

Pikes Peak Community College INSTITUTIONAL FEE PLAN

PART A--Fee Categories

The purpose of the Institutional Fee Plan is to define how student fees are proposed, approved, assessed, and allocated at Pikes Peak Community College. This Plan has been developed to be in compliance with Colorado Department of Higher Education (CDHE) Policy Section VI-Part C and State Board for Community Colleges and Occupational Education (SBCCOE) Policy BP 4-20.

I. Definitions

A. Definitions of Fees and Charges: Terms associated with Fees and Charges at Pikes Peak Community College are defined as follows:

1. Fees: Any amount assessed to students as a condition of enrollment in the college and/or as a condition of enrollment in a particular course or program. Specific types of fees are further defined below.
2. Bond Fees:
 - Fees assessed and pledged to build, renovate and/or operate and maintain auxiliary facilities or, as allowable in statute, academic facilities.
3. Instructional Fees
 - Course Specific Fees: Mandatory fees associated with courses that help defray the cost of offering specific courses. These include, but are not limited to: field trips; required materials fees for laboratory, music, art, vocational, occupational, technical, and physical education courses; uniforms and specialized equipment; testing fees required for completion of a course; malpractice insurance; digital textbooks; and high/medium cost fees.
 - Program Fees: Mandatory fees associated with academic programs that help defray the costs of offering specific programs. These include, but are not limited to, music, art, vocational, occupational, technical, and physical education programs; testing fees required for completion of a program; and malpractice insurance.
4. Student Fees:
 - Student Activity Fees: Mandatory fees associated with enrollment in the college and/or campus that are assessed for a specific purpose. These fees include, but are not limited to, student centers, athletics, student government, contract health services, and/or similar services and facilities; non-bonded parking fees; and any general fee, the revenue from which is appropriated by student government for a specific purpose.

5. Use Fees:

- Administrative Fees Unrelated to a Specific Academic Course or Program: These are mandatory campus-wide fees charged to provide administrative services including, but not limited to, renewal and replacement equipment costs, technology fees, computer labs and printers, registration fees, satellite center fees, wireless access, digital databases, and AHEC-related charges. Registration fees must be charged at all schools but may be waived at the college's discretion.
- Auxiliary Sales and Services: Charges to provide elective services such as housing and food service plans.
- Miscellaneous Charges/Charge for Service: Charges to cover the cost of delivering specific services which are incidental to the instructional activities, which include, but are not limited to, health insurance, matriculation, graduation and commencement, late registration, placement testing, optional materials fees, deferred payment, promissory notes, return check fees, and late tuition payment.

6. Sales and Services of Educational Activities:

- Charges to provide elective services such as fitness center charges and fees for testing and other services that are non-mandatory or are strongly encouraged.

B. For purposes of general definition, please see Appendix A: Definition of Terms as listed in CDHE Policy VI-PART 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 or purchasing equipment or programmatic activities relating to computer equipment, laboratory equipment or other;
- (g) Providing administrative services, including registration fees;
- (h) Payment for costs incurred in specific courses, including but not limited to laboratory, music, art, materials, and telecourse fees;
- (i) Payment of nonspecific costs related to the instructional program or college; and
- (j) Payment for additional insurance costs necessary due to the nature of particular courses.

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 Pikes Peak Community College shall be classified as a Bond Fee, an Instructional Fee (Course Specific Fee, Program Fee), a Student Fee (Student Activity Fee), a Use Fee (Administrative Fee, Auxiliary Sales and Services Fee, Miscellaneous Charges/Charge for Service), or Sales and Services of Educational Activities. If a particular fee meets several purposes, it shall be categorized within the dominant purpose. Fee purposes are defined as:

1. Bond Fees:

- Fees assessed and pledged to build, renovate and/or operate and maintain auxiliary facilities or, as allowable in statute, academic facilities.

Student Center Bond Fee – The purpose of this fee is to pay the principal and interest on the Pikes Peak Community College – Series 2016 Bonds (formerly 2003) and to cover operation, improvement, and maintenance costs of those facilities. Fee rates are approved by SBCCOE annually.

Child Development Center Bond Fee – The purpose of this fee is to pay the principal and interest on the Pikes Peak Community College – Series 2016 Bonds (formerly 2003), and to cover operation and maintenance costs of those facilities. Fee rates are approved by SBCCOE annually.

2. Instructional Fees:

- Course Specific Fees: Mandatory fees associated with courses that help defray the cost of offering specific courses. These include, but are not limited to: field trips; required materials fees for laboratory, music, art, vocational, occupational, technical, and physical education courses; uniforms and specialized equipment; testing fees required for completion of a course; malpractice insurance; digital textbooks; and high/medium cost fees.
- Program Fees: Mandatory fees associated with academic programs that help defray the costs of offering specific programs. These include, but

are not limited to, music, art, vocational, occupational, technical, and physical education programs; testing fees required for completion of a program; and malpractice insurance.

Medium and High CIP Course Fees and Cisco Fees. Each spring, the SBCCOE approves the Classification of Instructional Program (CIP) codes (see: [Med/High Cost CIPs](#)) that are used to determine those courses that will be assessed a course fee. All courses offered by the Colorado Community College System (CCCS) are identified according to three cost factor categories based on costs of delivery: low cost, medium cost, and high cost. In addition to these levels the SBCCOE has approved a separate rate for CISCO courses. Course fee rates for all medium, high cost and CISCO courses are approved by SBCCOE each fiscal year.

3. Student Activity Fees:

- Mandatory fees associated with enrollment in the college and/or campus that are assessed for a specific purpose. These fees include, but are not limited to, student centers, athletics, student government, contract health services, and/or similar services and facilities; non-bonded parking fees; and any general fee, the revenue from which is appropriated by student government for a specific purpose.

Student Government Fee – A student revenue fee used exclusively to fund student activities, clubs and organizations, student travel to in-state and out of state conferences and competitions, campus center operations and maintenance, ID's, and the replacement and renewal of campus center furnishings. Fee rates are approved by SBCCOE annually.

Student Parking Fee – The purpose of this fee is to cover operation and maintenance costs of those facilities. Fee rates are approved by SBCCOE annually.

Recreation and Sports Fee – The purpose of this fee is to provide and support team sports, recreation programs, special events and tournaments, sustain outdoor rental equipment inventory, and to replace and support Fitness Center equipment and facility improvements. It also supports the “student owned” fleet vehicles dedicated to student events, club usage, and field trips. Fee rates are approved by SBCCOE annually.

*Green Campus Fee – The purpose of this fee is to develop and maintain long-term environmental sustainability efforts at Pikes Peak Community College. The sole purpose of this fee is to fund a full time Sustainability Coordinator position and a moderate annual budget to work with students in recycling program management, educational outreach, event planning, and campus administrators to make the environmental footprint of Pikes Peak Community College as minimal as possible. **A ballot initiative for its continued financial support through the use***

of this student fee will be put to a majority student vote in the year 2021. Fee rates are approved by SBCCOE annually.

4. Administrative Fees:

- Mandatory campus-wide fees assessed to provide administrative and support services.

Pikes Peak Community College does not assess an administrative fee.

5. Academic Facility Fees: Use of tuition or fees may be used for academic facilities construction, provided the following conditions are met:

- All other financing options have been explored;
- Students approved the use of funds through a student vote or referendum or student government approval (as specified in the Part B of this plan).
Note: Only the use of a student fee for academic facilities construction must be approved by vote or referendum or by student government. Institutions may use tuition for the construction or renovation of academic facilities without approval through a student vote or referendum, provided that, at a minimum, the institution has explored all other financing options, has presented their proposed use of tuition revenues at a public meeting, and has informed students which capital projects will be funded with tuition revenues;
- Any referendum relating to the use of fees under this section is initiated by the student government.

Currently, Pikes Peak Community College does not use student tuition and fees for academic facilities construction. PPCC may consider using student tuition and fees for academic facilities construction in the future pursuant to CDHE and SBCCOE fee policies.

6. Mandatory Insurance Fees: Fees which are charged for insurance required beyond regular health insurance based on the nature of the course.

Pikes Peak Community College does not assess mandatory insurance fees.

7. Use Fees:

- Administrative Fees Unrelated to a Specific Academic Course or Program: These are mandatory campus-wide fees charged to provide administrative services including, but not limited to, renewal and replacement equipment costs, technology fees, computer labs and printers, registration fees, satellite center fees, wireless access, digital databases, and AHEC-related charges. Registration fees must be charged at all schools but may be waived at the college's discretion.
- Auxiliary Sales and Services: Charges to provide elective services such as housing and food service plans.

- Miscellaneous Charges/Charge for Service: Charges to cover the cost of delivering specific services which are incidental to the instructional activities, which include, but are not limited to, health insurance, matriculation, graduation and commencement, late registration, placement testing, optional materials fees, deferred payment, promissory notes, return check fees, and late tuition payment.

Registration Fee: The CCCS system-wide registration fee that was non-refundable, per Board Policy, was changed in April 2008 by SBCCOE to be a refundable fee, at the discretion of each college. Pikes Peak Community College decided that the registration fee would be refundable at the effective date of the change, which was at the beginning of the Fall 2008 semester. Although the registration fee is uniform across the system, each institution is responsible for the collection, maintenance, and administration of this revenue to defray costs of registration. Fee rates are approved by SBCCOE annually.

Return Check Charge: Pikes Peak Community College assesses a processing fee for all checks returned to the college due to Insufficient Funds.

Late Tuition Payment Charge: Pikes Peak Community College may assess a charge for any outstanding account balances not paid in full by the end of the term in which the charges are incurred.

Technology Fees: Pikes Peak Community College does not assess a technology fee.

III. Review of Fee Fund Balances

An annual review of all Student Activity Fees will be conducted by the college president, or his or her delegate, to ensure that these fees are being expensed in accordance with their intended purpose. The annual review will also serve to ensure that fee fund balances are not increasing at a rate exceeding 50 percent of any fee's annual revenues, notwithstanding any prior formal agreements to collect fee revenue for expenditures in future years. For example, Student Government voted to retain the fee revenue for both the Student Center Bond fee and the Recreation and Sports fee for the purpose of cash funding future construction/facilities improvements.

If it is determined that a fee fund balance is increasing by an amount in excess of the aforementioned threshold, the college administration will consult with Student Government to discuss options for adjusting the fee rate per credit hour to a level that is within the stated threshold.

IV. Timelines

Typically, the timeline for review and approval of student fees will approximate the following:

- *Late -January* – Proposals for student fees and other charges by the appropriate departments are submitted to the Office of Business Services.
- *Early -February* – Preliminary proposals for new and existing student fees (in excess of inflation and consistent with BP 4-20) and other charges are forwarded by the Office of Business Services to Student Government for review and comment. It is the responsibility of the Office of Business Services to work with the CCCS Office of Legal Affairs for the approval of student fee ballot language.
- *Mid-February* – Student Government open forum on student fees. Preliminary proposals for new and existing student fees (in excess of inflation and consistent with BP 4-20) and other charges are forwarded by the Office of Business Services to the College Leadership Executive Staff for review and comment. A formal presentation by Student Government to Executive Staff may be requested.
- *End-February* – Preliminary recommendations from Student Government and the College Leadership Executive Staff are due to the Office of Business Services.
- *Early-March* – The Office of Business Services forwards summary of preliminary recommendations on the proposals for student fees and other charges to the President of Pikes Peak Community College. If approved by the President, the Office of Business Services forwards the summary of preliminary recommendations to the CCCS Budget Office.
- *SBCCOE April Board Meeting* – Student fee recommendations and other charges are presented by CCCS Budget Office on behalf of the colleges to the SBCCOE for official approval.
- *Third week of April* - Students have traditionally voted on fee issues within the Spring Student Government ballot. The timeline for said election is spelled out in the Student Government Constitution. The Student Government Constitution further defines requirements for a “special election”, which may also apply to fee issues.
- *SBCCOE May Board Meeting* – Any new and existing fees (in excess of inflation) requiring student majority vote in April are either approved or rejected (contingent upon affirmative student vote) by SBCCOE at the May Board Meeting.
- *July 1* – New approved fees and other charges go into effect (usually fall semester).

PART B--Elections and Required Approvals

Student Elections

Under the circumstances as outlined below, students are required to approve new fees and increases in existing fees. The President of Pikes Peak Community College is responsible for

administering all student elections concerning fees, upon SBCCOE approval of the ballot referendum. The referendum for the proposed fee will include the form of notice to students of the amount, the reason for the fee assessment or increase, the purpose for which Pikes Peak Community College will use the revenue received from the fee assessment or increase, and whether the fee is permanent or temporary, and if temporary, a repeal date for the fee. The Student Government Constitution defines the requirement of votes to pass a referendum

Pikes Peak Community College may conduct a student vote once each term. This election will be scheduled in consultation with the Pikes Peak Community College Student Government and will be announced to the students at least thirty (30) days in advance. The Pikes Peak Community College Student Government Constitution specifies when its regularly scheduled elections will be held.

The results of successful referendum elections are not subject to appeal and proceed directly to SBCCOE for disposition. No new fee, fee increases, 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. All student fee elections are advisory to the SBCCOE.

Student Approvals for Fees

Under certain circumstances outlined below, students are required to approve new fees and increases in existing fees. In all other circumstances, student approval is not required. Any fee which will require a student vote must first be approved by the college President and then have joint approval by Pikes Peak Community College Student Government or per the Student Government Constitution before a student election may be held.

Student approval through a majority vote of the student body is required for these fee categories:

1. **Student Fees**: A new student activity fee or an increase in an existing student activity fee (in excess of inflation only).
2. **Bond Fees**: A new fee or fee increase (in excess of inflation only) assessed for the construction, renovation, and /or operation of auxiliary or academic facilities or operations.

Itemization of Student Fees on Billing Statements

Pikes Peak Community College shall separately disclose the fees charged to students in its student billing statements. This requirement applies to fees, the purpose of which is to cover any administrative costs; permanent student purpose fees; and non-permanent student purpose fees. Such itemization shall not be required for any academic course fee that is specifically listed in the course catalog. Itemization shall not be required for detailed allocations of general student fees; however, such itemization may include an itemization of other general student fees. The portion of fees from any general student fee for the repayment of bonds or other debt shall also be disclosed on the billing statement.

Each billing statement will conspicuously identify any optional student fees or charges that are automatically assessed unless the student chooses not to pay the fee through a negative check-off.

PART C – Pikes Peak Community College Participation and Appeal Processes

Student participation in the development of campus and statewide fees occurs at two levels through recognized governance bodies. At the first level Pikes Peak Community College's recognized student governance body, the Pikes Peak Community College Student Government, is consulted by Pikes Peak Community College's President and/or his or her designees. At the second level a State Student Advisory Council (SSAC) exists and is advised by a CCCS staff member. Additionally, the SSAC vice chair sits on the State Board for Community Colleges and Occupational Education as provided by Board Policy 4-25 and Colorado Revised Statute 23-60-104.

Campus Student Participation and Appeal Process

The Pikes Peak Community College Student Government is consulted by the administration about the fees listed above on a routine basis.

1. The administration of Pikes Peak Community College will consult with elected representatives of the Pikes Peak Community College Student Government once in the fall term to review the current year's fees and again in the spring term prior to submission of student fees for the next fiscal year to SBCCOE. Specific dates will be established by the administration in line with the dates contained in this policy and the timetable for final SBCCOE action on all student fees.
2. It is the responsibility of the Pikes Peak Community College Student Government each fall term to notify the college President of the names of no more than five (5) students who also are members of the Pikes Peak Community College Student Government Budget Hearing Committee. These individuals will serve as representatives to the college's internal fee allocation process. As stated in the PPCC Student Government Constitution, these five (5) student representatives consist of the Student Government President (Chair), Student Government Treasurer, one other Student Government member (senator or officer), two students at-large (not Student Government members). Students who are not members in good standing of Pikes Peak Community College Student Government will not be allowed to serve.
3. It is the responsibility of the administration to provide a copy of this policy, any subsequent revisions thereto, and target dates for the internal fee allocation process to the representatives identified in #2 by January 31 each year.
4. Pikes Peak Community College's student fee request must be submitted to CCCS by mid-March of each year. Accordingly, sufficient time should be earmarked for consultation between administration and students to meet this deadline. All existing

- fees will be submitted to CCCS unless a specific exception is made by the system Vice President for Finance. New and increased fees must include a rationale and an accompanying statement documenting the purposes to which the additional revenue will be applied.
5. In the event student representatives to the internal fee process do not agree with elements of the administration's final fee proposal, both parties will commit to seeking informal resolution.
 6. If informal resolution to the issue or issues identified in #5 does not occur, the President of the Pikes Peak Community College Student Government may file a written appeal with the college President by February 21 or the working day closest thereto. A written appeal will state the substantive grounds for the appeal. Any appeals filed after this date will not be considered.
 7. The college President will respond to the written appeal within five (5) working days. The President's written response will include rationale for either accepting or denying the written appeal.
 8. Within five (5) working days, by a majority of the membership of the Pikes Peak Community College Student Government, the Pikes Peak Community College Student Government may reject the college President's response. If a majority is not attained or if the Pikes Peak Community College Student Government fails to take action, the college President's response is final and no further appeals on the same issue are possible.
 9. If the Pikes Peak Community College Student Government rejects the college President's response, the President of the Pikes Peak Community College Student Government may file a written appeal with the advisor to the State Student Advisory Council within three (3) working days, as provided in the next section.
 10. The administration and the Pikes Peak Community College Student Government may waive the appeal timelines by mutual consent.

SBCCOE Participation and Appeal Process

The SBCCOE will approve all student fees across the system prior to their implementation. The procedures above provide a mechanism for students to participate in the process of establishing fees, including the opportunity for the students and student representatives to address the Board during discussion and action of student fee proposals.

It is the responsibility of the administration to provide the president of the Pikes Peak Community College Student Government with the final action taken by SBCCOE on student fees after the Board meeting in which student fees are approved. It is the responsibility of the president of the Pikes Peak Community College Student Government to inform members of the Pikes Peak Community College Student Government and other students of the final SBCCOE action on student fees.

Appendix A

Definition of Terms as listed in CDHE Policy VI-PART C

Academic Course: For purposes of this policy, includes all instruction, including, but not limited to: academic, vocational, occupational, technical, music, and physical education courses.

Academic Facilities Construction: Includes buildings and site improvements, or specific space within a multi-use building (including utilities and transportation infrastructure) as defined in C.R.S. 24-75-301. The determination of whether it is an academic facility or space shall be determined based on the function/purpose of the building or space. Academic Facilities are those facilities that are core to the role and mission of the institution and may include, but not be limited to, space dedicated to instructional, student services, or administration. If a multi-purpose building, the space determination shall be based on the primary usage of the space during the regular academic year.

Appropriated Fees: The General Assembly appropriates spending authority for Academic and Academic Facility fees that: 1) Support the educational mission of the institution, as opposed to an auxiliary function; 2) are generally under the control of the institution rather than the students; 3) are not optional for the particular course of study chosen by the student; and 4) are not penalties for failure to comply with reasonable rules and regulations.

Auxiliary Facility: same meaning as defined in C.R.S. 23-5-101.5 (2) (a).

Campus-wide Mandatory Student Fees: Minimum student fees for the academic year that are charged to all students regardless of class standing, courses selected, and/or program of study. Does not include fees which are optional or frequently waived.

Fee: Any amount assessed to students by any institution of higher education, the revenues from which are used for academic or nonacademic purposes, provide benefit to students, and support the overall living and learning environment of a system or institution of higher education. Fees exclude items categorized as Other Assessments (Charges for Service or User Fees).

Further descriptions of fee categories are outlined in section 3.04.

Inflation - means the percentage change in the Consumer Price Index (CPI) for the Denver-Boulder consolidated metropolitan statistical area for all urban consumers, all goods, as published by the U.S. Department of Labor, Bureau of Labor Statistics, or its successor index. When calculating fee increases based on inflation, a governing board should use the inflation measure from the most recent completed calendar year (e.g., CY 2010 would be used to set fee rates for FY 2011-12).

Institution of Higher Education - means any state-supported institution of higher education in Colorado and the Auraria Higher Education Center. For purposes of this section, does not include local district junior colleges or the area vocational schools.

Long-Term Deposits: Non-damage related deposits that are held more than one academic term.

Nonpermanent Student Purpose Fees - mandatory campus wide fees categorized as nonpermanent by the institutional plan for student fees that do not meet the definition of permanent student purpose fees. These fees have an expiration date after which they will not be charged.

Permanent Student Purposes – Pursuant to C.R.S. 23-1-123 (7) (e), permanent student purpose means student centers, recreation facilities, parking lots, intercollegiate athletics, child care centers, campus health clinics, contract health services, student government, and similar facilities and services, and includes any general fee, the revenue from which is to be appropriated by student government for a specific purpose.

Required Fees: Fees that must be paid by a student during an academic term, including campus wide mandatory fees and academic course, program, or department fees required for enrolled courses and program of study. May vary based on class standing, courses selected, and/or program of study. Does not include fees which are optional or frequently waived.