

Institutional Fee Plan - Pueblo Community College
July 1, 2017

I. Introduction

All student fee rates must be approved annually by the SBCCOE Board. Each student fee must be separately itemized on the student billing statement. Such itemization shall not be required for any academic course fee that is specifically listed in the course catalog.

Fees shall not be substituted for tuition and shall not be used to provide general revenue to the college. Tuition and/or fees may be used for instructional facilities construction subject to CCHE fee policies. Any such building must comply with the provision of series 16 of Board Policy.

Institutional fee plans and any subsequent revisions shall be submitted by Pueblo Community College (PCC) for annual review by the Board and be available on the college's web site. The Board may delegate the review and approval of the individual institutional fee plans to the Colorado Community College System (CCCS) President or their delegate.

The purpose of the PCC Institutional Fee Plan is to define how student fees are proposed, approved, assessed, and allocated at PCC. This plan has been developed to be in compliance with Colorado Revised Statutes (CRS) 23-1-123, Colorado Department of Higher Education (CDHE) Policy VI-Part C, and State Board for Community Colleges and Occupational Education (SBCCOE, also referred to as the Board) Policy BP 4-20.

The PCC President and/or his or her designees are responsible, in consultation with the Associated Student Government (ASG), for establishing the Institutional Fee Plan. New or increased mandatory fees which are charged to all students enrolled in the college must comply with the procedures established in the institutional plan.

In accordance with BP 4-20, PCC will ensure that all tuition rates, fees, and charges for services delineated below are approved annually by SBCCOE.

Tuition and fee rates should provide maximum student access while generating adequate revenue to operate quality instructional programs and maintain college services.

Special tuition rates may be assessed with the approval of the Board. PCC may apply to the Board for a tuition rate higher than the system-wide rate if the additional tuition revenue is needed to cover extraordinary costs associated with a particular course and/or program, which costs are mandated by outside agencies, such as regulatory agencies. The higher tuition rate, if approved, shall apply onto to the course or programs in which the extraordinary costs are incurred.

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II. DEFINITIONS

All definitions from BP 4-20

- A. Definitions of Fees: Terms associated with Fees and Charges at PCC are defined as follows:

Fees As defined by SBCCOE Policy BP 4-20 “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 defined below.

1. Course Specific Fees Mandatory fees associated with academic 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 costs fees.

2. 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.

3. Student Activity Fees Mandatory fees associated with enrollment in the college 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 student activity fees is appropriated by Associated Student Government for a specific purpose.

4. Use Fees

- a. 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, and AHEC-related charges.
- b. Auxiliary Sales and Services: Charges to provide elective services such as housing and food service plans.
- c. Miscellaneous Charges/Charge for Service: Charges to cover the cost of delivering specific services which are incidental to the instruction activities, which include but, are not limited to health insurance,

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matriculation, graduation and commencement, late registration, Accuplacer, optional materials fees, deferred payment, promissory notes, return check fees, and late tuition payment.

5. Sales and Services of Educational Activities Charges to provide elective services such as fitness center charges and/or testing fees that are non-mandatory or “strongly encouraged.”

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

B. Other Definitions

Inflationary Increases Any additional assessment to a fee or charge, based on the rate of inflation, which is the percentage change in the Consumer Price Index (CPI) for the Denver-Boulder-Greeley metropolitan area.

C. Categorization of Fees

1. Campus-wide Fees Mandatory assessments to all students, the revenues from which are used for course specific or nonacademic course specific 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.
 - j. Payment for additional insurance costs necessary due to the nature of particular courses.

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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.

D. Fee Classification

Every Fee at PCC shall be classified as an Instructional Fee, Student Fee, Use Fee, or Miscellaneous Charges for Service. If a particular Fee meets several purposes, it shall be categorized within the dominant purpose.

1. Medium and High CIP Course Fees and Cisco Fees In April 2010 the SBCCOE approved a revision of its 2000 approved Classification of Instructional Program (CIP) codes 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. A complete listing of CIP Codes and their approved cost factors, based on CIP 2010, can be found in Appendix A.

2. Technology Fees Mandatory campus-wide fees assessed for the purpose of providing technological equipment and support for Course Specific purposes. *PCC does not assess a technology fee.*
3. Course Specific Fees
 - a. Mandatory campus-wide or mandatory non-campus-wide fees associated with Course Specific courses or programs. Proposed non-campus-wide Course Specific Purpose Fees must be approved by SBCCOE.
 - b. Mandatory non-campus-wide fees assessed to enroll in specific courses (*e.g.*, lab fees, music fees, art fees, materials fees, and telecourse fees).
 - c. 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.

PCC does assess course specific fees.

Refer to the most current PCC Class Schedule for a list of course specific fees.

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4. Student Fees

Mandatory campus-wide 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.

- a. 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.
- b. 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.
- c. Student Center Bond Fee The purpose of this fee is to pay the principal and interest on the PCC – Series Bonds and to cover operation, improvement, and maintenance costs of those facilities. Fee rates are approved by SBCCOE annually.

E. Miscellaneous Fees

1. Administrative Fees Mandatory campus-wide fees assessed to provide administrative and support services. *PCC does not assess an administrative fee.*
2. Course Specific Facility Fees Use of tuition or fees may be used for *Course Specific facilities construction*, provided the following conditions are met:
 - (a) All other financing options have been explored;
 - (b) 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).
 - (c) Any referendum relating to the use of fees under this section is initiated by the student government.

Note: Only the use of a student fee for Course Specific facilities construction must be approved by vote or referendum or by student government. Institutions may use tuition for the construction or renovation of Course Specific 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

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tuition revenues at a public meeting, and has informed students which capital projects will be funded with tuition revenues;

Currently, PCC does not use student tuition and fees for Course Specific facilities construction. PCC may consider using student tuition and fees for Course Specific facilities construction in the future pursuant to CDHE and SBCCOE fee policies.

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

PCC does assess mandatory insurance fees. Refer to the most recent PCC Class Schedule for a list of mandatory insurance fees.

4. Use Fees Fees paid by the student to exercise a privilege or receive a service by an auxiliary facility. This excludes continuing education fees and ticket sales for athletic events.

PCC does not assess a user fee.

5. Charge for Service Charges to cover the costs of delivering specific services which are incidental to the instructional activities.

PCC does assess a charge for service fee.

6. 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. PCC 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. (Please note, a refund is generated for a full drop only.) *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.*

7. Return Check Charge *PCC assesses a fee for all checks returned to the college due to Insufficient Funds.*

8. Late Tuition Payment Charge *PCC may assess a \$20 charge for any outstanding account balances not paid in full by the end of the term in which the charges are incurred.*

III. Proposal and Approval Process

Student participation in the development of campus fees occurs through the recognized governance body. PCC ASG, is consulted by PCC's President and/or his or her designees pertaining to new fee requests and an annual review of the Institutional Fee Plan. All fees must

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be approved annually by the Board. Current fees only require Board approval and review of all current fees will be completed by the Business Officer annually and will be submitted to the Board for approval. New fees or a fee increase (in excess of inflation only) require student approval through a majority vote. New fee requests must be reviewed by Cabinet and ASG to determine if the fee is necessary and feasible and then be presented to the student body for vote. If approved by the student body the Business Officer shall submit to the Board for approval. New fees to be considered for the next fiscal year must have student body approval prior to March of each year. Fee approval through the Board for all fees must be submitted to the System Office in March. See Appendix B for the timeline for fee submission to SBCCOE.

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 PCC ASG 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 PCC ASG to inform members of the PCC ASG Associated Student Government and other students of the final SBCCOE action on student fees.

IV. Assessment, Allocation and Review

- A. Assessment: A referendum plan or program plan will be required to determine the necessity and amount of any new fee. The program plan will define the need of the fee and recommendation of the fee amount. The plan shall define how the fee will be used with data supporting the dollar amount requested in the new fee.

PCC 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 Course Specific 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.

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- B. Allocation: All fees shall be allocated to a specific account upon the collection of the fee and used only for the purpose the fee which the fee was collected. The Controller and Business Officer will be responsible for the review of the use of fees.
- C. 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 the 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 unless a prior formal agreement to collect fee revenue for a future expenditure. If it is determined that a fee balance is increasing by an annual amount in excess of the 50 percent threshold, the Business Officer will coordinate through Cabinet to consult with Student Government to discuss options for adjusting the fee rate per credit hour to a level that is within the stated threshold.

V. Student Elections

Under the circumstances as outlined below, students are required to approve new fees and increases in existing fees. The PCC President and/or his or her designees are responsible for administering all student elections concerning fees, upon SBCCOE approval of the referendum plan. The plan for the proposed fee will include the form of notice to students of the amount, the reason for the assessment, the number of years that the fee will be imposed, and the purpose for which PCC will use the revenue, and whether the fee is permanent or temporary, and if temporary, a repeal date for the fee. The plan shall also include the effect of enrollment fluctuations. A simple majority of the votes cast determines the outcome of any student election. PCC may conduct a student vote once each term. This election scheduled in consultation with the PCC ASG specifies when its regularly scheduled elections will be held in accordance with its bylaws and will be announced to the students at least thirty (30) days in advance. 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. The college shall specify when its regularly scheduled election will be held.

A. Student Approval Not Required

- 1. Existing fees, new fees, inflationary increases or increases in fees relating to permanent student purposes.
- 2. Existing fees, new fees, inflationary increases or increases in fees relating to administrative fees for a Course Specific course.
- 3. Any fee assessed for repayment of bonds issued or incurred prior to July 1, 1997.
- 4. Increase in any fee that is applied to repayment of bonds issued or incurred prior to July 1, 1997 if the fee increase is necessitated by a covenant in the authorizing bond resolution or other agreement for the specific project.
- 5. Increase in any fee that is applied to the repayment of bonds issued or incurred prior to July 1, 1997 if the fee increase is assessed for the repayment on bonds that are issued to refund existing bonds for the specific project and the maturity date of the refunding bonds is the same or earlier than the maturity date of the existing bonds.

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B. Student Approval Required

1. New fee or fee increase (in excess of inflation only) assessed to cover administrative costs.
2. New fee or fee increase (in excess of inflation only) assessed for non-permanent student purposes. New non-permanent student purpose fee or fee increases after July 1, 1997 must contain an expiration date. Non-permanent student purpose fees in existence prior to July 1, 1997 and which are not scheduled to expire prior to July 1, 2000 shall be subject to approval by student election at the first regularly scheduled student election after July 1, 2000.

VI. Appeal Process

1. The President and/or his or her designees of PCC shall consult with elected representatives of the PCC ASG 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 plan and the timetable for final SBCCOE action on all student fees.
2. It is the responsibility of the PCC ASG each fall term to notify the PCC President and/or his or her designees of the names of no more than five (5) students who also are members of the PCC ASG Budget Hearing Committee. These individuals shall serve as representatives to the college's internal fee allocation process. As stated in the PCC Associated 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). ASG members who are not in good standing (financial and/or academic) will not be allowed to serve.
3. It is the responsibility of the Business Officer to provide a copy of this plan, 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. PCC's student fee request must be submitted to CCCS by mid-March of each year. Accordingly, sufficient time should be allowed for consultation between the Business Officer 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.

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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 PCC ASG may file a written appeal with the PCC 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 PCC 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 PCC ASG may reject the PCC's President's response. If a majority is not attained or if the ASG fails to take action, the President's response is final and no further appeals on the same issue are possible.
9. If the PCC ASG rejects the PCC's President's response, the president of the ASG may file a written appeal with the advisor to the State Student Advisory Council within three (3) working days.
10. The college administration and the PCC ASG may waive the appeal timelines by mutual consent.

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Appendix A

Appendix B--Med/High Cost CIPs

CIP 2017 - CLASSIFICATION OF INSTRUCTIONAL PROGRAMS

Effective beginning with Fall 2017 term

Series	Program Title	Cost Factor (Please note: LOW fee is the same as no fee)
01	Agriculture, Agriculture Operations and Related Sciences	MED (except ABM, Ag Business Mgmt at HIGH)
01	Agriculture, Agriculture Operations and Related Sciences	LOW only for AGE and ASC
03	Natural Resources and Conservation	MED
04	Architecture and Related Services	MED
05	Area, Ethnic and Gender Studies	LOW
09	Communication, Journalism and Related Programs	LOW (all communication courses approved as LOW by CCCS CFO)
10	Communications Technologies/Technicians and Support Services	HIGH
11	Computer and Information Sciences and Support Services	MED (except CISCO at HIGH)
12	Personal and Culinary Services	LOW (except Culinary & Mortuary at HIGH)
13	Education	LOW
14	Engineering	MED
15	Engineering Technologies/Technicians	HIGH
16	Foreign Languages, Literatures and Linguistics	LOW
19	Family and Consumer Sciences/Human Sciences	LOW
21	Technology Education/Industrial Arts	LOW
21.01	Technology Education/Industrial Arts Programs	LOW
22	Legal Professions and Studies	LOW
23	English Language	MED (optional fee-colleges can change to LOW)
23	Literature/Letters	LOW
24	Liberal Arts and Sciences, General Studies and Humanities	LOW
25	Library Sciences	LOW
26	Biological and Biomedical Sciences	MED
27	Mathematics and Statistics	MED (optional fee-colleges can change to LOW)
28.01	Air Force JROTC/ROTC	LOW
28.03	Army JROTC/ROTC	LOW
28.04	Navy/Marine Corps JROTC/ROTC	LOW
29	Military Technologies	LOW
30	Multi/Interdisciplinary Studies	LOW
31	Parks, Recreation, Leisure and Fitness Studies	LOW (except OUT at MED)

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32	Basic Skills (ENG & MAT only)	MED (optional fee-colleges can change to LOW)
32	Basic Skills (CCR & MAT only)	HIGH
32	Basic Skills (REA & AAA only)	LOW
32	Basic Skills (AAA only)	LOW
33	Citizenship Activities	LOW
34	Health Related Knowledge Skills	LOW
35	Interpersonal and Social Skills	LOW
36	Leisure and Recreational Activities	LOW
37	Personal Awareness and Self-Improvement	LOW
38	Philosophy and Religious Studies	LOW
39	Theology and Religious Vocations	LOW
40	Physical Sciences	MED
41	Science Technologies/Technicians	HIGH
42	Psychology	LOW
43	Protective Services	HIGH (except Criminal Justice at LOW)
44	Public Administration and Social Service Professions	LOW
45	Social Sciences	LOW
46	Construction Trades	MED
47	Mechanic and Repair Technologies/Technicians	MED (except Aviation at HIGH)
48	Precision Production	HIGH
49	Transportation and Materials Moving	MED (except for Heavy Equipment and Aviation at HIGH)
50	Visual and Performing Arts	HIGH (except non studio ART courses - they are LOW)
51	Health Professions and Related Clinical Services	HIGH
52	Business, Management, Marketing and Related Support Services	LOW (except SBM, Small Business Management at MED)
54	History	LOW (CCCS CFO approval)
60	Residency Programs	LOW
60.01	Dental Residency Programs	LOW
60.02	Medical Residency Programs	LOW
60.03	Veterinary Residency Programs	LOW

Appendix B

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TIMELINE

