

# Fort Lewis College Institutional Fee Plan

- Approval of Fees
- Assessment and Collection of Fees
- Allocation of Fees
- Complaint Resolution
- Review of Fee Balances

The purpose of the Institutional Fee Plan is to define how student fees are proposed, approved, assessed, and allocated at Fort Lewis College. This Plan has been developed to be in compliance with recent Supreme Court decisions, Colorado Revised Statutes (23-1-123), and Colorado Commission on Higher Education (CCHE) Policy VI-C.

## APPROVAL OF FEES

### I. Definitions

A. Definitions of Fees and Charges: Terms associated with Fees and Charges at Fort Lewis College are defined as follows:

1. Fees: Any mandatory assessment against students (excluding tuition), including those assessed as (1) a condition of enrollment in the College, or (2) a condition of enrollment in a particular program or course.
2. Inflationary Increases: Any additional assessment to a fee or charge, based on the rate of inflation, which is the percentage change in the Consumer Price Index for the Denver-Boulder consolidated metropolitan statistical area for all urban consumers, all goods, as published by the US Department of Labor, Bureau of Labor Statistics or its successor index.
3. Charges: Assessments against students to generally cover the cost of delivering specific services or for the privilege of using an auxiliary service or facility.
  - (a) Other Assessments: Assessments to cover the costs of delivering specific services that are not campus wide, nor 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 not limited to application fees, add/drop fees, fines and penalties, transcript fees, late charges, testing charges, student identification card charges, orientation fees, matriculation fees and health insurance charges. Charges for Service do not include admission to events or other such ancillary activities and are not Fees as described in Section 1.A.1.
  - (b) User Charges: Assessments against students for the privilege of using or receiving the service of an auxiliary facility. A User Charge is assessed to only those students making use of the service or auxiliary facility, including but not limited to room and board, parking permit charges and outdoor pursuits charges.

B. For purposes of general definition, please see Appendix A: Definition of Terms as listed in CCHE Policy VI-C.

## II. Categorization of Fees

A. Scope of Fee: Every Fee shall be classified as to whether its scope is Campus wide or Non-Campus wide.

1. Campus wide Fees: Mandatory assessments to all students, the revenues from which are used for academic or nonacademic 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, 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 sport activities or for payment of bonds allocated for the principal 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 administrative services, including registration fees;
2. Non-Campus wide Fees: Mandatory assessments to students that are not automatically imposed upon all students as a condition of enrollment, but are automatically assessed to students from a particular classification, including but not limited to program or course insurance fees, program or college specific fees, and course specific fees.

B. Fee Purpose: Every Fee at Fort Lewis College shall be classified as an Administrative Purpose Fee, an Academic Purpose Fee, a Student Purpose Fee, or an Academic Facilities Fee. If a particular Fee meets several purposes, it shall be categorized within the dominant purpose. Fee purposes are defined as:

1. Academic Purpose Fees: Mandatory campus wide or mandatory non-campus wide fees associated with academic courses or programs. Proposed non-campus wide Academic Purpose Fees must be approved by the appropriate Dean and Vice President for Academic Affairs before presentation to the IFRB. Campus wide Academic Purpose Fees are subject to the process defined in Section III B below.
  - (a) Instructional Fees: Mandatory non-campus wide fees related to an instructional program or school or division, but not to a specific course offering, and may include college specific fees or program specific fees, including but not limited to international program fees.

- (b) Course Specific Fees: Mandatory non-campus wide fees assessed to enroll in specific courses (e.g., lab fees, music fees, art fees, materials fees, and telecourse fees). Revenue from each Course Specific Fee is restricted for costs directly related to the associated course and each section of the course must be assessed the same Course Specific Fee.
  - (c) Campus wide Technology Fees: Mandatory campus wide fees assessed for the purpose of providing technological equipment and support for academic purposes.
2. Student Purpose Fees: Mandatory campus wide fees assessed for a specific purpose. Student Purpose Fees apply to student centers, recreation facilities, intercollegiate athletics, child care centers, campus health clinics or contract health services, student government, and similar facilities and services; and any general fee, the revenue from which is appropriated by student government for a specific purpose.
  3. Administrative Purpose Fees: Mandatory campus wide fees assessed to provide administrative and support services or cover administrative costs. Standard registration fees that all students are required to pay are considered administrative fees/
  4. Academic Facility Purpose Fees: Campus wide mandatory fee paid by all students for the purpose of constructing new academic facilities, and/or renovating, expanding, and maintaining existing academic facilities.

The graph below illustrates the fee categories and the characteristics for each category.

<b>Category</b>	Mandatory	Optional	Campus wide	Non-Campus wide
<b>Fees</b>				
Academic Purpose Fee				
Instructional Fee		X*		X
Course Specific Fee		X*		X
Technology Fee	X		X	
Student Purpose Fee	X		X	
Administrative Purpose Fee	X		X	
Academic Facility Purpose Fee	X		X	
<b>Charges</b>				
Charge for Service		X*		X
User Fee		X*		X

\*Mandatory for those who enroll in the course or who use the service.

### III. Approval

#### A. Definitions of groups

##### 1. Institutional Fee Review Board (IFRB)

- (a) An FLC Staff member who shall act as a non-voting Chair, appointed by the Vice President for Student Affairs.
- (b) Three (3) ASFLC Senators, appointed by the ASFLC President and confirmed by the Senate by a simple majority vote.
- (c) Two (2) students, not ASFLC Senators, appointed by the ASFLC President and confirmed by the Senate by a simple majority vote, one of which may be a graduate student.
- (d) The ASFLC Financial Director;
- (e) The ASFLC President;
- (f) One (1) non-voting representative from the Office of Financial Aid.
- (g) The FLC Budget Director (ex-officio, non-voting).

##### 2. ASFLC Senate

The legislative body of the Associated Students of Fort Lewis College.

##### 3. ASFLC Financial Board

The group defined by the ASFLC Constitution to serve as the financial advisory group to ASFLC.

##### 4. FLC Budget Committee

A committee appointed by the President of Fort Lewis College.

#### B. Procedures for Approval of New Fees or Fee Increases (according to category)

##### 1. Academic, Student and Administrative Purpose Fees

- (a) With the approval of the appropriate Vice President, the initiating department or organization presents a fee proposal with sufficient justification in writing to IFRB by mid-October. The IFRB reviews the proposal in concert with the viewpoint neutral criteria as listed under ALLOCATION OF FEES, Section II B and must do one of the following: recommend approval, not recommend approval, or recommend approval with modifications. Notice of the fee proposal and the IFRB recommendation of said fee proposal shall be posted within two (2) business days after the IFRB meeting on the Student Union (SU) Public Notice Board.
- (b) IFRB Chair presents fee proposal at ASFLC Senate prior to the end of Fall term as information only.
- (c) ASFLC President presents IFRB recommendation to FLC Budget Committee. The FLC Budget Committee will do one of the following: approve, not approve, or approve with modifications.
- (b) If approved by FLC Budget Committee, the fee will be submitted to the Board of Trustees during the regularly scheduled meeting for addressing student fees for final decision. The Board of Trustees shall provide an opportunity for students to address the Board on any fee proposal or change during discussion and action of the fee proposal or change.

## 2. Charges for Service/User Fees

- (a) The initiating department or organization presents a fee proposal with sufficient justification in writing to appropriate Vice President.
- (b) If approved by the appropriate Vice President, that Vice President presents the fee proposal to the FLC Budget Committee.
- (c) If approved by the FLC Budget Committee, the fee will be enacted.

C. Procedures for Approval of Decrease or Elimination of Fees for those programs set forth under ALLOCATION OF FEES; Section II will be approved upon completion of the following:

1. The initiating organization or an ASFLC Senator presents a fee proposal with sufficient justification in writing to the IFRB by mid-October. The IFRB reviews the proposal in concert with the viewpoint neutral criteria as listed under ALLOCATION OF FEES, Section II B, and either approves or denies the proposal by the end of October.
2. If approved (as defined above) by the IFRB, the ASFLC President presents the proposal to the FLC Budget Committee. The FLC Budget Committee reviews the proposal and will do one of the following: approve, not approve, or approve with modifications.
3. If approved by FLC Budget Committee, the fee will be submitted to the Board of Trustees during the regularly scheduled meeting for addressing student fees for final decision. The Board of Trustees shall provide an opportunity for students to address the Board on any fee proposal or change during discussion and action of the fee proposal or change.

## **ASSESSMENT AND COLLECTION OF FEES**

- I. The Office of Student Affairs will insure that notice of approved fee increases is posted within five (5) business days following the Board of Trustees' approval of the fee(s) and at least thirty (30) days prior to assessment. Notice shall be posted on the Student Union Public Notice Board informing students of the passage of the new fee or fee increase, the amount of the fee or fee increase, the reason for the fee or fee increase, purpose for which FLC will use revenues received from the fee or fee, and the duration of the fee.
- II. All Campus wide and non-Campus wide fees will be assessed and collected through standard accounting procedures. No fees shall be paid directly to academic departments, to non-academic departments or to individuals. All mandatory Campus wide Fees will be separately identified on the College's student billing statement, including the portion of fees applied to repayment of bonds.

## **ALLOCATION OF FEES**

- I. Expenditures related to College programs that are funded by bond issues or are on-going programs that are administrated by College officials will be allocated by the appropriate Vice President with the approval of the President. Each of these organizations should have an Advisory Group consisting of a student majority, including at least one (1) ASFLC Student Government representative that will be responsible for budget review and recommendations. Example: SLAB (Student Life Advisory Board) will be responsible for reviewing the budget and making recommendations. If an Advisory Group is not functional due to the unavailability of students, the Director will submit the budget.
  
- II. Student Activity Fee revenues will be allocated by the ASFLC with the approval of the Vice President for Student Affairs and the President. Examples include: Student Senate, KDUR Radio, Student Programming Council, Independent, Images, Environmental Center, Wanbli Ota, and allocations to student clubs and organizations.
  - A. ASFLC must use viewpoint neutral criteria to determine the funding of these various organizations.
  
  - B. The viewpoint neutral criteria to be used are:
    1. The organization provides direct involvement by currently registered students.
    2. The organization provides a service or adds value to the College student community.
    3. The organization adheres to planned budget and accountability for its expenses and demonstrates familiarity with applicable laws, including but not limited to those laws that apply to expenditures and use of state money.
    4. The organization presents a budget with adequate justification for the upcoming fiscal year.

## **COMPLAINT RESOLUTION**

Individuals disputing payment of any fee may appeal in writing to the Vice President for Student Affairs. The Vice President for Student Affairs will refer the appeal to the appropriate Vice President, who will chair and convene a Fee Appeal Committee to hear the appeal. This Fee Appeal Committee will include: the appropriate Vice President or his/her designee (chair); the FLC Budget Director or his/her designee; and two student representatives from IFRB. This committee shall hear the appeal, review the facts and make a decision, which shall be final. This decision must be made within two weeks after receipt of the appeal, and will be rendered in writing to the individual disputing payment of the fee.

As to the determination of a fee allocation made by ASFLC, any complaint or grievance must be filed in writing to the Vice President for Student Affairs within five (5) days of the determination. The Vice President for Student Affairs may choose to void the fee allocation and remand the allocation back to ASFLC for further review.

Upon the Board of Trustees' approval, this document supersedes all other current College documents regarding student fees, including, but not limited to: ASFLC Constitution, FAB By-Laws, ASFLC Line-Item processes, etc.

## REVIEW OF FEE BALANCES

The Budget Office will review all fee balances annually. Any balance with a balance equaling more than 20% of the annual fee revenue will be reviewed.

The Internal Audit department will conduct a review of student fee policies, procedures, fee expenditures, and fee balances every three to five years.

## INSTITUTIONAL FEE PLAN Procedures for Approval of Fees

<b>Fee Category:</b>	<b>Vice President</b>	<b>IFRB*</b>	<b>FLC Budget Committee</b>	<b>BOT</b>
Academic Purpose Fee	X	X	X	X
Student Purpose Fee	X	X	X	X
Administrative Purpose Fee	X	X	X	X
Charge for Service or User Fee	X		X	

\* Due to IFRB by Mid-October