

Fort Lewis College Institutional Fee Plan

- Approval of Fees
- Assessment and Collection of Fees
- Allocation of Fees
- Complaint Resolution

The purpose of the Institutional Fee Plan is to define how student fees are proposed, approved, assessed, and allocated at Fort Lewis College. This Plan has been developed to be in compliance with recent Supreme Court decisions, Colorado Revised Statutes (23-1-123), and Colorado Commission on Higher Education (CCHE) Policy VI-C3.

APPROVAL OF FEES

I. Definitions

A. Definitions of Fees and Charges: Terms associated with Fees and Charges at Fort Lewis College are defined as follows:

1. Fees: Any mandatory assessment against students (excluding tuition), including those assessed as (1) a condition of enrollment in the College, or (2) a condition of enrollment in a particular program or course.
2. Inflationary Increases: Any additional assessment to a fee or charge, based on the rate of inflation, which is the percentage change in the CPI for the Denver-Boulder consolidated metropolitan statistical area.
3. Charges: Assessments against students to generally cover the cost of delivering specific services or for the privilege of using an auxiliary service or facility.
 - a. Charges for Service: Assessments to cover the costs of delivering specific services that are incidental to instructional activities, including but not limited to application charges, add/drop charges, fines and penalties, transcript charges, late charges, testing charges, student identification card charges, orientation charges, matriculation charges and health insurance charges. Charges for Service do not include admission to events or other such ancillary activities and are not Fees as described in Section 1.A.1.
 - b. User Charges: Assessments against students for the privilege of using or receiving the service of an auxiliary facility. A User Charge is assessed to only those students making use of the service or auxiliary facility, including but not limited to parking registration charges and outdoor pursuits charges.

B. For purposes of general definition, please see Appendix A: Definition of Terms as listed in CCHE Policy VI-C3.7

II. Categorization of Fees

A. Scope of Fee: Every Fee shall be classified as to whether its scope is Campuswide or Non-Campuswide.

1. Campuswide 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-Campuswide 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 Fort Lewis College shall be classified as an Administrative Purpose Fee, an Academic Purpose Fee, a Student Purpose Fee, or an Academic Facilities Fee. If a particular Fee meets several purposes, it shall be categorized within the dominant purpose. Fee purposes are defined as:

1. Academic Purpose Fees: Mandatory campuswide or mandatory non-campuswide fees associated with academic courses or programs. Proposed non-campuswide Academic Purpose Fees must be approved by the Vice President for Academic Affairs before presentation to the SFRB. Campuswide Academic Purpose Fees are subject to the process defined in Section III B below.
 - (a) Instructional Fees: Mandatory non-campuswide fees related to an instructional program or college, but not to a specific course offering, and may include college specific fees or program specific fees, including but not limited to international program fees.
 - (b) Course Specific Fees: Mandatory non-campuswide fees assessed to enroll in specific courses (e.g., lab fees, music fees, art fees, materials fees, and telecourse fees). Revenue from each Course Specific Fee is restricted for costs directly related to the associated course and each section of the course must be assessed the same Course Specific Fee.
 - (c) Campuswide Technology Fees: Mandatory campuswide fees assessed for the purpose of providing technological equipment and support for academic purposes.

2. Student Purpose Fees: Mandatory campuswide fees assessed for a specific purpose. Student Purpose Fees apply to student centers, recreation facilities, intercollegiate athletics, child care centers, campus health clinics or contract health services, student government, and similar facilities and services; and any general fee, the revenue from which is appropriated by student government for a specific purpose.

3. Administrative Purpose Fees: Mandatory campuswide fees assessed to provide administrative and support services.

4. Academic Facility Purpose Fees: Fort Lewis College will not allow for the use of student fees for academic facilities construction.

The graph below illustrates the fee categories and the characteristics for each category.

Category	Mandatory	Optional	Campus wide	Non-Campus wide
Fees				
Academic Purpose Fee				
Instructional Fee		X*		X
Course Specific Fee		X*		X
Technology Fee	X		X	
Student Purpose Fee	X		X	
Administrative Purpose Fee	X		X	
Charges				
Charge for Service		X*		X
User Fee		X*		X

*Mandatory for those who enroll in the course or who use the service.

III. Approval

A. Definitions of groups

1. Student Fee Review Board

- (a) An FLC Staff member who shall act as a non-voting Chair, appointed annually by the Vice President for Student Affairs, no later than April 30, to serve a one-year term beginning July 1;
- (b) Two (2) students, appointed by the ASFLC President and confirmed by the Senate by a simple majority vote;
- (c) The ASFLC Financial Director, who is the chair of the ASFLC Financial Board;
- (d) The ASFLC President;
- (e) One (1) representative from the Office of Financial Aid, the Residence Life Staff, or the Admissions Staff;
- (f) The Leadership Center Coordinator (ex-officio, non-voting);
- (g) The Vice President for Student Affairs (ex-officio, non-voting);
- (h) The FLC Budget Director (ex-officio, non-voting).

2. ASFLC Senate

The legislative body of the Associated Students of Fort Lewis College.

3. ASFLC Financial Board

The group defined by the ASFLC Constitution to serve as the financial advisory group to ASFLC.

4. FLC Budget Committee

A committee appointed by the President of Fort Lewis College.

B. Procedures for Approval of New Fees or Fee Increases (according to category)

1. Academic Purpose Fees

a. New fee or increase in fee greater than the Inflationary Increase

- (1) With the approval of the appropriate Vice President, the initiating department or organization presents a fee proposal with sufficient justification in writing to SFRB by mid-October. SFRB reviews and must do one of the following: recommend approval, not recommend approval, or recommend approval with modifications. Notice of the fee proposal, the SFRB recommendation, and ASFLC meeting dates for further discussion of said fee proposal shall be posted within two (2) business days after the SFRB meeting on the CUB Public Notice Board.
- (2) SFRB Chair presents fee proposal at ASFLC Senate prior to the end of Fall term. ASFLC Senate reviews and must do one of the following: recommend approval, not recommend approval, or recommend approval with modifications.

- (3) ASFLC President presents fee proposal at FLC Budget Committee. The FLC Budget Committee will do one of the following: recommend approval, not recommend approval, or recommend approval with modifications.
 - (4) If approved by FLC Budget Committee, the fee will be submitted to the Board of Trustees during the regularly scheduled meeting for addressing student fees (usually June) for final decision. The Board of Trustees shall provide an opportunity for students to address the Board on any fee proposal or change during discussion and action of the fee proposal or change.
- b. Inflationary Increase
- (1) The initiating department or organization presents an inflationary increase proposal with sufficient justification in writing to SFRB by mid-October. SFRB reviews and must do one of the following: recommend approval, not recommend approval, or recommend approval with modifications.
 - (2) SFRB Chair presents inflationary increase proposal to the appropriate Vice President.
 - (3) If approved by the appropriate Vice President, that Vice President presents the inflationary increase proposal to FLC Budget Committee. The FLC Budget Committee will do one of the following: recommend approval, not recommend approval, or recommend approval with modifications.
 - (4) If approved by the FLC Budget Committee, the inflationary increase proposal will be submitted to the Board of Trustees during the regularly scheduled meeting for addressing student fees (usually June) for final decision. The Board of Trustees shall provide an opportunity for students to address the Board on any fee proposal or change during discussion and action of the fee proposal or change.

2. Student Purpose Fees

a. New fee or increase in fee greater than the Inflationary Increase

- (1) The initiating organization presents a fee proposal with sufficient justification in writing to SFRB by mid-October. SFRB reviews and must do one of the following: recommend approval, not recommend approval, or recommend approval with modifications. Notice of the fee proposal, the SFRB recommendation, and ASFLC meeting dates for further discussion of said fee proposal shall be posted within two (2) business days after the SFRB meeting on the CUB Public Notice Board.
- (2) SFRB Chair presents fee proposal at ASFLC Senate prior to the end of Fall term. ASFLC Senate reviews and must do one of the following: recommend approval, not recommend approval, or recommend approval with modifications.
- (3) ASFLC President presents fee proposal at FLC Budget Committee. The FLC Budget Committee will do one of the following: recommend

approval, not recommend approval, or recommend approval with modifications.

- (4) If approved by FLC Budget Committee, the fee will be submitted to the Board of Trustees during the regularly scheduled meeting for addressing student fees (usually June) for final decision. The Board of Trustees shall provide an opportunity for students to address the Board on any fee proposal or change during discussion and action of the fee proposal or change.

b. Inflationary Increase

- (1) The initiating department or organization presents an inflationary increase proposal with sufficient justification in writing to SFRB by mid-October. SFRB reviews and must do one of the following: recommend approval, not recommend approval, or recommend approval with modifications.
- (2) SFRB Chair presents inflationary increase proposal to the appropriate Vice President.
- (3) If approved by the appropriate Vice President, that Vice President presents the inflationary increase proposal to FLC Budget Committee. The FLC Budget Committee will do one of the following: recommend approval, not recommend approval, or recommend approval with modifications.
- (4) If approved by the FLC Budget Committee, the inflationary increase proposal will be submitted to the Board of Trustees during the regularly scheduled meeting for addressing student fees (usually June) for final decision. The Board of Trustees shall provide an opportunity for students to address the Board on any fee proposal or change during discussion and action of the fee proposal or change.

3. Administrative Purpose Fees

(New fee, Inflationary Increase, or increase in fee greater than the Inflationary Increase)

- (1) The initiating department or organization presents a fee proposal with sufficient justification in writing to appropriate Vice President.
- (2) If approved by the appropriate Vice President, that Vice President presents the fee proposal to the FLC Budget Committee. The FLC Budget Committee will do one of the following: recommend approval, not recommend approval, or recommend approval with modifications.
- (3) If approved by the FLC Budget Committee, the fee will be submitted to the Board of Trustees during the regularly scheduled meeting for addressing student fees (usually June) for final decision. The Board of Trustees shall provide an opportunity for students to address the Board on any fee proposal or change during discussion and action of the fee proposal or change.

4. Charges for Service/User Fees

(New fee, Inflationary Increase, or increase in fee greater than the Inflationary Increase)

- (1) The initiating department or organization presents a fee proposal with sufficient justification in writing to appropriate Vice President.
- (2) If approved by the appropriate Vice President, that Vice President presents the fee proposal to the FLC Budget Committee.
- (3) If approved by the FLC Budget Committee, the fee will be enacted.

C. Procedures for Approval of Decrease or Elimination of Fees for those programs set forth under ALLOCATION OF FEES, Section III (*i.e.*, programs allocated by ASFLC only) will be approved upon completion of the following:

- (1) The initiating organization or an ASFLC Senator presents a fee proposal with sufficient justification in writing to the ASFLC Senate by mid-October. The ASFLC Senate reviews the proposal in concert with the viewpoint neutral criteria as listed under ALLOCATION OF FEES, Section III B, and either approves or denies the proposal by the end of October. Approval of this proposal requires an affirmative vote by a three-quarter (3/4) majority of the ASFLC Senate or a resolution.
- (2) If approved (as defined above) by the ASFLC Senate, the ASFLC President presents the proposal to the SFRB by mid-October. The SFRB reviews the proposal in concert with the viewpoint neutral criteria as listed under ALLOCATION OF FEES, Section III B, and either approves or denies the proposal. Approval of this proposal requires an affirmative vote by a three-quarter (3/4) majority of the SFRB.
- (3) If approved (as defined above) by the SFRB, the ASFLC President presents the proposal to the FLC Budget Committee. The FLC Budget Committee reviews the proposal and will do one of the following: recommend approval, not recommend approval, or recommend approval with modifications.
- (4) If approved by FLC Budget Committee, the fee will be submitted to the Board of Trustees during the regularly scheduled meeting for addressing student fees (usually June) for final decision. The Board of Trustees shall provide an opportunity for students to address the Board on any fee proposal or change during discussion and action of the fee proposal or change.

ASSESSMENT AND COLLECTION OF FEES

- I. The Office of Student Affairs will insure that notice of approved fee increases is posted within five (5) business days following the Board of Trustees' approval of the fee(s) and at least thirty (30) days prior to assessment. Notice shall be posted on the CUB Public Notice Board informing students of the passage of the new fee or fee increase,

the amount of the fee or fee increase, the reason for the fee or fee increase, purpose for which FLC will use revenues received from the fee or fee, and the duration (if a bond issue) of the fee.

- II. All Campuswide and non-Campuswide fees will be assessed and collected through standard accounting procedures. No fees shall be paid directly to academic departments, to non-academic departments or to individuals. All mandatory Campuswide Fees will be separately identified on the College's student billing statement, including the portion of fees applied to repayment of bonds.

ALLOCATION OF FEES

- I. Expenditures related to College programs that are funded by bond issues or are on-going programs that are administrated by College officials will be allocated by the appropriate Vice President with the approval of the President. These programs include: Student Health Center, FACT, Athletics, and Student Life Center. Each of these organizations should have an Advisory Group consisting of a student majority, including at least one (1) ASFLC Student Government representative that will be responsible for budget review and recommendations. Example: SLAB (Student Life Advisory Board) will be responsible for reviewing the budget and making recommendations. If an Advisory Group is not functional due to the unavailability of students, the Director will submit the budget. Each of these programs will present their budget for review by the ASFLC Financial Board during the regular budget process. This presentation is for review only.
- II. The Student Government will maintain all documents relative to the fee allocation process, including but not limited to applications, justifications and minutes.
- III. Programs not listed above and those not funded by bond issues will be allocated by the ASFLC with the approval of the Vice President for Student Affairs and the President. Examples include: Student Senate, KDUR Radio, SPOT, 4th Wall, Independent, Images, Intramurals, Outdoor Pursuits, Environmental Center, Wanbli Ota, Club Sports, and allocations to student clubs and organizations.
 - A. ASFLC must use viewpoint neutral criteria to determine the funding of these various organizations.
 - B. The viewpoint neutral criteria to be used are:
 - 1. The organization provides direct involvement by currently registered students.
 - 2. The organization provides a service or adds value to the College student community.
 - 3. The organization has fixed expenses, such as staff, office expenses, equipment, etc.

4. The organization adheres to planned budget and accountability for its expenses and demonstrates familiarity with applicable laws, including but not limited to those laws that apply to expenditures and use of state money.
5. The organization presents a budget with adequate justification for the upcoming fiscal year.

COMPLAINT RESOLUTION

Individuals disputing payment of any fee may appeal in writing to the Vice President for Student Affairs. The Vice President for Student Affairs will refer the appeal to the appropriate Vice President, who will chair and convene a Fee Appeal Committee to hear the appeal. This Fee Appeal Committee will include: the appropriate Vice President or his/her designee (chair); the FLC Budget Director or his/her designee; and two representatives from ASFLC. This committee shall hear the appeal, review the facts and make a decision, which shall be final. This decision must be made within two weeks after receipt of the appeal, and will be rendered in writing to the individual disputing payment of the fee.

As to the determination of a fee allocation made by ASFLC, any complaint or grievance must be filed in writing to the Vice President for Student Affairs within five (5) days of the determination. The Vice President for Student Affairs may choose to void the fee allocation and remand the allocation back to ASFLC for further review.

Upon the Board of Trustees' approval, this document supercedes all other current College documents regarding student fees, including, but not limited to: ASFLC Constitution, Club Allocation Board By-Laws, ASFLC Line-Item processes, etc.

INSTITUTIONAL FEE PLAN

Procedures for Approval of Fees

Fee Category:	Vice President	SFRB*	ASFLC	FLC Budget Committee	BOT**
Academic Purpose Fee	X	X	X	X	X
Student Purpose Fee		X	X	X	X
Administrative Purpose Fee	X			X	X
Charge for Service or User Fee	X			X	

* Due to SFRB by Mid-October

** Due for BOT June Agenda

Appendix A

Definition of Terms as listed in CCHE Policy VI-C3.7

7.00 Definition of Key Terms

Academic Course: For purposes of this policy, includes all instruction, including: 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. If a multi-purpose building, the space determination shall be based on the primary usage of the space during the regular academic year.

Administrative Fees: mandatory campus-wide fees categorized as administrative fees by the institutional plan for student fees.

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

Campus-wide Mandatory Student Fees: Required minimum student fees for the academic year. Does not include fees that are optional or frequently waived.

Charge for Service: Charges to cover the costs of delivering specific services, which are incidental to the instructional activities. These include, but are not limited to application fees, add/drop fees, fines and penalties, late fees, orientation fees, and room and board charges.

Cost of Academic Program: Includes total general fund and cash funds (including governing board costs), less indirect cost recoveries.

Course Specific Fee: Those mandatory fees that a student must pay to enroll in specific courses. (E.g. lab fees, music fees, art fees, materials fees, and telecourse fees)

Fees: Any mandatory campus-wide fee assessed against students by any institution of higher education, the revenues from which they 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 athletic 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 technology;
- (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 a particular course.

Fees exclude items defined as a Charge for Service.

Inflation: The percentage change in the 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.

Institution of Higher Education: Any state-supported institution of higher education in Colorado, including junior colleges, area vocational schools, and the Auraria Higher Education Center.

Instructional Fee: Any mandatory academic fees that is not a course specific fee. These are fees related to the instructional program or college, but not to the specific course offering. These include college specific fees and program specific fees.

Long-Term Deposits: Non-damage related deposits that are held more than one academic term. Does not include short-term damage deposits and dormitory deposits.

Mandatory Insurance Fees: Fees that are charged for insurance required beyond regular health insurance based upon the nature of the course.

Nonpermanent Student Purpose Fees: Mandatory campus-wide fees categorized as nonpermanent by the institutional plan for student fees and does not meet the definition of permanent student purpose fees.

Permanent Student Purposes: 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.

Student Activity Fees: Those mandatory fees charged to the student body, which are allocated to specific student programs. Examples of these types of fees are general student activity fees, student health service fees, student organization fees, student newspaper fees, fees for social-cultural development, and fees for intramural athletics, as well as student activity fees pledged to repay bonded indebtedness.

Optional Fees: Those fees the students have a choice to pay or not to pay.

User Fee: A fee paid by a student to exercise a privilege or receive a service provided by an auxiliary facility. *It excludes:*

- Any general fee charged to all students;
- Any fee paid for continuing education facilities or activities; or
- Any fee paid to purchase a ticket to an athletic event occurring at the institution.