement; late registration; placement testing; optional materials fees; deferred payment; promissory notes; return check fees; and late tuition payment.
- d. Sales and services of educational activities: These are charges to provide elective services such as fitness center charges and fees for testing and other services that are non-mandatory or “strongly encouraged.”

2) Student fee policy

- a. Student approval by a majority of votes cast by the student body is required for any new fee or fee increase (in excess of inflation only) assessed in the categories of student or bond fees. Student approval is not required for any other category of new fee or fee increase.
- b. The FRCC President is responsible for the administration of student fee monies, which includes the obligation to approve and administer all student referenda concerning fees. Referenda shall be scheduled in consultation with student government and will be announced to the students at least thirty (30) days in

advance. Student votes are typically held in February allowing student-approved fees to be submitted for approval by the SBCCOE in April; however, they may be held up to once each term per campus. (Students and student representatives may address the Board during discussion and action of student fee proposals.) Any new fee, fee increase, or fee extension that is defeated by a vote of the student body may not be resubmitted for a student vote until the next term.

c. FRCC student fee referenda procedures

- i. Referenda may be run by campus or at the college-wide level, depending on the nature of the fee. For fees which only affect one campus, responsibility for administering the referendum may be delegated from the President to the campus Dean of Student Services, or to another office or official designated by the Dean of Student Services. Typically, the Student Life Departments at each campus will be delegated the role of referendum administrator. College-wide referenda will be run by the President's Office or another office or official designated by the President. All referenda and supporting materials will be approved by the College President before they are announced or published.
- ii. Any student taking at least one (1) credit hour in the semester of the referendum may participate in the election.
- iii. Students will be notified by the referendum administrator of an upcoming fee referendum by multiple means, which typically will include college email, E-Wolf and the College website.
- iv. Referendum notification materials will be unbiased and provide the following factual information:
 1. The amount of the proposed new fee or fee increase.
 2. The purpose for which the institution will use revenues received from the proposed new fee or fee increase.
 3. Whether the proposed new fee or fee increase is temporary or permanent and, if temporary, the repeal date of the proposed new fee or fee increase.
- v. Campaigning for or against a proposed fee by the institution and student government shall be prohibited. Individual students or members of student

government are permitted to express their opinions or support a position as long as they clearly indicate that their views are personal and not official positions of student government.

- vi. Referenda may use paper ballots or electronic voting.
- vii. Student identity will be verified by Student Life staff.
- viii. Student enrollment status will be verified by Student Life staff.
- ix. A fee is passed if the majority of students voting approve the fee.

3) Itemization of student fees on billing statements

- a. FRCC separately discloses the fees charged to students in its student billing statements. This requirement applies to fees, the purpose of which is to cover any administrative costs, permanent student purpose fee, and non-permanent student purpose fees. Such itemization shall not be required for any academic course fee that is specifically listed in the course catalog. Itemization is required for detailed allocation of general student fees; however, such itemization may include an itemization of other general student fees. The portion of fees from any general student fee for the repayment of bonds or other debt shall also be disclosed on the billing statement.
- b. Each billing statement will conspicuously identify any optional student fees or charges that are automatically assessed unless the student chooses not to pay the fee through a negative check off. Currently at FRCC, there are no optional fees.

4) Fee disputes

- a. Students intending to dispute student fee proposals or any issues relating to student fees may file a formal, written complaint to the campus Dean of Student Services.
- b. A formal, written complaint is one regarding some alleged type of adverse action against a student from a decision made by the institution or alleged violation of student rights. Fee assessments/increases approved at a student election are not subject to the dispute process.

5) Review of fee fund balances

- a. FRCC has established a procedure for the periodic review of fee fund balances during each fiscal year. The level of allowable fund balance for each individual fee area is determined by College leadership in light of the current financial situation of the College and the unique circumstances of that particular fee's operational structure.

The most current listing of all FRCC student tuition and fees can be found [here](#).

DEFINITIONS

Bond Fees	Fees charged and pledged to build, renovate and/or operate and maintain auxiliary facilities or, as allowable in statute, academic facilities.
Instructional Fees	Course specific or program fees that help defray the cost of offering specific courses or programs.
Student Fees	Mandatory student activity fees associated with enrollment in the College and/or campus that are assessed for a specific purpose.
User Fees	Includes: mandatory <i>administrative fees</i> unrelated to a specific academic course or program and charged to provide administrative services; <i>auxiliary sales and services fees</i> charged to provide elective services; and <i>miscellaneous charges/charge for service</i> fees charged to cover the cost of delivering specific services.
Sales and Services of Education Activities	Charges to provide elective services that are non-mandatory or "strongly encouraged."