

WESTERN STATE COLLEGE OF COLORADO INSTITUTIONAL PLAN FOR STUDENT FEES

1.00 Introduction

Pursuant to Colorado Revised Statutes CRS 23-1-123 and Colorado Commission on High Education (CCHE) policy Section VI. C. 3.00 to 7.00, Western State College Administration and Student Government Association (SGA) has formulated this Institutional Plan for Student Fees. Student fees are defined by CRS 23-1-123 and CCHE as:

Fees: Any mandatory campus-wide fee assessed against students by any institution of higher education, the revenues from which are used for academic or non academic 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 principle 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.

All mandatory, campus-wide student fees shall be categorized as either: (a) administrative fees unrelated to a specific academic course; (b) academic fees; (c) permanent student purpose fees; (d) nonpermanent student purpose fees; or (e) bond fees.

Items defined as charges for services, user fees and voluntary student fees are not

deemed to be student fees for purposes of this Plan. “Charges for service” are fees charged to cover the cost of delivering specific services which are incidental to instructional activities. These include but are not limited to application fees, add/drop fees, fines, penalties, late fees, orientation fees, and room and board charges. “User fees” mean fees paid by a student to exercise a privilege or receive a service provided by an auxiliary facility. “Voluntary student fees” are fees that are automatically assessed by the institution unless students choose not to pay the fee.

Additional definitions related to fees can be found in CRS 23-1-123 and CCHE Policy VI.C 6.00 and 7.00.

ANY POLICY OR PROCEDURE IN THIS PLAN FOUND IN CONFLICT WITH POLICIES ESTABLISHED BY THE TRUSTEES OF WESTERN STATE COLLEGE IN COLORADO, CCHE, STATE OR FEDERAL STATUTES IS SUPERSEDED BY THOSE POLICIES, PROCEDURES, OR STATUTES.

2.00 General Information on Student Fee Proposal and Approval Process

2.01 All student fees and increases in student fees shall be adopted and assessed in accordance with this Plan, CRS 23-1-123, and CCHE policy Section VI. C. 3.00 -7.00.

2.02 The Trustees of Western State College in Colorado will annually review and approve all mandatory fees including: permanent student purpose fees, nonpermanent student purpose fees, bond fees, administrative cost fees unrelated to a specific academic course, and academic fees. Students and student government representatives shall have the opportunity to address the Trustees during Board discussion and action on student fee proposals. Such fees will be charged to students only after the review and approval of the Trustees.

2.03 All proposed student fees and student fee increases shall be reviewed by the Student Government Association Budget Committee. The Budget Committee’s recommendations shall be forwarded to the Student Senate.

The Student Senate shall forward its recommendations concerning academic fees, permanent student purpose fees, bond fees, any increases in those fees, and increases in administrative cost fees unrelated to a specific course and nonpermanent student purpose fees that do not exceed the rate of inflation to the President’s Cabinet. If approved by the President, such proposed fees or increases will be recommended to the Trustees for approval.

The Student Senate shall refer proposed administrative costs fees unrelated to

specific academic courses, nonpermanent student purpose fees, and increases in such fees that exceed the rate of inflation to a vote of the student body at the next regularly scheduled student election in accordance with this Plan's referendum procedures. The Senate shall promptly report the results of the referendum to the President's Cabinet. If the proposed fee or increase is approved by a majority of the students voting in the referendum, the President may recommend the fee or increase to the Trustees for approval. If the proposed fee or increase is defeated by a majority of the students voting in the referendum, it shall not be recommended to the Trustees for approval.

Students may appeal any proposed student fee or increase under the appeal process established by this Plan. However, a Trustee decision regarding a fee or increase shall be final and incontestable either on the thirtieth (30th) day after final action by the Trustees or on the date on which any evidence of indebtedness or other obligation payable from the fee or increase is issued or incurred by the Trustees, whichever is earlier. In addition, a fee or increase pledged as security for evidence of indebtedness or other obligations shall not be adversely affected by the outcome of the appeal process.

3.00 Administrative Cost Fees Unrelated to a Specific Academic Course

- 3.01 Administrative fees unrelated to a specific academic program mean fees charged to provide administrative services that are not related to a specific academic program.
- 3.02 Proposals for new administrative fees or the increase of existing administrative fees beyond the rate of inflation shall be referred in writing, in accordance with the policies set forth in the Plan, by the President of Western State College to the Student Government Association for comment not later than thirty days prior to the date set by the Student Senate for the inclusion of ballot issues for the Spring Term regularly scheduled student body election.
- 3.03 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 referendum and such new fee or increase contains an expiration date.
- 3.04 The results of any student referendum shall be forwarded to the President's Cabinet.

4.00 Academic Fees

- 4.01 Course specific fees shall be defined as any mandatory fee that a student must pay to enroll in specific courses. (e.g. lab fees, music fees, art fees, materials fees, and telecourse fees). Course specific fees cover unusual costs directly related to the course for which they are charged. All sections of the same course are charged the same course specific fee.
- 4.02 Instructional fees are defined as mandatory academic fees which are 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.
- 4.03 Proposals for new academic fees or the increase of existing academic fees shall be referred in writing, in accordance with the policies set forth in the Plan, by the President of Western State College, on the advice of the Vice President for Academic Affairs, to the Student Government Association for comment not later than thirty days prior to the date such proposal is due for inclusion in the Board's agenda.
- 4.04 Any comments made by the Student Government Association, the outcome of any legitimate appeal, or the fact that the proposal did not result in comments or an appeal shall be noted in the Board agenda item for informational purposes.
- 4.05 Student referendum is not required for existing fees, new fees, or increases in academic fees.

5.00 Permanent Student Purpose Fees

- 5.01 Permanent student purpose fees shall be defined as 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 any general fee the revenue from which is appropriated by student government for a specific purpose.
- 5.02 Proposals for new permanent student purpose fees or increases to existing fees shall be referred in writing by the President of Western State College to the Student Government Association for comment not later than thirty days prior to the date such proposal is due for inclusion in the Board's agenda.
- 5.03 A student referendum is not required for existing fees, new fees, or increases in permanent student purpose fees.

6.00 Nonpermanent Student Purpose Fees

- 6.01 Nonpermanent student purpose fees shall be defined as mandatory fees charged to the student body for purposes that are not permanent student purpose.
- 6.02 Proposals for new nonpermanent student purpose fees or increases of existing fees beyond the rate of inflation shall be referred in writing by the President of the College to the Student Government Association for approval by the Board not later than thirty days prior to the date set by the Student Senate for the inclusion of ballot issues for the Spring Term regularly scheduled student body election.
- 6.03 . No new fee or fee increase in excess of inflation assessed for a nonpermanent student purpose shall be collected unless approved by a student referendum and such new fee or increase contains an expiration date.
- 6.04 The results of any student referendum shall be forwarded to the President's Cabinet.

7.00 Fees related to Bonds Issued on Behalf of Auxiliary Facilities

- 7.01 Western State College and the Trustees of Western State College in Colorado shall follow the procedures outlined in CRS 23-1-123 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).
- 7.02 Proposals for new bond fees or increases of existing fees shall be referred in writing by the President of Western State College to the Student Government Association for comment not later than thirty days prior to the date such proposal is due for inclusion in the Board's agenda.
- 7.03 A student referendum is not required for existing fees, new fees, or increases in bond related fees.

8.00 Student Fees and /or Tuition for Academic Facilities

The College may use student fees or tuition for academic facilities construction or renovation, subject to the following conditions established by CCHE policy Section VI. C. 3.06.

- All other financing options have been explored;
- Students approved the use of funds through a student referendum;
- Any referendum relating to the use of fees under this section is initiated by

- the Student Government Association; and
- Students are involved in the entire project.

9.00 Administrative Charges

An Administrative Charge may be assessed to students/student groups based on the College's overhead allocation policy. Elements of the administrative charge may consist of an allocation of costs for student services, institutional support, and operation and maintenance of plant costs.

10.00 Notification Requirements

10.01 The College administration, at the direction of the President's Cabinet, will notify Student Government Association Budget Committee, the Student Senate and the campus media of any proposed fee or fee increase, no less than 30 days before the fee is assessed or increased.

10.02 Contents of the Notice shall at minimum contain the following information, pursuant to CCHE policy Section 3.00:

- The amount of the new or fee increase;
- The reason for the new fee or increase;
- The purpose for which the institution will use the revenues received from the new fee or increase; and
- Whether the new fee or increase is temporary or permanent and, if temporary, the repeal date for the fee assessment or increase.

11.00 Student Referenda

Fees that require student referendum shall be presented to the Student Senate 30 days prior to the Student Government Association's constitutional date for submission of ballot issues before the regularly scheduled Spring Term election each year. Any ballot issue relating to student fees shall comply with the student referendum requirements of the Student Government Association and will specifically comply with the following points:

- 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.

Any ballot issued relating to any student fee which is required to go before the student

that is defeated shall not be resubmitted for one year, until the following year's Spring Term election.

12.00 Appeal Process

12.01 Any student or student group may appeal a proposed fee or increase at any time before or during the notification period. An appeal must contain all required components outlined in Section 12.02 or it will be denied without further review.

12.02 An appeal shall be submitted in writing to the Student Government Association Budget Committee and Student Senate. In order to be legitimate, an appeal shall include the following:

- The reason for the appeal; and
- A petition supporting the appeal containing the signature and student identification numbers of not less than ten percent (10%) of the current student headcount enrollment.

12.03 The Student Senate shall consider the appeal and submit the appeal along with any Student Senate comment to the President's Cabinet.

12.04 The President of the College shall decide the appeal and notify the Student Senate of his/her decision. The President's decision shall be final.

13.0 Student Fee Categories

All mandatory, campus-wide student fees are categorized as permanent student purpose fees, nonpermanent student purpose fees, bond fees, academic fees, and administrative fees unrelated to specific academic courses.

Current Year Fees:

13.01 Administrative Fees Unrelated to Specific Academic Courses

The approved administrative fees assessed to all students enrolled for classes at Western State College that fall under this category are as follows:

- At this time the college has no administrative fees.

13.02 Academic Fees

The approved course specific fees and instructional fees assessed to students enrolled in particular courses are detailed in Appendix I.

13.03 Permanent Student Purpose Fees

The approved permanent student purpose fees assessed to all students enrolled for classes at Western State College that fall under this category are as follows:

- Student Government Association Fee. This fee is assessed to all students enrolled for classes to support the activities sponsored by the Western State College Student Government Association which includes, at this time, support for student clubs, student programming, student humanities activities, intercollegiate athletics, and intramural athletics.
- Computer Fee. This fee is assessed to all students enrolled for classes to support the student use labs on campus to enhance student access to technology.
- College Union Operations Fee. This fee is assessed to all students enrolled for classes to support the operation and programs of the College Union.
- Campus Development Fee. This fee is assessed to all students enrolled for classes to maintain campus parking lots and landscaping and beautification projects.
- Alternative Energy Fee. This fee is assessed to all students enrolled for classes for the purpose of investing in an alternative energy source.

13.04 Nonpermanent Student Purpose Fees

The approved nonpermanent student purpose fees assessed to all students enrolled for classes at Western State College that fall under this category are as follows:

- At this time the college has no nonpermanent student purpose fees.

13.05 Bond Fees

The approved bond fees assessed to all students enrolled for classes at Western State College that fall under this category are as follows:

- College Union Bond Fee. This fee is assessed to all students enrolled for classes to make interest and principle payments for the portion of the Auxiliary Facility Revenue Bonds 1994 Series C relating to the remodel of the College Union.

13.06 Voluntary Student Fees

Voluntary student fees are fees that are automatically assessed by the college

unless students choose not to pay the fee. Except for health care fees, the college or the organization receiving a voluntary student fee shall refund 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.

The approved voluntary student fees assessed to all students enrolled for classes at Western State College that fall under this category are as follows:

- Fitness Center. This fee is an optional fee (negative check-off) assessed to all students enrolled for classes for the purpose of maintaining and improving the fitness center facility and equipment.

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