



**UCCS CAMPUS POLICY**

**Policy Title: Student Fees**

**Policy Number: 100-010**

**Policy Functional Area: ADMINISTRATION/ORGANIZATION**

Effective:

November 19, 2012

Approved by:

Pam Shockley-Zalabak, Chancellor

Responsible Vice Chancellor:

Vice Chancellor for Administration and Finance (VCAF)

Office of Primary Responsibility:

VCAF

Policy Primary Contact:

VCAF, 719-255-3210

Supersedes:

N/A

Last Reviewed/Updated:

N/A

Applies to:

Staff and Students

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

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## 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<sup>1</sup>, 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 units 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 crosspledged 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.

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<sup>1</sup> 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 Facility Fees
- B. Health Service Fees
- C. Intercollegiate Athletics or Intramural Club Athletics Fees
- D. Student Government/Student Activities Fees
- E. Student Fee

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

- A. Administrative Policy Statements (APS) and Other Policies
  1. UCCS Policy 500-008 at <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

Initial policy approval      November 19, 2012