COLORADO STATE UNIVERSITY PUEBLO
Institutional Plan for Student Fees and Charges October 2026

1. INTRODUCTION AND DEFINITIONS

The purpose of this Institutional Plan is to provide information on how student fees are proposed, reviewed, approved, and implemented at Colorado State University Pueblo in an open and transparent manner and in accordance with CCHE Policy VI-C.

- **Definitions** of Key Terms:

  Fees: Any amount, other than tuition, that is assessed to all individual students (where fees apply) as a condition of enrollment in the University. Fees are identified as permanent student purpose and do not include items defined as Charges for Service or User Charges. Fees may be used for academic and non-academic purposes, including but not limited to:
  - Funding registered student organizations and student government
  - Construction, remodeling, maintenance, and improvement of student centers, recreational facilities, and other projects and improvements for which a facility fee is approved
  - Athletics
  - Student Health Services
  - Student Recreation Center
  - Student Center
  - Child Care Center
  - Technology
  - Mass transit
  - Parking
  - Bond payments for which fees have been pledged

Fees do not include Charges for Service, User Charges, and Program or Course fees as defined below.

Charges for Service: These are the assessments to cover the costs of delivering specific services which are incidental to instructional activities, including but not limited to:
- Application charges
- Add/drop charges
- Fines and penalties
- Transcript charges
- Late charges
- Testing charges
- Student identification card charges
- Health center charges and health insurance charges

Charges for Service do not include admissions to events or other such ancillary activities and are not fees as described above.

User Charges: These are assessments against students for the use of an auxiliary facility or service. A User Charge is assessed to only those students using the auxiliary facility or receiving the service.

User Charges may include student housing, meal plans, and parking registration charges and are not fees as described above.

2. **Course-Specific Fees**. Course specific fees are charged for certain courses, such as lab, music, and art classes. The revenue from these fees is used to cover the costs of consumables related to these courses. Course-Specific Fees may be used for activities and services that support the delivery and learning outcomes of the course. 15% of the total revenue collected for each respective fiscal year may roll forward to continue course activities and services. Any revenue exceeding 15% will be transferred to the respective Dean of the School/College for projects that directly impact students. The Office of Financial Management in conjunction with Academic Affairs will work to transfer the excess amounts in course fee accounts. Examples of course specific fees include but are not limited to:
    - The costs of special services required to meet curricular and accreditation requirements, for example: providing laboratory animals; live models used in art; instrument tuning; annual equipment maintenance; individual private lessons; and other services.
    - **Transportation**. The transportation of students and their accompanying instructor or supervisor, if traveling in the same university sponsored vehicle or other mode of transportation that has prior approval (through a Purchasing department Travel Authorization) for courses requiring off-campus trips (bus, van, auto, air, etc.)
    - **Lodging**. The lodging of students for courses requiring off-campus, overnight trips
    - **Food**. Food (whether groceries such as for a nutrition course or restaurant meals during university sponsored trips) is a rarely approved Course Fee expense.
    - **Consumable Course Materials**. Course Specific Fees are intended to cover the cost of each student's use of consumable materials necessary to meet the student learning outcome for the course. These materials are generally one of the two following types:
        - Materials used by the student in the creation, construction, and/or fabrication of class projects (e.g., canvas for painting; consumable materials for welding, plumbing, and electrical labs; fabric for apparel; wood or stone for sculpting; film for documentaries, etc.) that lead to a product which becomes the student's property.
        - Materials supplied and/or properly disposed of by the department because the materials are too expensive or difficult for students to purchase on their own (e.g., photo processing chemicals; materials for physiological testing; materials to build small construction projects; chemical supplies to conduct experiments); or other unusual costs associated with a course offering.
    - **Travel Away or Travel Abroad**. This type of fee is specific to courses designed to take students for a portion or the entire course period to a site other than a CSU Pueblo instructional site for the purposes of instruction specific to the destination (e.g. Todos Santos, Harlaxton, etc.).
    - **Tutoring support**. Fees collected for tutoring may support wages associated with student support for courses within a department/college including graduate assistants, teaching assistants, student tutors, and student hourlies. Revenues from these courses may roll forward each year (up to a certain percentage of expense) to continue tutoring support. This fee may only be charged for wages earned by students.

Program Instructional Fees. These are non-campus-wide fees related to an instructional program, and may include program-specific fees, such as technology specifically related to the academic discipline. Program fee revenue enhances the overall program and can be used for costs related to the program as long as it exists (see below for prohibited expenses on Program Fees). Program

Instructional Fees may roll forward to prepare for high cost or ongoing expenses related to the program. Types of Instructional fees:

- Digital learning objects required in a course, typically procured via license or access fees, such as for eTextbooks, eWorkbooks lab software, books or software specific to a major, and other such materials required for the course. Use of such materials may save students significantly if purchased by the university and may persist across semesters or even academic years
- **Department Fees**. This type of fee is paid by each student as a fixed fee to provide funds for maintenance, replacement or upgrade of high-cost instructional equipment – purchased originally through department funds – that has more than a one-year useful life, e.g. lab microscopes). The amount of the fee must be based on a multi-year amortization schedule that identifies the year in which the replacements/upgrades are expected to occur.
- **Student Placement and Guest Lecturers**. Honoraria or stipends for off-campus instructors or supervisors can be considered program instructional fees if all students in the program receive the same experience.
- Honoraria or travel expense reimbursement for required individuals such as preceptors or other individuals who evaluate students off campus as well as institutional costs for field placements, including long-distance phone calls and postage, and travel costs of the CSU Pueblo coordinator may be charged to a Student Placement fee

Prohibited Course and Program Fee Expenses. Items for which fees will not be approved for a Special Course Fee and will be the responsibility of the department and/or college includes, but are not limited to:

- Expenses that do not primarily benefit students within the course (i.e. faculty professional development).
- Salaries/Wages and/or administrative support for any permanent University personnel including visiting professors, guest lecturers, teaching assistants, administrative assistants, learning assistants, non-student hourlies and on-site supervisors, except for fees for private lessons (i.e. music lessons related to majors).
- Classroom space, utility costs, building remodeling and/or maintenance on/in any University facility (i.e. classroom upgrades).
- Usual classroom equipment and maintenance such as desks, chairs/stools, tables/benches, television, fixed/permanent classroom AV equipment, and computer projection screens. Departments should work with IT or budgeted department E&G accounts for upgrades and/or replacements to campus property.
- Expenses associated with experimental courses. Experimental courses are excluded as they are still under development and notification of the course offering, and therefore the fees cannot follow the usual procedures.
- Honoraria or travel expense reimbursement for guest lecturers. Guest expenses should be taken from the budgeted E&G account for the department/college.
- Lodging or per diem for instructors or supervisors accompanying students on trips (this should be paid by department funds not student fees); however, lodging and per diem are allowed for travel away/travel abroad.
- Per diem* for students is not allowed; however, food is an allowed expense for situations – such as backcountry or travel abroad trips – where restaurants or grocery stores are not readily available.

Student Fee Governing Board: The Student Fee Governing Board (SFGB) is the body at Colorado State University Pueblo responsible for recommending Permanent Student Purpose Fees, including

the activities portion of the Student Affairs Fee. The SFGB shall also review requests for new, elimination of, or changes in existing campus-wide Permanent Student Purpose Fees. The Chair of the SFGB is appointed by the Senior Student Affairs Officer and is a non- voting member. The Associated Students' Government (ASG) Vice President shall appoint six students to serve on the Board. One faculty/staff member shall be appointed by each of the following: the Provost, the Chief Financial Officer, and the Senior Student Affairs Officer, for a total of three additional members. The six (6) student representatives and three (3) appointed representatives are voting members. The SFGB Chair, working with the SFGB, will maintain all records regarding allocations including but not limited to applications, justifications, and SFGB minutes for six years after the date of its recommendation.

2. FEE CATEGORIES

Every fee is classified as to whether its scope is Campus-wide or Non-Campus- wide.

Campus-wide Fees: These are fees assessed to all students at the University as a condition of enrollment, including but not limited to the mandatory fees identified as Permanent Student Purpose Fees.

Non-Campus-wide Fees: These are mandatory assessments to students which are not automatically imposed upon all students as a condition of enrollment but are automatically assessed to students from a particular classification. These include but are not limited to course-specific fees and program-specific fees.

3. PURPOSE OF FEES

Fee Purpose: Fees at Colorado State University Pueblo are identified as 1) Permanent Student Purpose Fee, 2) Academic Facilities Fee, 3) Academic Purpose Fee, or 4) Administrative Purpose Fee. If a particular fee serves several purposes, it shall be categorized within the most dominant purpose. Fee purposes are defined as:

- **Permanent Student Purpose Fees**: Campus-wide fees assessed to all students which are allocated to specific student programs including student centers, recreation facilities, parking lots, athletics, recreation and outdoor programs, childcare centers, campus health clinics, contract health services, student government, general student activities which are allocated by student government for a specific purpose, and similar facilities and services. This category includes fees pledged to repay bonded indebtedness for student, auxiliary, and athletic facilities. The proposal and approval process for Permanent Student Purpose Fees is specified in item number 4.

- **Academic Facility Purpose Fees**: Campus-wide fees assessed to students and associated with the construction, acquisition, or remodel of academic facilities, which may include buildings and site improvements or specific space within a multi-use building, including utilities and transportation infrastructure. The determination of whether it is an academic facility or space is determined based on the function/purpose of the building or space. Academic facilities are those facilities that are core to the role and mission of the University and may include but not be limited to space dedicated to instruction and research. If it is a multi- purpose building, the space determination is based on the primary use of the space during the regular academic year.

- **Academic Purpose Fees**: Campus-wide or non-campus-wide fees associated with instruction, technology, and/or academic courses, including program and course fees.

- **Administrative Purpose Fees**: Campus-wide or non-campus-wide fees assessed to provide administrative and support services.

Charges for services and user charges are not fees.

4. PROPOSAL AND APPROVAL PROCESS

The proposal, review, and approval of fees involve students in a significant way. Fee proposals or changes shall occur as agenda items at regularly scheduled meetings of the Board of Governors.

In all cases, when fees are reviewed, the review must conclude with a recommendation for or against the proposed fee.

Permanent Student Purpose Fee: The implementation of a new, elimination of an existing, or change of an existing fee, must be:

- Initiated by the proposing unit;
- Referred to the Chair of the SFGB as a proposal for their review and possible referral to the ASG Senate;
- If proposed by the SFGB to the ASG Senate in the form of a recommendation for review, then referred to the University President;
- Recommended by the President to the Board of Governors for their consideration; and
- Acted upon by the Board of Governors.

Academic Facilities Purpose Fees: A proposal for an Academic Facilities Purpose Fee is subject to the following:

- All other financing options have been exhausted before the fee request is presented to the SFGB. The SFGB, at its discretion, initiates a recommendation to the ASG Senate;
- The SFGB will hold at least three information sessions to present the issue to the student body;
- The institution and student government representatives will present all relevant information in a fair and balanced manner;
- If the above conditions are met, an Academic Facilities Purpose Fee will be approved using the same process identified for campus-wide Permanent Student Purpose Fees.

Academic Purpose Fees: A new Academic Purpose Fee is:

- Initiated by the proposing unit in coordination with the appropriate Dean and reviewed by the curriculum committee of the college/school/center;
- Reviewed by the Provost, the appropriate Dean, the Academic Senators from the proposing unit's school or college, and the Chief Financial Officer;
- Referred to the University President for possible discussion with University leadership;
- If approved by the President, submitted to the Board of Governors for consideration.

Administrative Purpose Fees:

There are no Administrative Purpose Fees in place at CSU Pueblo. If an Administrative Purpose Fee is proposed, it will be approved using the same process identified for Academic Purpose Fees.

Other Fees, Charges for Service, and User Charges:

Any new fee, Charge for Service, or User Charge not previously covered must be:

- initiated by the proposing unit in coordination with the appropriate Dean or Director and consultation with ASG representatives; 2) reviewed by the Provost, the Chief Financial Officer, and the Senior Student Affairs Officer for possible referral to the University President; and 3)

approved by the University President, which would then be submitted, if required, to the Board of Governors for consideration.

Proposals Referred to the ASG Senate:
A fee proposal referred to the ASG Senate as a recommendation must 1) be presented at an ASG Senate meeting, 2) clearly indicate the amount of the fee, the purpose of the fee, and indicate if the fee can be used as pledged revenue for financing activities, and 3) be phrased in such a manner that an affirmative vote is for the fee proposal and a negative vote is against the fee proposal.
A recommendation that receives a majority of favorable votes from among those voting on the proposal shall be deemed as approved by the ASG Senate and sent to the President for consideration. No resolution for a fee increase that is defeated by a vote of the ASG Senate may be resubmitted to the ASG Senate for a vote until the next academic semester (summer excluded).

Normally, the President will only recommend a fee that requires action by the ASG to the Board of Governors if the fee was approved by the ASG Senate. Exceptions are 1) a recommendation is deemed necessary as a condition of a bonded indebtedness agreement, or 2) a recommendation is deemed critical to the institution's mission.

5. ADMINISTRATION OF FEES AND CHARGES

Budget Process for Fees and Charges:
Each fiscal year, the Office Financial Management (OFM) will be responsible for overseeing a list of fees and charges that are currently in use and proposed for the next fiscal year. Fees should be proposed within the deadlines established by the Provost, the Chief Financial Officer, and the Senior Student Affairs Officer. Each year, the OFM will develop a calendar of deadlines that includes deadlines for fees. Campus units will make recommendations as to whether the fees or charges in each of their respective areas should be continued, increased, decreased, or eliminated. Cabinet will review fee proposals prior to submitting them to the Board of Governors for final approval.

Unspent Fee Return Information
Course specific fees are charged for certain courses, such as lab, music, and art classes. The revenue from these fees is used to cover the costs of consumables related to these courses. Course-Specific Fees may be used for activities and services that support the delivery and learning outcomes of the course. 15% of the total revenue collected for that fiscal year may roll forward to continue course activities and services. Any revenue exceeding 15% will be transferred to the respective Dean of the School/College for projects directly impacting students.

The Office of Financial Management in conjunction with Academic Affairs will transfer the excess amounts in course fee accounts by August of each year.

Publication of Fees:
The posting of the approved fee schedule on the CSU Pueblo website constitutes notice regarding the fees.

Assessment of Fees:
Fees are assessed and collected through normal accounting procedures. No fees shall be paid directly to academic or non-academic departments or individuals unless specifically authorized. Fees may be prorated for part-time students only if stated in the proposal for the fee.

Itemization of Fees on Billing Statement:
Fees are separately identified on the University's student billing statement. Assessing General and Administrative Costs:

Each fee shall be accounted for in the appropriate account for the type of activity associated with the fee. Fees associated with Enterprises or maintained in a separate fund shall be assessed the University's standard General and Administrative (indirect cost) assessment.

Fees Related to Bond Issues or Specific University Sponsored Programs:
Fees related to bond issues or specific University sponsored programs that are administered by University officials, will be allocated by the Chief Financial Officer with the approval of the President prior to distribution of the Permanent Student Purpose Fee by the Student Fee Governing Board. Each of the specific University-sponsored programs is to have an advisory group consisting of a student majority, all of whom shall be approved by the ASG, and shall include an ASG member and faculty/staff representative(s). The advisory group will be responsible for budget review and recommendations to the Chief Financial Officer. If an advisory group is not functional due to unavailability of students, the Director of the specific University-sponsored programs will submit the budget to the Chief Financial Officer.

Viewpoint Neutral Criteria Related to Non-University-sponsored Programs and University Chartered Clubs and Organizations:

Non-University-sponsored programs and University chartered clubs and organizations must submit allocation requests to the SFGB for review. All decisions made by the SFGB are subject to approval by the Chief Financial Officer and the President.

The following viewpoint neutral criteria are to be used to determine the funding of the various programs/organizations:

- The program/organization provides a service or adds value to the University student community in relationship to the program's/organization's purpose;
- The program/organization has fixed expenses, such as staff, office expenses, equipment, etc.;
- The program/organization adheres to a planned budget and is accountable for its expenses and demonstrates familiarity with applicable laws, including
- but not limited to those laws that apply to expenditures and use of state money;
- The program/organization presents a budget with adequate justification for the upcoming fiscal year;
- Any further allocations of funds must also meet viewpoint neutral criteria.

6. COMPLAINT RESOLUTION PROCEDURE

Any student who wishes to request a financial statement of a specific student fee account in which income and expenses are detailed must make such a written request to the Chief Financial Officer.

Appealing Recommendations made by the SFGB and/or the ASG Senate:
Any affected individual or program/organization may appeal the allocation decision of the SFGB and/or ASG Senate to the Chief Financial Officer. Any appeal of an allocation decision must be made in writing within five working days from the date of the letter notifying the individual/program/organization of the SFGB recommendation. Within five working days of receipt of the appeal, the Chief Financial Officer, in consultation with a representative of the ASG, the Provost, and the Senor Student Affairs Officer, will issue a written decision regarding
the appeal. The Chief Financial Officer has the authority to void the decision made by the SFGB and/or ASG Senate and may remand it back to the appropriate body for reconsideration.

Appealing Individual Charges on a Student Account:

Any student who is seeking a fee or charge waiver or has a complaint that fees or charges have been assessed against her/him inappropriately may file a written request for review with the University Controller. Such requests will be addressed through a Review Board comprised of the University Controller and two students appointed by the ASG. The recommendation of this Board will be forwarded to the Chief Financial Officer, who will make the final decision on any complaint or appeal.

SPECIAL CONSIDERATIONS FOR REFUNDS IN TIMES OF EMERGENCY

In times of emergency, certain students (e.g., those in reserve military units, individuals with specialized skills, or firefighters) are called to provide services to the country.
Normal refund, grading, and withdrawal policies may not be applicable in such situations, and CSU Pueblo procedures comply with CCHE Section VI, Part C, 2.03.