Policy Title: Student Fees

Policy Number: 100-010  
Policy Functional Area: ADMINISTRATION/ORGANIZATION

Effective: May 19, 2017
Approved by: Venkat Reddy, Chancellor
Responsible Vice Chancellor: Vice Chancellor for Administration and Finance (VCAF)
Office of Primary Responsibility: Budget and Planning Office
Policy Primary Contact: Budget and Planning Office, 719-255-2462
Supersedes: N/A
Last Reviewed/Updated: April 27, 2017
Applies to: Staff and Students

Reason for Policy: To provide a description of the administrative responsibility for Student Fees.

I. INTRODUCTION

This policy describes mandatory auxiliary fees charged to students by UCCS, the revenues which are used for the establishment and operation of auxiliary programs and buildings.

II. POLICY STATEMENT

A. Authority for the creation of campus administrative policies is found in The Laws of the Regents, 2007, Article 3 Section B.5(A) which states:

The chancellor of each campus shall be the chief academic and administrative officer responsible to the president for the conduct of affairs of their respective campus in accordance with the policies of the Board of Regents. The chancellor shall have such other responsibilities as may be required by these Laws, or regent policy, or as may be delegated by the president.

B. Procedures:

1. Administrative Oversight and Management
   a. All Student Fees must be allocated to a financial program designated by a speed type in the financial system. The speed type must be unique for each type of Student Fee.
   b. Each speed type will reside in an organization under one of the vice chancellor divisions.
c. The Vice Chancellor/Associate Vice Chancellor will determine the strategic direction for
the current and future allocation of the Student Fee.

2. Use and Purpose
   a. Pursuant to Colorado law\(^1\), Student Fees must be used for the purpose(s) for which the
   fee was assessed and in the manner approved by the Board of Regents.
   b. If a Student Fee has not been designated for a specific purpose, it may be used for any
   purpose that provides a benefit to students and supports the overall living and learning
   environment of UCCS.
      i. Prior to receiving approval from the Board of Regents, Student Fees must receive
         student approval in accordance with the UCCS Institutional Student Fee Plan.
      ii. Generally, the student referendum language for the Student Fee is adopted by the
          Board of Regents. In cases where the language differs, the language adopted by the
          Board of Regents shall prevail.

3. Start-up funds
   a. Pursuant to Colorado law, Student Fees which are assessed against students for a
      specific purpose (e.g. Health Service Fees) must be used for that purpose and may not
      be used for start-up or investment purposes for any new auxiliary operations.
   b. If a Student Fee has not been designated for a specific purpose, the Student Fee, at the
      direction of the Vice Chancellor/Associate Vice Chancellor and with the approval of the
      Chancellor, may be used to establish start-up funds for a new auxiliary operation subject
      to the following conditions:
         i. Such start-up funds will not significantly diminish the originating unit's reserves and
         ii. An agreement is in place whereby the start-up funds are returned to the originating
            unit within a reasonable period of time.

4. Debt Service
   a. Only Student Fees that have not been designated for a specific purposes may be cross-
      pledged for the establishment of new debt. Pursuant to Colorado law, Student Fees
      which are assessed against students for a specific purpose (e.g. Health Service Fees)
      must be used for that purpose and may not be cross-pledged against other debt.
   b. At the direction of the Vice Chancellor/Associate Vice Chancellor and with the approval
      of the Chancellor, Student Fees may be cross-pledged for the establishment of new
      debt for a capital construction project provided the following conditions are met:
         i. The cross-pledged revenue is for a capital construction project that is compatible
            with the Student Fee purpose,
         ii. The recipient department cannot meet debt service (in which case only the needed
             funds are transferred and only at year-end),
         iii. The cross-pledged revenue is for a duration of time not to exceed ten years, and
             the department primarily responsible for the new facility can demonstrate that it
             will have generated revenues capable of meeting debt service independently, and
         iv. The cross-pledge commitment will not negatively impact the strategic future
             direction of the partner auxiliary enterprise unit.

\(^1\) See, C.R.S. § 23-5-120.
5. Student Representation  
a. Each UCCS unit managing Student Fees shall have an advisory committee in accordance with the UCCS Institutional Student Fee Plan.  
b. Student representation is required on the advisory committee.

6. Reserve Funds  
a. All units with bond payments must meet debt service annually as established by the debt instrument.  
i. Reserve funds must be established by units to meet:  
   a) Planned capital improvements, and  
   b) General operating contingencies  
ii. National Association of College and University Business Officers (NACUBO) standards for reserve amounts for Auxiliary Enterprise Units should be considered and met when possible.

b. Reserve funds shall be expended upon the recommendation of the Auxiliary Enterprise Unit director and with the approval of the Vice Chancellor/Associate Vice Chancellor.

7. Implementation and planning  
Student Fees shall be implemented in accordance with the UCCS Institutional Student Fee Plan.

III. KEY WORDS

A. Auxiliary Funds  
B. Student Fee (Auxiliary Facility Fees, Health Service Fees, Intercollegiate or Intramural Club Athletic Fees, Student Government, Student Activities Fees)

IV. RELATED POLICIES, PROCEDURES, FORMS, GUIDELINES, AND OTHER RESOURCES

A. Administrative Policy Statements (APS) and Other Policies  
   1. UCCS Policy 500-008 Financial Responsibility of Auxiliary Enterprise Units  
      http://www.uccs.edu/vcaf/policies/uccs/policies.html

B. Procedures

C. Forms  
   1. Institutional Student Fee Plan

D. Guidelines

E. Other Resources (i.e. training, secondary contact information)

F. Frequently Asked Questions (FAQs)
V. HISTORY

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