

University of Colorado Colorado Springs

Institutional Student Fee Plan

Updated September 2016 (FY 2016-17)

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. Student fees will be reviewed by UCCS SGA; reviewed and approved by UCCS Administration before being submitted to the University of Colorado Board of Regents for final approval.

This institutional plan for student fees shall apply to any new fee proposed after July 1, 1997, and to any increase/decrease 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policies and procedures established by the Board of Regents, CDHE, state or federal statute or state fiscal rules is superseded by those policies, procedures, or statutes.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 “which provides a constant funding base dedicated to the development and maintenance of state of the art technology available to all students at UCCS. These fees may be used to fund the following: the purchase of new equipment/software accessible to all students, to maintain/upgrade telecommunication equipment used in all current and future learning centers, to develop a broad set of informational communication offerings accessible to all students, and to augment, update, and maintain equipment in existing computer labs and learning centers.”

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 – 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 men’s and women’s athletic programs or for payment of bonds issued for the principal and interest payment on the long-term debt of any facility used for intercollegiate 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.
- Physical Recreation Fees – any fee assessed against students by any institution of higher education, the revenues from which are used, but not limited to, support physical recreation activities supported through student fees, including intramural and club sports.

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 and Proposal Template

A college, school or academic department may propose a new academic or instructional fee by submitting an academic fee proposal template to the Budget Office. This proposal must be reviewed by an advisory committee prior to submittal to the dean and to the Budget Office. The membership of the advisory committee, at a minimum, should consist of:

- 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 SGA President/Co-President(s)

To garner student representation, there should be at least three documented attempts in reasonable time intervals. The appropriate Dean/Vice Chancellor should contact SGA and the Office of Student Life and Leadership to request student participation.

The academic fee proposal template must contain:

- The classification of the fee (Program, Online, Course etc...)
- The college/department/unit requesting the fee
- Point of contact for the college/department/unit requesting the fee
- Original amount of the fee
- Proposed change to the amount of the fee (increase/decrease)
- Justification for requesting increase/decrease and/or change in purpose to the fee
- Expected Revenue Generation
- How fee will be assessed (per academic year, semester, headcount, credit hour)

The advisory committee may review more than one proposal if appropriate. The committee shall also hear complaints/concerns. Within the first week of August the Office of Budget and Planning will distribute the academic fee template to the student fee contact as provided by the Dean within the colleges concerning academic student fee increases/decreases and/or changes. The student fee contact will forward the template to the advisory committee for their review. The advisory committee will forward the academic fee template to the appropriate dean for comment. The student fee contact will then forward this information by November to the Office of Budget and Planning. The Office of Budget and Planning will gather all academic fee templates from all colleges, schools, and/or academic departments and meet with the Executive Vice Chancellor for Academic Affairs and Senior Vice Chancellor for Administration and Finance for initial review. Upon this review and approval, the Budget Director will present proposed fees to UCCS Strategy Team for review and approval. Once Strategy Team has reviewed and approved, the Budget Director will be notified by either the SVCAF or the Chancellor. The Office of Budget and Planning will prepare the fee list approved by Strategy Team for submittal to the Board of Regents for review and final approval.

Course and program fee revenue is collected and deposited into a specific and corresponding speed type for expenditure. There are instances where all fee revenue that is collected in a particular semester will not be fully spent in the same semester of collection based on fee purpose and cycle of consumable material replacement and equipment replacement. In those cases, balances should be moved into a unique and identifying reserve for future expenditure. The UCCS UNP/Carryforward Procedural Statement must be followed for these balances. Also, the Office of Budget & Planning will review all balances for fees, both those on the general fund and those in the plant fund, as stated in Section XI of this plan.

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 electorate population enrolled in that term. Signatures will be verified according to the election policy of the UCCS Student Government Association. The recognized UCCS Student Government may initiate fee proposals with a two-thirds majority vote of the senate 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/decrease, or change in purpose
- Dollar amount of the new fee or fee increase/decrease
- 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 (SLL Office).

For any new or revised mandatory campus-wide student fee, the Student Government Association shall submit proposed fee language to the appropriate Student Fee Advisory committee for approval before placing it on the student election ballot.

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. Student Fees for Online Populations

For online only students, the decision of assessing student fees, to include course, program, online and mandatory student fees will be made by the SVCAF with consultation of key campus members. Appropriateness of charging student fees to this population will be reviewed annually. Assessment of any fee may not exceed Board approved fee rates to allow for responsiveness to the online market.

VI. 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 SLL Office, the publications of the office of Admissions and Records, posted on the Budget and Planning website and posted on the Bursar's website. The notices must provide the amount, reason, purpose, use of the fee, and whether it is permanent or non-permanent.

VII. Timeline for Fee Approvals

- Interested Party prepares a fee proposal between July and January.
- Student Fee Advisory committee(s) review proposals and student fee contacts throughout the campus will submit proposals to the Office of Budget and Planning for compilation and presentation to the Strategy Team in December. The Strategy Team must make decisions on all fee proposals prior to Board of Regent review in February.
- Mandatory Student Fee proposals will go to the student body for a vote, usually held in March each year.
- 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.
- 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.

VIII. Complaint Resolution Process

Students with complaints concerning any mandatory student fee should register their complaint by submitting 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 or that the fee is excessive given the benefits provided. 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 review and make a recommendation to the appropriate Vice Chancellor about the validity of the complaint and possible recommendations within 45 days of receiving the complaint. The Vice Chancellor will review the complaint with the committee's recommendations and 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 fee waivers.

X. Annual Review of Fee Balances

The Office of Budget and Planning will review academic and mandatory student fee balances annually and submit those findings to the UCCS Strategy 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.

UCCS abides by the CCHE guidelines.

For specific allowable uses and restrictions of fee revenues, please see ***UCCS Statement on Fee Allowable Uses and Restrictions*** on the UCCS Budget & Planning website.