



## Institutional Fee Plan

### 1. Background

The Board of Trustees, at the March 25, 1985 meeting, acted upon a resolution that "...directs the administration to establish fees that cover only the added costs of a program/course and that are consistent at each site within the college." In 1997 Senate Bill 28 brought the college under the purview of the CCHE student fees policy. Regarding courses and programs, this policy indicates that students may be charged course and program fees. However, in order for fees to be charged, the college must have a fees policy and approval process. This policy must allow students to participate in the setting of all fees. There shall be a complaint process for setting student fees, and the Board of Trustees must approve all fees before they are assessed. To comply with CCHE, in February 1998 the CMC Board of Trustees adopted a new fee policy.

Update: As of February 19, 2014, CMC's new Student Fee Policy (7.7) states:

"The Board shall annually review and approve the student fee schedule for Colorado Mountain College (CMC) based upon the recommendation of the College President. The College shall annually publish the approved student fee schedule to ensure availability and in accordance with applicable Colorado law."

Additionally, House Bill 11-1301 made significant changes to State statutes regulating fee policy. Therefore, this document now serves as our official Institutional Plan for Student Fees per CCHE requirements.

### 2. Definitions:

Colorado Mountain College by procedure has three approved charges/fees that can be applied, these are:

1. Section Charges: Charges a student is billed upon registration for specific sections of a course and attached to the section in SECT. Within section charges are six different categories. For all of the below categories, you should have a Section Charge Worksheet (see Section 3 below) on file that itemizes what the students are being charged.
  - a. Supplies: These are charges for consumables used in the section. *Students may opt to provide their own supplies for CMC courses.* A supply code must be accompanied by a tax code.
  - b. Equipment Rental: When the college pays to rent equipment from a vendor for use in the course. An example might be kayaks for use in an Outdoor Ed course.
  - c. Access: These may include things like third party facility rental, or National/State Park usage fees.
  - d. Certifications: Things like CPR certification cards, these are more commonly

- used in Health & First Aid or EMT classes.
- e. Travel: All expenses associated with travel/field trips. This includes meals (if travel is overnight), mileage, parking, etc. Travel started and completed on the same day should not include food. Students may opt to provide their own travel arrangements for CMC courses.
  - f. Books: Books should only be attached to sections in very limited circumstances, such as when the book is not readily available in a bookstore or online. A book code must also be accompanied by a tax code.
2. Course Specific Fees: A mandatory fee a student must pay to enroll in a specific course. These fees are applied **equally (college-wide) to all sections of a course** (with the exceptions noted below) and are applied at the course level. Revenues will be used to directly support the course for which they are charged. **An exception to the fee will be made for designated online or interactive video courses (e.g., when students are required to purchase a lab kit). Additionally, there are times when CMC works with K-12 school districts to determine whether fees are necessary considering resources available at partner high schools. In these circumstances it is acceptable for CMC and the school district to jointly decide that a fee shall be waived for the entire section, provided instructional outcomes identical to those afforded at CMC campuses can be achieved with extant school resources.** All new course specific fees or changes to existing course specific fees must be approved by the Board of Trustees.
  3. Instructional Program Fee: A fee for extraordinary costs associated with a program that is passed through to the student. These fees are standard across the college, applied at the program level for specific items a student receives for use in that program. The Board of Trustees must approve all new program fees or changes to existing program fees.

### 3. Section Charges

When necessary, the college makes consumable course materials available to its students through a section charge. These consumables are officially called supplies. Section charges may also include travel, access charges, certifications, and equipment rental and are a cost beyond tuition. The student is not obligated to purchase these things from the college, but the college reserves the right to exclude a student from a class if appropriate alternate arrangements have not been made prior to the beginning of the class.

1. Determining Section Charge Expenses:
  - a. Section Charge Worksheet: A worksheet for determining charges for a course, called "Section Charge Worksheet". The worksheet is designed to input the total cost and calculate the per student charge based on the estimated number of students. The worksheet also provides the appropriate AR codes based on the selection in the drop-down menu on the right side.
  - b. Student Supply List: Students may opt to provide their own supplies. To allow students this option they must know what CMC will provide for the cost charged. This information must be available at registration desks for student inspection. A

sheet for describing these supplies is called the “Student Supplies List”.

- c. Taxable items: CMC policy follows policy as required by the State of Colorado. Supply charges and book charges must include a sales tax code, provided in the Section Charge Worksheet. The only exception to this would be items that are part of a Program Fee or Course Specific Fee. The item being included should be of such a specific quality that it is not readily available to be sold through our bookstores or purchased elsewhere, either locally or on-line. The following is taken directly from the Colorado Department of Revenue web site:

“Generally a business is responsible for collecting sales tax on any sale of tangible personal property made within the state. Any item priced at more than 17 cents is subject to 2.9% Colorado state sales tax plus all applicable city, county and special district sales taxes. City and county sales taxes collected by the state are administered in the same manner as state sales tax.

If the sale is subject to state sales tax, it is also subject to state-collected local sales tax.”

2. Communicating Section Charges to Students:
  - a. CMC needs to provide enough detail to students for them to make informed decisions prior to their registration.
  - b. The Printed Comments section of SECT must include:
    - Total amount of section charges for the section
    - A list of each section charge category and the cost for each category (which ties to the total)
    - Short list/description of what is included in the charge(s)

#### 4. Course Specific Fees

A mandatory fee a student must pay to enroll in a specific course. These fees are applied **equally (college-wide) to all sections of a course** and are attached at the course level (see exceptions in 2.2). Revenues will be used to directly support the course for which they are charged.

1. The difference in the section charge and course specific fee is that the course specific fee is mandatory. Students cannot bring in their own item(s) and this charge is attached at the course level and is applied **equally** for all course offerings.
2. Campuses may not charge a different amount.
3. Disciplines (faculty and school deans) will assist in determining what items are required for a specific course. These items will be the same college-wide. Ex: College Level Biology – faculty will determine what are mandatory items that will be used in this course and provide a list.
4. Funds are not meant to be amassed for future use, but are intended to directly benefit the students in a specific course. Certain exceptions can be made if the fee description outlines the need for a longer-term application.
5. An exception to the fee will be made for designated online or interactive video courses (e.g., when students are required to purchase a lab kit).

### **Approved Course Specific Fees**

Scroll to the bottom of the screen on <https://coloradomtn.edu/tuition-costs/> and select “Course & Program Fees” for the year that best suits your needs.

### **5. Instructional Program Fees**

CMC does assess program fees for programs where there are extraordinary costs associated with the program. For a fee to be assessed, a program must be determined to be eligible. A program is eligible if it requires both admission to the college and admission to the program. Eligible programs annually ask for the fee to be assessed using the BOT agenda form for “Mandatory Student Fee”. The form must be sent to the Dean of Academic Support by December 1<sup>st</sup>, prior to the academic year for which the fee would be assessed for BOT approval.

### **Approved Instructional Program Fees**

Scroll to the bottom of the screen on <https://coloradomtn.edu/tuition-costs/> and select “Course & Program Fees” for the year that best suits your needs.

### **6. Board of Trustees Approval and Notification**

The Board of Trustees shall annually review and approve fees covered by this Plan. Such fees will be charged to students only after the review and approval by the trustees. Notice of newly approved fees or fee increases shall be given to students through the catalog and college website at least 30 days prior to assessment on the first bill of the fall, spring or summer semesters. The notice must provide the amount, purpose, and use of the fee.

Board of Trustees policies that support this institutional fee plan include 7.3: Student Activity Fees and Student Government and 7.7: Student Fee Policy.

### **7. Timeline for Fee Approvals**

The Board of Trustees typically considers final fee proposals during their January or February meeting. This includes mandatory fees, course specific fees, instructional program fees, and student initiated fees. The Board of Trustees is required to report to CDHE by September of each year any changes in current mandatory student fee rates and all new mandatory student fees, and the date the Board of Trustees reviewed and approved.

### **8. Institutional Review of Existing Fees and Fund Balances**

The Student Fees and Course Charges Fund (16 Fund) exists to account for Section Charges, Course Specific Fees, and Instruction Program Fees separately from other auxiliaries. All fees require regular review and evaluation, which includes rate assessment and fee revenue use and significant unspent fee revenue balances. The Fiscal Affairs team will periodically complete a review of the fees covered by this Plan with regard to original purpose, intended and current use of fee revenue, impact on students and academic units, adequate student inclusion in and access to the services of goods provided, billing procedures, and other fee-specific factors.

Any uncommitted fee fund balances over 50% of annual department revenue will be reviewed annually. Amounts above this threshold will be netted against similar surplus and deficit amounts (above and below thresholds) and then any excess amounts reallocated to an indirect college wide student benefit. Accountability is key and there should be no incentive to implement incorrect rate assessments. An example of an indirect student benefit would be contributing to additional purchases of Instructional Equipment.

In some cases, fund balances may be accumulated for a specific purpose such as a future acquisition of more costly equipment needed by a program. Spending plans for such fund balances must be filed with the Vice President of Fiscal Affairs prior to implementation. Spending plans require a department to create a multi-year itemization that is clearly specified in the fee description for transparent disclosure to students.

Reviews will be conducted in consultation with respective department heads, School Deans, and other parties relevant to the type and purpose of the reviewed fee(s). Findings and recommendations from this review will be submitted to the Vice President of Fiscal Affairs for final decision on continuance or termination of the section charges, or to the Board of Trustees for fees. If it is deemed that a specific charge or fee has an excessive balance without a spending plan then an action plan will be implemented in order to spend down the balance according to the original intent of the fee.

### **9. Additional Provisions**

Administrative costs charged to students or student groups beyond the usual and customary overhead assessment on auxiliary activities must be identified in all fee proposals. No new or increased fee will be implemented without obtaining appropriate approvals. Additionally, Student Activity Fees must be voted on by the student body and confirmed by the Board of Trustees prior to the annual programming of the tuition rate table.

A Student Government Association (SGA) shall reserve the right to call for an increase in the Student Activity Fee at any time; however, approved fee changes shall not take effect until the fall semester following official adoption by the Board of Trustees and a student election. Prior to any changes in SGA fees, the SGA at a campus must notify the Vice President of Student Affairs of their intention to conduct a vote and provide the proposed fee structure no later than the last day of the fall semester. SGA must present the results of an approved student body vote to the Vice President of Student Affairs prior to March 1st for submission to the Board of Trustees and implementation prior to the start of registration for the next academic year.