

Purpose and Background

The Board Policy titled "[Institutional Plan for Student Fees](#)" (Policy) was developed in accordance with §23-5-119.5, C.R.S. (2012) and the Colorado Department of Higher Education policy on [Student Fees \(Section IV, Part C\)](#). These guidelines supplement the policy to provide additional information, background, and procedures.

Management intends the following when considering setting fee rates:

- Perform the fee process openly and transparently, including opportunities for student input;
- Promote clarity, simplicity, and predictability for students and families;
- Consider access and affordability for students; and
- Enhance the quality of educational programs and offerings, strengthen the financial position and support strategic plans and goals.

These guidelines and procedures help ensure compliance with the above intent. If there are omissions, exceptions, or unintended consequences in these guidelines, the treatment of fee activity will be governed by purpose.

The general categories of fees and charges include the following:

Mines charges **mandatory fees** to all students (graduate or undergraduate), degree or non-degree seeking, courses selected, or program or study. They are used to support student-related activities outside the classroom. These activities are primarily self-supporting but may receive gift funds or general fund subsidies. Examples include the Recreation Center, Athletics Program, Academic Building Construction, and Student Center fees. Program operations, building operations, capital, controlled maintenance, and debt-service payments use these revenues. New mandatory fees or fee increases greater than 1% above C.P.I. are subject to the [student approval process](#) and consideration by the Board of Trustees. [Mandatory fees](#) are found in the Policy.

Course Specific/Program Specific fees fund specific activities related to a course or program but are outside the standard cost of providing instruction. Examples include laboratory fees, field trip fees, or fees for specific tools or other consumables. Course fees are only charged to students enrolled in a particular course or program and may benefit the respective courses. Course fees require *review* by the student government (U.S.G. and G.S.G.) for potential feedback and the Board of Trustees' approval.

Administrative fees cover the costs of delivering specific services incidental to instructional activities. Examples include application, orientation, room and board, parking, student health insurance, and study abroad fees. Administrative fees require *review* by the student government for potential feedback or input and the Board of Trustees' approval.

Other Charges include activities provided for the convenience of students, faculty, and staff, and they pay for those services or products. Examples include Outdoor Recreation rentals and Dental Clinic fees. Other charges are provided to the student government for *informational* purposes and do not require Board approval.

Fees and charges administrators (department head, director, or other designated individual) manage the process and oversee the individual the fee or charge.

Fees

Approval Process

Mines strives to provide an open, transparent process for setting and changing fees. This process requires review and input from students, Budget Committee, and Executive Officers before submitting a recommendation to the Board for final approval. The approval process's intent is to be inclusive and represent a cohesive decision for the benefit of the student, promoting the institution's strategic goals and initiatives.

Step 1 - Proposal Submission: A request for a new fee or an increase to a fee should be submitted for Executive review and discussion at the start of the academic year, no later than

- February 9, 2024 for mandatory student fees, housing rates, and board rates.
- February 9, 2024 for all other fees and charges.

The administrator should complete the fee [fee-charge template](#). The Dean or Vice President will review the submission and forward it to their executive leader for review and approval.

Step 2 - Executive Team Review: The executive team review ensures the proposal complies with the intent of the Board regarding fees. They will review the purpose (strategic) of the proposal and the potential impact on operations (financial position), cost of attendance (affordability), and relations with the State (compliance). If the proposal is approved, the executive team will approve the fee to move forward in the Budget process.

Step 3 - Student Vote: Per the [Policy](#), all new (or increases greater than 1% above C.P.I.) for **Mandatory Fees** shall be approved by a vote of the Undergraduate Student Government (U.S.G.) and the Graduate Student Government (G.S.G.). When the executive team review is complete, the fee moves to the [Dean of Students](#), who will work with the administrator to present the proposal for consideration by the student governments. If more information is desired, the student governments may vote at that or a subsequent meeting. A [timeline](#) for the approval of mandatory fees is in the policy.

Step 4 - Budget Process: Once approved by the executive team and student governance (as applicable), fee templates must be submitted to the [Budget Office](#) to be included in the cost of attendance calculations and the institutional budget request with the [Schedule of Fees and Charges](#) or "fee packet." The budget request requires review by the University Budget Committee, and if approved, they will submit their recommendation to the President for consideration. If the President approves, then it will be forwarded to the Board of Trustees for consideration.

Step 5 - Student review and input: In conjunction with the Budget Process, the U.S.G. and G.S.G. have the opportunity to review and provide input on *all* fees. The Budget Office will provide the [Schedule of Fees and Charges](#) to the Dean of Students in early March. The Dean of Students will then provide the schedule to the U.S.G. and G.S.G. presidents for review before a joint meeting during the spring term. The schedule will be presented as a business topic during the joint meeting and an open forum. Feedback will be provided to the administrator, the Budget Office, and their Student Representative to the Board as necessary. Input and feedback on the schedule will be provided to the Board of Trustees at their meeting in early spring (typically April) by the Board's Student Representative. If a student has concerns regarding student-related fee issues, then they may follow the [Complaint Resolution process](#).

Step 6 - Implementation: After Board approval, the Budget Office will update the [Schedule of Fees and Charges](#) and inform the appropriate stakeholders. The schedule posts on various campus websites (Budget Office, Bursar, Admissions, and the Graduate Office). Administrators should provide information regarding their fees and charges on their home department websites as appropriate. When a new fee is approved, the administrator must contact the [Controller's Office](#) to initiate the setup of a new Banner Index. The Controller's office will work with the administrator to manage collections and the accounting for revenue and related expenses.

Fee Management

It is the administrator's responsibility to ensure the financial management of the fee is in compliance with state statutes and policies and all Mines policies, procedures, and guidelines. All fees and charges should consider student access and affordability, overall operating activity, and maintaining a positive cash balance. Cash balances may include working capital (90 days) and reserves for equipment replacement, planned capital construction, and controlled maintenance. Budget reviews balances with fee administrator to discuss usage and future expenses. Funds derived from fees, in general, may not be used to subsidize normal instructional activities (General Fund) or to support unrelated activities. Expense or cash transfers between fee and other institutional accounts may only occur for corrections or exceptions approved by the Director of Budget. Each year the Budget Office will request administrators to update the fee template to include:

- Forecasted revenue and expense for the current year and projections for the following year;
- Current fee rate;
- Fund balance; and
- An explanation for excess fund balance and variance explanations for differences between revenues and expense

Fee templates for FY2025 will be due to the Budget Office no later than

- February 9, 2024 for mandatory student fees, housing rates, and board rates.
- February 9, 2024 for all other fees and charges.

Budget will work with each area's executive leader for review and approval. The list will then move to the larger executive team for approval.

Other Charges

Other charges are for those activities provided for convenience and primarily to faculty, students and staff. Incidental sales to external customers may occur and are immaterial to overall operations. Other charges provided to students, faculty, and staff are in the [Schedule of Fees and Charges](#) for informational purposes.

Process – Other Charges

Step 1 - Budget Process: Administrators will submit updates for all other charges to the [Budget Office](#) by **February 9, 2024** to be included in the [Schedule of Fees and Charges](#) or "fee packet" for informational purposes.

Step 2 - Student review and input: In conjunction with the Budget Process, the Budget Office will provide the [Schedule of Fees and Charges](#) to U.S.G. and G.S.G. presidents in early March for informational purposes.

Step 3 - Implementation: Once the budget process is complete, the Budget Office will update the [Schedule of Fees and Charges](#) and will inform the appropriate stakeholders. The schedule is posted on various campus websites (Budget Office, Bursar, Admissions, and the Graduate Office). Administrators should provide information regarding their fees and charges on their home department websites as appropriate. To implement a new charge, the administrator must contact the [Controller's Office](#) to initiate the setup of a new Banner Index. The Controller's office will work with the administrator to manage collections and the accounting for revenue and related expenses.

Management – Other Charges

The administrator's responsibility is to ensure the financial management of the fee complies with State statutes and policies and all Mines policies, procedures, and guidelines. Included in these policies are three that specifically address sales and services of "other" activity to the Mines community as well as external customers:

- [Educational Business Activities Policy](#)

- [Unrelated Business Income Tax Policy](#)
- [University Facilities Use Policy](#)

The activity should generally be self-supporting, and revenues should not subsidize other activities. The budget office may approve exceptions.

Timeline

The estimated timeline outlines approximate approvals to coordinate with Board meetings and the academic year calendar. Adjustments may occur based on changes in schedules for the Board meetings.

- *October:* Student government reviews Mandatory Student Fees and discusses anticipated changes with fee owners.
- *January-February:* New fees or fee increase proposals submitted for executive team review and approval.
- *February-March:* New Mandatory Fees and increases greater than 1% above C.P.I. approved by U.S.G. and GSG.
- *March:* Finalize next year's proposed fees and charges schedule.
- *March:* The President reviews fees and charges.
- *March:* The University Budget Committee reviews fees and charges.
- *Late Spring 2024.* The Board of Trustees approves fees and reviews charges.

Decision Tree

