

**METROPOLITAN STATE UNIVERSITY OF DENVER  
STUDENT FEE PLAN  
Revised November 2012**

**I. Introduction**

In accordance with the Colorado Commission on Higher Education (CCHE) Student Fee Policy, this Student Fee Plan (“Plan”) establishes University policy for implementing new student fees, increasing current student fees and changing the Plan itself. This Plan is effective fall 2012 and supersedes all previously approved MSU Denver Student Fee Plans.

**II. Definitions** (See Addendum for specific examples)

- A. Fees:** Any mandatory institution-wide charge assessed to individual students as a condition of enrollment in the University. They may be used for academic and non-academic purposes and they are charged each term. Fees exclude tuition, user fees, and charges for services.
- B. Permanent Student Purpose Fees:** Institution-wide fees that support University programs and facilities of a permanent nature, including but not limited to student centers, recreational facilities, intercollegiate athletics, child care centers, campus health services, contract health services, and permanent student programs such as student government and student activities. They are charged each term.
- C. Non-Permanent Student Purpose Fees:** Institution-wide fees that support specific non-instructional programs that are not within the definition of Permanent Student Purpose Fees such as RTD bus pass fee.
- D. Instructional Program Specific Fees:** Not institution-wide charges; these fees are assessed only to those students enrolled in a specific instructional program or class, to cover costs directly associated with that educational program, department or class.
- E. Administrative Fees:** Institution-wide fees used to provide administrative and support services not associated with a particular educational course or program.
- F. Metro Bond Fee:** Institution-wide fee that provides capital financing for the construction of a new Metropolitan State University Neighborhood.
- G. AHEC Fees including AHEC Bond Fee:** These are fees assessed by the Auraria Higher Education Center (AHEC) to all Auraria Campus students. MSU Denver collects such fees only as an agent of AHEC. AHEC Bond Fee is to repay bond obligations that are incurred for campus facilities. Under the AHEC policy, all new fee assessments are subject to an affirmative vote by the combined student bodies of the Auraria Campus.

**H. User Fees and Charges for Services:** Not institution-wide charges; paid by individual students to exercise a privilege or to receive a service provided by an auxiliary facility, and to cover the cost of delivering other specific services that are incidental to instructional activities for example, membership fees and fines or penalties.

**I. Administrative Costs:** These are not fees, but are charges to students, student groups, programs or departments for such services as maintenance, utilities or accounting services. Such costs are described on the attached addendum.

**J. Mandatory Costs:** Fees can increase by an approved mandatory cost percent without student vote. These costs will be identified during the Spring by the State and identified on the attached addendum.

### **III. Timelines for Fee Changes and Changes in Student Fee Plan**

**A. Permanent Student Purpose Fees, Instructional Program Specific Fees, Administrative Fees, Metro Bond Fee and Changes in Student Fee Plan:** Changes to these types of fees that exceed mandatory costs or new fees may be implemented once per year, effective at the beginning of the next fall term. The timeline below must be followed:

Fall Semester:	Identify new fees or necessary changes, including program fees. This should be completed by the department requesting the new fee or change. The department must coordinate with the appropriate Dean or Vice President and follow their internal process.
First day of class: spring semester	Written proposals for new fees or fee changes are due to the Budget Office for their information and the Provost's Office for consolidation.
Last business day: January	Proposals distributed to Student Fee Review Panel and University Vice Presidents by the Provost's Office.
Month of February	Review by Student Fee Review Panel, University Vice Presidents. Necessary notice given to students by Student Fee Review Panel.
Last business day: February	Recommendations are due to the Provost's Office and all affected students from Student Fee Review Panel.

First two weeks: March	Complaint resolution procedure, if necessary.
Mid March:	Consolidated recommendations are due to the University President from the Provost's Office.

If no referendum is required (Program Fees and Administrative Fees):

First business day: April	Final recommendations are due to the Budget Office from the Provost's Office to ensure the recommendations are presented to the Vice Presidents, the Cabinet and Board of Trustee Finance Committee and full Board for their approval.
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If referendum is required:

Mid April:	Student Government Assembly (SGA) places proposals approved by the University President on student ballot.
Last business day: April	Referendum results are due to the Provost's Office, University President, and Budget Office from the SGA.
June:	Board of Trustee Finance Committee and Board of Trustees vote on fee changes. Subsequent notice is given to all students.

**B. Non-Permanent Fees:** Currently, all of the University's Non-Permanent Fees are AHEC Fees and therefore follow the process under III.E. Any possible future Non-Permanent Fees may be implemented or changed once per year effective at the beginning of the next fall term. Proposals for these types of fee changes should follow the same timelines as mentioned in III.A.

**C. Waiver of Timelines:** For good cause, the University President may change the above timelines as necessary.

**D. AHEC Fees:** The Vice President of Administration, Finance, and Facilities will provide the SGA, the Budget Office, and the Provost's Office with notice of AHEC decisions to add or change AHEC fees upon receipt of formal notice from AHEC. The University will work with AHEC to secure such notices as far in advance of the election as possible. Procedures to be followed are governed by the Auraria Higher Education Center Institutional Plan for Student Fees.

**E. Notice:** After final approval by the Board of Trustees, students will receive notice of new fees or fee changes at least thirty days in advance from the Provost's Office. The notice shall specify:

1. The amount of the new fee or fee increase;
2. The reason for the new fee or fee increase;
3. The purpose for which MSU Denver will use the revenues from the fee or increase;
4. Whether the new fee or increase is temporary or permanent and, if temporary, the date on which it will be repealed.

#### **IV. Content of Proposals to Add Fees, Increase Fees, or Change the Fee Plan**

**A. Permanent, Non-Permanent, Administrative, and Instructional Program Specific:** Proposals to add or change fees must be presented in writing and include the following information:

1. The name of the academic department, program, or unit of the University;
2. The reason for the addition or increase;
3. The dollar amounts for the new fee, charge, or increase;
4. The estimated revenue to be generated by the new fee or fee increase;
5. The estimated number of students who will be paying the fee;
6. The effective date of the new fee or fee increase;
7. A description of student participation, if any, in the development of the proposal;
8. The expiration dates for the new or changed non-permanent fees.

**B. MSU Denver Student Fee Plan:** Proposed changes in the MSU Denver Student Fee Plan must be presented in writing and include the following information:

1. The name of the person or office requesting the change;
2. The reason for requesting the change;
3. The estimated number of students who will be affected by the change, if applicable;
4. The proposed effective date of the change.

#### **V. Review and The University Approval Process**

**A. Proposal and Preliminary Approval Process:** Any member of the University community may submit requests for fee changes through the vice president with current or proposed spending authority for student fee revenue. The appropriate University Vice President's preliminary approval is required before any proposal for implementing or increasing MSU Denver student fees may be considered. Any written proposals to change the MSU Denver Student Fee Plan must receive the approval of the Provost's Office before consideration. The approved preliminary proposals will be forwarded by the Provost's Office, where they are assembled and forwarded to the Student Government Assembly's Student Fee Review Panel and the University Vice Presidents in accordance with the above timelines.

**B. Student Fee Review Panel:** The SGA President will submit proposed new fees and increases in existing fees to a Student Fee Review Panel. The Student Fee Review Panel (Panel) will consist of three members of the SGA Finance Committee and two current students appointed by the SGA President who are not SGA members.

The Panel will issue a public notice to students within five working days after the receipt of the proposals, describing them and inviting comments and questions from students.

In the case of instructional program charges, the Student Fee Review Panel will issue the notice to the affected students and provide them a reasonable opportunity to express their views. The Student Fee Review Panel will receive information and data from appropriate MSU Denver administrative staff and program or department chairs as necessary to understand the proposals and respond to questions.

The Panel may accomplish the task of informing students and seeking their responses by any reasonable and unbiased means approved and paid for by SGA, including literature, news articles, student forums, surveys, and non-binding preference votes.

The Panel will receive comments and questions, and report the information received to the SGA and the Provost's Office, together with the Panel's written recommendation for or against the proposal.

The Panel's written recommendation will be issued in accordance with the above timelines, and made available to students immediately. The University President will consider the recommendation in making a decision on the proposal.

**C. Election Required for Permanent and Non-Permanent Student Purpose Fees:** Any new or changes above mandatory costs for Permanent and Non-Permanent Student Purpose Fee will require a referendum by the SGA. The results of an election concerning these fees or increases will determine whether the proposed fee can be forwarded for approval. If the referendum passes by majority vote it will then be sent on to the Budget Office to be added to the agendas of the Board of Trustees Finance Committee and the full Board, which may approve or reject the fee or fee increase. No new fee, fee increase, or fee extension that is defeated by a vote of the student body may be resubmitted for a student vote until the following regularly scheduled election.

**D. Election Procedure:** Elections will be conducted by the MSU Denver Student Government Election Commission as follows:

1. The Commission and the Administration will publish notice of the election in the Metropolitan and ConnectU and post such information at the Office of Student Government. The notice will include the location of polling places or web site for on-line voting, the closing time of the polls, and full disclosure of non-biased factual information concerning the proposed fee increase;
2. The Commission will prepare the ballots;

3. On the election date, a member of the Commission will establish voting locations, if necessary;
4. Commission members will verify that each person who requests a ballot is a registered MSU Denver student who is eligible to vote;
5. Commission members will certify the results of the election to the University President and to the SGA;
6. Campaigning by the institution and student government will be restricted to providing factual information concerning the proposal.

**E. Complaints Concerning Existing Fees:** Any affected student may submit a complaint concerning existing fees by appealing in writing to the Student Fee Complaint Committee, c/o the Office of Academic and Student Affairs. Such complaints must be submitted within ten working days after the commencement of the term the fee is assessed against the student.

The Complaint Committee will be composed of three members appointed by the SGA President and three members appointed by the University Associate Vice President for Student Success. An appointee of the Provost's Office or its designee will chair the Committee.

The Committee will hear the dispute, review the facts, and make a recommendation to the Provost's Office or its designee within ten working days after receiving the complaint. In the event of a tie vote, proponents of each position may submit a statement. The Provost's Office decision will be final. Fees will be waived only if a waiver is required by law or by University policy.

**F. Complaints Concerning Proposed Fees:** A potentially affected student may submit a complaint concerning a proposed new fee or fee increase by appealing in writing to the Student Fee Complaint Committee, as described above, within fifteen working days after the initial notice of the proposed fee or the recommended change. The Committee will hear the dispute as above, and address its recommendations or statements to the University President. The University President's decision will be final in cases of proposed fees.

**G. Student Opportunity to Address the Board:** Students and their representatives shall be given the opportunity to present their concerns about student fees during any Board of Trustees meeting in which student fees or fee proposals are to be presented and/or discussed. Protocol requirements established by the Board of Trustees shall be observed by students making such presentations.

**H. AHEC Fee Change Process:** The approval process for AHEC fees follows the AHEC Institutional Plan for Student Fees. After new AHEC fees are approved, those fees must be approved by the MSU Denver Board of Trustees before the assessment of the fee is made.

## **VI. Identification and Itemization of Fees**

- A. Itemization of Fees:** Student billing statements issued each term will disclose each fee assessed to the student. If Bond Fees are assessed, the statements will identify that portion of the general student fee that is applied to the repayment of the bonds.
- B. Existing Fees and Standing Administrative Cost Charges** are categorized in the addendum attached to this policy. The addendum shall be amended as fees and charges are added, discontinued, increased or decreased and does not require a change in the Plan.

## **ADDENDUM: FEE AND ADMINISTRATIVE COSTS**

### **I. Fee Categories and Examples**

- A. Permanent Student Purpose Fees
- Intercollegiate Athletics Fee
  - Student Affairs Fee
  - Health Services Fee
  - Immunization
- B. Non-Permanent Student Purpose Fees
- RTD Bus Pass Fee (AHEC Fee)
  - Phoenix Center
  - Clean Energy (AHEC Fees)
- C. Administrative Fees
- One Time Application Fee
  - One Time Matriculation Fee (This fee is used to offset the cost of orientation, graduation, and transcripts)
- D. Program Specific Fees  
May cover the following costs:
- Consumable supplies/products
  - Specialized equipment and maintenance
  - IT approved software
  - Honoraria, modeling fees, speakers' fees and similar expenses
- E. AHEC Facility Bond Fee  
(Student Union, Child Care Center, Student Lounges, Auraria Event Center)
- F. Metro Bond Fee  
This student approved fee is to provide capital financing for the construction of the University Neighborhood.

## **II. Administrative Costs**

### Metropolitan State University Administrative Costs

Programs funded by campus-wide mandatory student fees are subject to an Administrative Services Recharge (10%) and Bad Debt Expense (2%) totaling 12% of collected revenues, except as follows:

- AHEC Bond Fees (2%)
- RTD Bus Pass Fee \$.45 / student
- Phoenix Center (2%)

Tri-institutional programs are assessed an additional Administrative Services Recharge of 7% on collected revenues by UCD and 10% on collected revenues by CCD.

## **III. Mandatory Costs**

As determined by the state or other non-university agency

- Personnel costs (salary & benefits)
- Risk Management premiums (worker's comp, liability & property)
- Utilities
- Other (AHEC & Library support) or any costs mandated by the government