

## MISCELLANEOUS STUDENT FEE GUIDELINE MARCH 2019

### □ CRITERIA AND POLICY GUIDELINES

Establishment of a New or Revised Miscellaneous Student Fee: Departments may not assess and collect miscellaneous student fees that have not been approved by the Chancellor. The campus Course Materials and Services Fees & Miscellaneous Student Fee Committee is responsible for the review of new fee proposals, including proposals to adjust existing fees, and providing recommendations to the Chancellor. According to DA 2559, Chancellors are delegated authority for miscellaneous student fees, service charges and deposits.

The following general criteria for all miscellaneous fees are established by the Delegation of Authority (DA 2559) from the Office of the President.

- *When establishing or proposing new fees, deposits, or charges, a test of reasonable relation shall be applied between the fee, deposit, or charge and its purpose.*
- *Increases in these fees, deposits and charges shall be moderate and gradual. As appropriate, ongoing advisory groups shall be used that include students to provide advice on these fees, deposits and charges.*
- *Students shall be given adequate advance notice of increases in these fees, deposits and charges, as well as the establishment of new fees, deposits and charges.*

### □ UC DAVIS MISCELLANEOUS STUDENT FEE FORM

#### TAB: PROPOSAL (STEPS 1-8)

**Fee Contact Information** – *Contact info for person preparing the proposal.*

#### **Fee Information**

- *Status - Indicate if fee is new, revised, renewal, or discontinued.*
- *Fee Title - Identify fee name.*
- *Fee Basis - Identify if charge will be per student, per unit, flat fee, or others.*
- *Applicable to - Identify student groups that will be paying the fee. If only charged to a subset of the students identified in pull down option, you will need to specify.*
- *Effective Date - Identify the term in which the new fee will be implemented.*

#### **Fee Level**

- *Initial Fee Amount - Identifies proposed fee amount.*
  - *Line 17 - Leave Estimated CPI as is to project CPI-adjusted Fee Amount.*
  - *Line 17 - Update Estimated CPI to “0%” to propose flat rate.*
- *Annual fee-paying enrollment:*

## **TAB: PROPOSAL (CONTINUES)**

A cost analysis including prior year surplus or deficit. A comparison of income and expenses.

### **Cost Analysis -**

- Prior Year Surplus/Deficit - *Enter prior year account balance.*
- Fee Revenue - *(Proposed fee amount) X (Enrollment)*

**Total Fee-funded Activity Expenses** - *Cost elements must comply with the definitions in DA 2559. If staff cost is included, also must complete Personnel tab.*

- Salaries and Benefits, Supplies, Equipment, Assessments
- Return-to-Aid Component
- Anticipated Waivers
- Other (Explain)

**Surplus/Deficit** - *(Prior Year Surplus/Deficit +Fee Revenue) less (Expense) – Identification of any fund sources subsidizing the program, service, or materials.*

**Other sources of revenue** - *% of expenses covered by Fee*

## **TAB: PERSONNEL (STEPS 4)**

**Personnel cost** - *If applicable, provide title code, description and % of FTE in Misc. fee and project out to 5 years. The total amount in this table will be used in the Proposal tab.*

## **TAB: HISTORICAL (STEPS 9-14)**

**Annual Fee Revenue History and Annual Expense History for Miscellaneous Fee Funded Activities** - *Activities A historical and projected comparison of income and expenses. Historical data that documents the need and basis for the fee.*

## **TAB: JUSTIFICATION**

### **Fee Justification**

- *Justification of the fee and explanation why the charging unit should be the provider of the program, service, or materials.*
- *Historical information regarding how cost were covered.*
- *Rational for fee level.*
- *Miscellaneous Fee Comparison from other campus of similar services.*
- *Other information to support the fee proposal. You may include additional documents or background information that may not be on this form to further support the proposal.*

## □ AUTHORIZATION & APPROVALS BEFORE SUBMISSION TO CMSF & MISC. FEES COMMITTEE

Letter with fee request that includes Vice Chancellor or Dean's approval signature. The letter should include (but is not limited to):

- *A brief description of the fee, including fee name.*
- *Basis of the fee (e.g., annual, one-time, per term, etc.)*
- *To whom the fee is to be charged to.*
- *Type of fee request (example: new, increase, decrease etc.)*
- *Proposed fee amount or change in fee amount.*
- *Explanation of the related service or activity.*

## □ REVIEW AND APPROVAL PROCESS

- **Step 1:** The department head, chair of an academic department or the director of an academic program submits a miscellaneous fee proposal to the Vice Chancellor or Dean. The proposal shall contain appropriate supporting materials, as described below in the "Proposal Format" section.
- **Step 2:** If the Vice Chancellor or Dean concurs with the proposal, an approval letter along with the proposal package to the CMSF & Miscellaneous Fees Committee (c/o Teresa Strausser) by the due date.
- **Step 3:** The BIA staff representative for the CMSF & Miscellaneous Fees Committee distributes the proposal to all members for review and discussion. The divisions proposing the miscellaneous fees may be requested to be present at the meeting when their fee is reviewed to present the fee and answer any questions they might have. Departments will be notified of the dates when their fees will be reviewed.
- **Step 4:** If the CMSF & Miscellaneous Fees Committee recommends approval of the fee, it is forwarded to the Provost and then to the Chancellor for approval.
- **Step 5:** Final committee recommendations to the Chancellor shall be made in April/May.
- **Step 6:** The Chancellor determines whether to authorize the fee.
- **Step 7:** Upon receiving approval from the Chancellor, BIA staff will inform the requester, General Accounting, Student Account and Registrar's Office of approved fees. The requester is responsible for communicating the approved fees to all other affected constituencies prior to inception.
- **Step 8:** The Department or Division will set up an account number and provide this to BIA and Student Accounting.

If you have questions please contact Teresa Strausser at 752-2463 or at [tstrausser@ucdavis.edu](mailto:tstrausser@ucdavis.edu).

The CMSF policy is currently undergoing a revision to include review of miscellaneous fees. Below is the draft of the policy that will be incorporated into the current existing CMSF policy.

### **REVIEW AND APPROVAL OF MISCELLANEOUS FEE PROPOSALS**

- A. The program director or service provider prepares and submits a proposal to the Vice Chancellor or Dean of the charging unit. Miscellaneous Fees will be charged to users based on the parameters in the fee proposal that is approved.
  - i. Fee proposals will include the basis of the fee (e.g., annual, one-time, per term, etc.); to whom the fee is charged; the proposed effective date; a cost analysis including prior year surplus or deficit; a comparison of income and expenses; identification of any fund sources subsidizing the program, service, or materials; justification of the fee and explanation why the charging unit should be the provider of the program, service, or materials; historical data that documents the need and basis for the fee; and account number.
  - ii. If relevant, personnel costs will also be included in the fee proposal.
  - iii. Annual expenditures to revenue reconciliation must be performed at least every two years to determine any necessary rate adjustments.
- B. The Vice Chancellor submits the proposal to the CMSF and Miscellaneous Fees Committee.
- C. The committee reviews the proposal, consults as necessary, and sends their recommendation to the Chancellor.
- D. The Chancellor reviews the proposal and either approves or disapproves the fee, providing reasons for any disapproval.
- E. The committee notifies the service provider or program director and the Vice Chancellor of approval or disapproval of the fee.
  - i. If approved, the service provider or program director notifies users on a website and, if applicable, at the point of sale.
- F. If approved and if relevant, committee chair notifies the University Registrar.
  - i. The University Registrar notifies students of approved fees through the quarterly class schedules and the General catalog. Fees are approved for a five-year period and will be discontinued unless the charging unit requests renewal of the fee.

### **ASSESSMENT AND REFUND OF FEES**

- A. Miscellaneous Fees are assessed at the point of provision of a service or material or upon enrollment in a program.
- B. Users who withdraw from a program after the drop deadline will not receive a refund of the Miscellaneous Fee.