



# Administrative Procedure

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Page:	1 of

**Subject:** STUDENT FEE POLICY

1.0. PURPOSE:

To establish procedures for the California State University Student Fee Policy.

2.0. ORGANIZATIONS AFFECTED:

All organizational and academic units of the University.

3.0. REFERENCES:

3.1. Chancellor's Office Executive Order 740--The California State University Student Fee Policy.

3.2. Chancellor's Office Executive Order 637--Policy on Student Health Services.

3.3. Education Code Section 89300.

3.4. Title 5 of the California Code of Regulations.

4.0. POLICY:

To establish, adjust, collect and refund campus fees within the policies contained in Executive Order 740; Title 5 of the California Code of Regulations; Standing Orders of the Board of Trustees; and revenue bond indentures which may be outstanding.

The President has the authority to increase, decrease, or abolish campus fees. The policy requires appropriate and meaningful consultation before adjusting campus fees or requesting the Chancellor to establish new fees.

5.0. DEFINITIONS:

5.1. Fee Advisory Committee--Established by and advisory to the President on proposed fee actions for all student fees.

**Approved:**

**Date:**

- 5.2. Financial Aid Programs--Financial aid grant, scholarships, work study, loan and waiver programs offering financial aid to students.
- 5.3. Student Health Advisory Committee (SHAC)--Established to provide advice to the President on campus health service programs.
- 5.4. Category I Fees--Fees that must be paid to apply to, enroll in, or attend the University.
  - 5.4.1. Maximum--Total annual Category I Fees may not exceed one-third of the systemwide cost of education. The systemwide cost of education is defined as total support expenditures (State University Fee revenue and General Fund support appropriations) divided by the number of full-time equivalent students.
- 5.5. Category II Fees--Fees to pay the full cost of instruction required of some students by statute.
- 5.6. Category III Fees--Fees, other than Category I Fees, paid to receive materials, services, or for the use of facilities provided by the university, or to enroll in a course offered through a self-support instructional program.
- 5.7. Category IV Fees--Fees or deposits to reimburse the university for additional costs resulting from dishonored payments, late submissions, or misuse of property or as a security or guaranty.
- 5.8. Student Referendum--Election held for the purpose of establishing a student body organization fee (Education Code 89300). Results are advisory to the President.
- 6.0. RESPONSIBILITIES:
  - 6.1. The President will:
    - 6.1.1. Establish a Fee Advisory Committee and designate the chair of the committee.
    - 6.1.2. Assure that appropriate consultation occurs prior to adjustment of any fee and before requesting the Chancellor to establish a new fee, including a consolidation of existing fees.

- 6.1.3. Determine whether an advisory student referendum should be conducted or alternative consultation mechanisms are appropriate prior to increasing campus Category I Fees or requesting the Chancellor to establish a new campus Category I Fee(s).
- 6.1.4. Adjust campus fees, ensuring that appropriate and meaningful consultation occurs before adjusting campus fees or requesting the Chancellor to establish a new fee.

6.2. The Vice President for Administration and Finance or designee will:

- 6.2.1. Represent the President on the Fee Advisory Committee and act as executive secretary.
- 6.2.2. Develop a statement of revenues and expenditures for the Fee Advisory Committee, which is to include a minimum of one year of actual costs and two years of projected revenue and expenditures for the fee revenue supported activity.
- 6.2.3. Develop an annual report for the Chancellor's Office, subject to approval by the President. The report will:
  - 6.2.3.1. Be for the most recently completed fiscal year.
  - 6.2.3.2. Include a complete inventory of all fees charged to students, and the total revenue collected for each fee.

6.3. Fee Advisory Committee will:

- 6.3.1. Be composed of:
  - 1. Associated Students, Inc. (ASI) President or designee;
  - 2. Two (2) ASI representatives-at-large, appointed by ASI;
  - 3. Academic Senate Chair or designee; and
  - 4. Vice President for Administration and Finance or designee, appointed by the President, and will act as chair.
- 6.3.2. Participate as follows, if a student referendum conducted by the campus is required:
  - 6.3.2.1. Issue a voter pamphlet providing objective analysis of the proposed fee action and statements solicited by the committee for and against the proposed fee action.

- 6.3.2.2. Determine the specific statements that shall be included in the pamphlet.
- 6.3.2.3. Make available and publish in the campus newspaper and on the university website, copies of the voter pamphlet, ballot and information regarding the dates, times, polling locations and website address for voting online, thirty days prior to the referendum.
- 6.3.3. Advise the President regarding proposed fee actions on all student fees.
- 6.4. Student Health Advisory Committee (SHAC) will advise the President on campus health services programs.
  - 6.4.1. Be composed of thirteen (13) members:
    - 1. Seven (7) students, solicited and appointed by the California State University, Los Angeles' Associated Students, Inc. There shall be at least one (1) student representative from each college of the university.
    - 2. Six (6) members appointed by the President, including faculty, staff, and administrators.
      - 6.4.1.1. Associated Students, Inc. shall solicit nominations and shall make student appointments to the SHAC within 45 days of the beginning of the academic year.
  - 6.4.2. Make recommendations on the scope of services, hours of operation, and annual budgeting, as well as evaluate alternative revenue sources and periodic independent audits.
- 6.5. The Director for Financial Aid will ensure that:
  - 6.5.1. Local financial aid grant, scholarship, work study, loan, and waiver programs offer financial aid adequate to meet additional student need resulting from increases in campus Category I Fees or the establishment of new campus Category I Fees.
  - 6.5.2. Federal financial aid eligibility methodology be used to determine student financial need.

6.5.3. All Category I Fees, consistent with current policy and practice, be included in student financial aid budgets used to determine financial need according to the federal financial aid eligibility methodology.

7.0. PROCEDURES:

7.1. The Fee Advisory Committee will evaluate existing student fees and recommend to the President if fees can be consolidated, adjusted or eliminated to simplify the administration of fees. The Fee Advisory Committee will also review and recommend to the President when a new student fee should be established.

7.2. The President shall determine if an advisory student referendum is appropriate when adjusting or establishing Category I Fees.

7.2.1. The President may waive the referendum requirement if he/she determines that a referendum is not the best mechanism to achieve appropriate and meaningful consultation.

7.2.2. The President shall determine whether an advisory student referendum should be conducted by either ASI or the campus.

7.2.2.1. Referendums conducted by the campus will be funded by the campus.

7.2.2.2. Referendums conducted by ASI will be funded by ASI.

7.3. A student referendum must be conducted for the following:

1. Initially establishing a student body association fee (requires two-thirds favorable vote);
2. Increasing a student body association fee; and,
3. Initially establishing a student body center fee (requires a two-thirds favorable vote).

7.3.1. An advisory student referendum is required prior to adjusting a Category I Fee(s) or requesting the Chancellor to establish a new campus Category I Fee(s), and subject to the exception described in 7.2.1. above.

- 7.3.2. Alternative consultation mechanisms are permitted if they can be demonstrated to be more effective in achieving appropriate and meaningful consultation. If a referendum is not conducted, the President must demonstrate to the Chancellor why alternative consultation methods selected were more effective in complying with this policy.
- 7.4. The Fee Advisory Committee shall, for referenda conducted by the campus:
  - 7.4.1. Issue a voter pamphlet providing objective analysis of the proposed fee action and statements solicited by the Committee for and against the proposed fee action.
  - 7.4.2. Determine the specific statements that shall be included in the pamphlet.
  - 7.4.3. Make available and publish in the campus newspaper and University website, copies of the voter pamphlet and ballot and information regarding the dates, times, polling locations, and website address for voting online, at least thirty days prior to the referendum.
- 7.5. The results of the referendum shall be considered favorable when a majority of students voting approve the fee action, with the exceptions noted in 7.3. above.
- 7.6. The results of the referendum shall be advisory to the Fee Advisory Committee and the President.
- 7.7. The campus will use local financial aid grant, scholarship, work study, loan, and waiver programs to offer financial aid adequate to meet additional student need resulting from increases in campus Category I Fees or the establishment of new campus Category I Fees.
  - 7.7.1. The federal financial aid eligibility methodology shall be used to determine student financial need.

7.7.2. Consistent with current policy and practice, all Category I Fees will be included in student financial aid budgets used to determine financial need according to the federal financial aid eligibility methodology.

8.0. APPENDICES:

8.1. Fee Request Template.