

CCA FIN 10.2: Institutional Fee Plan

Issued: April 9, 2013

Reissued:

Legal or Other Authority: Colorado Department of Higher Education (CDHE) Policies & Procedures Section VI Part C Tuition and Fees; SBCCOE BP 4-20; CCA Leadership Council

GUIDELINES

The Community College of Aurora (CCA) Leadership Council, in consultation with the student government, will establish an institutional fee plan as required in Colorado Department of Higher Education (CDHE) Policies & Procedures [Section VI Part C](#) and the State Board for Community Colleges and Occupational Education (SBCCOE) Policy [BP 4-20](#). The institutional fee plan will be updated and submitted to SBCCOE for review and approval on an annual basis. SBCCOE generally reviews and approves these plans at its April meeting. Information on CCA's current [tuition and fee rates](#) can be found on the CCA website under *Students, Paying for College, Tuition & Fees*.

Any new or increased mandatory fees which are charged to all students enrolled in a particular college or campus must comply with BP 4-20 and the institutional fee plan must, at minimum, include:

- Definitions and categories of all fee types, including descriptions of the purpose of each fee category.
- Procedures for specifying levels of student participation in setting student fees and disclosure about how student fees are allocated.
- A process for approving fee assessments or increases which includes a minimum notice of thirty (30) days to the student government. The notice must specify the amount of the new fee or fee increase, the reason for the fee assessment or increase, how the new revenue will be used and whether the fee assessment or increase is permanent or temporary and, if temporary, the repeal date.
- A complaint resolution process for disputes. However, fee assessments or increases approved at a student election are not subject to the complaint resolution process.
- Procedures for a student referendum relating to new or increased student fees pledged as security for a bond with prior SBCCOE approval of the referendum plan. The procedure shall specify how students will be informed of the amount and purpose of the proposed bond fee, the number of years that the fee will be imposed, and the effect of enrollment fluctuations.
- Procedures for informing students at each payment period concerning each fee, its purposes and whether the costs of collecting the fee will be reimbursed to the institution from the revenue collected.
- Procedures for the review of fee fund balances, including the thresholds at which such reviews are required. Institutional fee plans and any subsequent revisions must be submitted for

annual review by the State Board. The SBCCOE may delegate the review and approval of the individual institutional fee plans to the Colorado Community College System (CCCS) president or his or her delegate. The approved institutional fee plans must be made available on the college's web site.

Fee Categories

Student Activity Fees

Student Activity Fees are fees associated with enrollment in the college that are assessed for a specific purpose such as to support the student center, athletics, student government, parking or a specific student government need. Current CCA student activity fees include:

- *Student Activity Fee*: supports Student Life.
- *Student Government Fee*: supports student government and associated, approved activities.
- *Parking Fee*: used for parking lot repairs and upgrades. Parking fees for students will be assessed on a per credit hour basis. Courses that do not meet on campus, such as online and off-campus courses, will not result in parking fees.

Program- and Course-Specific Fees

Some programs and courses are assessed additional fees to help defray extraordinary costs such as those mandated by outside entities, such as regulatory bodies, or costs incurred for specialized equipment, materials, technology or supportive services. CCA's current program- and course-specific fees include:

- *High-Cost Program Fees*: offsets expenses for high-cost programs as defined by the SBCCOE. SBCCOE approves all special tuition rate requests that fall into this category. The fee is adjusted annually in July after approval by SBCCOE as part of CCA proposed fee plan. The approved fee is publicized in the course schedule and on the CCA website and is assessed for all math and English courses to offset technology and support services costs for these courses.
- *Fire Safety Program Equipment Fee*: covers equipment, materials and related extraordinary costs required by this program.
- *Basic Law Enforcement Application Charge*: a non-refundable charge assessed by the Academy to cover costs for Colorado Bureau of Investigation and Federal Bureau of Investigation fingerprint card processing and a limited background investigation. The charge is adjusted annually in July after SBCCOE institutional fee plan approval.
- *Basic Law Enforcement Training Charge*: covers the cost of ammunition, police vehicles, books and related program materials, handcuffs, arrest control uniforms, targets and target frames, and CPR/First Aid books and certificates.
- *Emergency Medical Provider (EMP) Equipment Charge*: offsets special equipment required for various courses in the program.
- *Film and Video Lab Charge*: covers the cost of film/video materials and supplies.
- *Paralegal-Law Library Charge*: covers classroom use, library privileges and student access to Westlaw online research services.

- *Art Material Charges:* for materials and/or lab fees for ceramics, photography, jewelry, multimedia graphic design, sculpture and stained glass courses.

Use Fees

Use fees include mandatory, campus-wide fees that are charged to support administrative services, such as student registration, wireless access and other technology supports, and equipment renewal and replacement. Other use fees are for miscellaneous service charges such as those for health insurance, late registration, promissory notes, returned checks and late tuition payments. CCA's current use fees include:

- *Student Enrollment Charge:* mandated by CCCS and consistent across all colleges in the CCCS system; funds are used to defray registration and related administrative costs and are mandatory for all students.
- *Challenge/Portfolio Charge:* used to offset instructional review, materials and processing costs associated with this service.
- *Emergency Student Loan & Late Payment Charges:* offsets processing costs for administration of the Emergency Student Loan Fund and late payment processing.
- *International Student Application Charge:* used to offset additional costs related to processing international student applications.
- *Return Check Charge:* covers bank and administrative costs related to processing of returned checks.

Bond Fees

Bond fees are assessed and dedicated to build, renovate and/or operate, and maintain auxiliary facilities and, as allowable in state statute, academic facilities. CCA currently charges a *Student Bond Fee* to pay for common use and lounge space.

Educational Activities Sales/Service Fees

These fees are used to provide elective services such as the fitness center, testing and other services that are non-mandatory or are strongly encouraged. *Private Instruction Charges* are the only educational fee currently charged by CCA. These charges cover the cost of any private, supplemental instruction a student opts to receive outside of regular class time.

Student Approval of Fees

Student approval is required for any increases, in excess of inflation adjustments, or establishment of new student activity or student bond fees, except for fees assessed for repayment of bonds issued or incurred prior to July 1, 1997. A simple majority of the votes cast by the current student body determines the outcome of any student election.

The vice president of student affairs is responsible for administering student elections concerning fees. Elections must be scheduled in consultation with the Student Government Association and will be announced to the students at least thirty days in advance. Any new fee, fee increase or fee extension

proposal that is defeated by a vote of the student body may be resubmitted for another student vote only at the following regularly scheduled election.

CCA will hold student elections concerning fees as needed. Student fee elections will typically be held in February to allow any student-approved fee adjustments or additions to be submitted for approval by the SBCCOE in April. Students and student representatives may address the State Board during discussion of and action on student fee proposals.

Student fee elections will follow the following procedures:

- Elections will be run by the vice president of student affair's office or other designated official. All referenda and supporting materials will be approved by the CCA Leadership Council before they are announced or published.
- Any student taking at least one credit hour in the semester the election occurs may participate.
- Students will be notified by Student Life of an upcoming fee referendum via their college e-mail account, the Student Bulletin and other communication vehicles as appropriate.
- Referendum notification materials will be unbiased and provide the following information:
 - The amount of the proposed new fee or fee increase.
 - The purpose for which the institution will use revenues received from the proposed new fee or fee increase.
 - Whether the proposed new fee or fee increase is temporary or permanent and, if temporary, the repeal date of the proposed new fee or fee increase.
- CCA staff and student government officers are prohibited from campaigning either in favor or opposition to the proposed fee change.
- Referendums may be run by paper ballot or electronically.
- The identity and enrollment status of all participating students will be verified by Student Life staff.
- A fee is passed if the majority of students participating in voting approve the fee.

Itemization of Student Fees on Billing Statements

CCA will clearly explain and disclose the fees charged to students in its student billing statements. Itemization is not required for any academic course fee that is specifically listed in the course catalog.

Fee Disputes

Students wishing to dispute student fee proposals or any issues relating to student fees may file a formal, written complaint as described in organizational guideline *SA 4.3 Student Complaint Procedure*.