



Category IV and V Fee Proposal Business Process

Background:

According to Executive Order 1102, “The president is delegated authority for the establishment, oversight and adjustment of Category IV and Category V fees (with the exception of Cal State Online fees for extended education offerings)”. Also, “the president shall consider revenue and expenditure statements reviewed and approved by the campus chief financial officer prior to making determinations on Category V extended education fees. Prior to making a determination on Category V extended education fees, the president shall consult with the dean of extended education, including consideration of revenue and expenditure plans developed by the dean or designee and in consultation with the campus chief financial officer. The president shall notify the Campus Fee Advisory Committee of his or her decision.

Definitions:

Category IV Fees

Fees, other than Category II or III fees, paid to receive materials, services, or for the use of facilities provided by the University; and 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.

Category V Fees

Fees paid to self-support programs such as Extended Education, Cal State Online extended education offerings, parking and housing including materials and services fees, user fees, fines, and deposits. Self-support programs are defined as those not receiving state general fund appropriations; instead, fees are collected to pay the full cost of a program. Costs of self-support instructional programs include support and development of the academic quality of the University.

Timeline and Process for Fee:

The fee proposal should be sent to the Budget & Planning office (Janson Chapman/Missy Jarnagin) by the first week of September for the fees to be effective for spring and the first week of February for fees to be effective by fall and summer. The timeline is necessary for the review process and in order to publicize the fee in any printed or online catalogs.



The fee proposal should be approved by the appropriate Associate Vice President (AVP) and Vice President (VP). The respective VP should forward the fee proposal to the Budget & Planning office for review and to the Student Fee Advisory Committee support person to share with the committee (for informational purposes only). The requesting area will be required to present the proposal to the VP of Business and Financial Affairs. Budget & Planning will coordinate the presentation date a few days after receiving the submission. The VP of Business and Financial Affairs will forward the fee proposal to the President for approval. If approved by the President, the requesting area will be required to present to the Student Fee Advisory Committee for informational purposes.

The President's decision regarding fee proposals will be communicated to the VP of Business and Financial Affairs. Their appropriate staff will then inform the following:

- VP for Student Affairs
 - Student Fee Advisory Committee
- Respective VP
 - AVP and Fee Requestor
- Academic Programs & Planning (for inclusion in the catalog)
- Student Business Services

Expenditures:

Programs chairs and AVPs are responsible for monitoring the revenue and expenditures associated with the fees. Fee activity and account balances should be monitored regularly. Disallowed charges or over expenditures are the responsibility of the academic program, AVP and Division VP.

Accountability:

According to Executive Order 1102, "The campus president shall provide to the fee advisory committee a report of all fees in Categories II, III, IV and V. New fees, fee increases, total revenue and unexpended balances should be included. Each campus shall report annually to the chancellor, for the most recently completed fiscal year, a complete inventory of all fees in categories II, III, IV and V, including current year fee rates, the total revenue collected in the past year for each fee, and the remaining balance for each fee. This reporting requirement includes a separate detailed report on Category V extended education fees."