

COLORADO STATE UNIVERSITY-PUEBLO
Financial Statement Procedures
FPI 2-11

1. **Procedure Title:** Special Course Fees (SCF) and Student Technology Fee
2. **Procedure Purpose and Effect:** SCF and Technology Fee fall under certain rules and regulations as required by the Colorado Commission on Higher Education (CCHE). This policy is to provide guidance to those departments that have the fee.
3. **Application of Procedure:** This policy applies to those departments and areas who maintain SCF accounts, and Technology Fees.
4. **Exemptions:** None.
5. **Definitions:**
 - A. **SCF:** Mandatory fees that a student is assessed when enrolling in specific courses that have cost-intensive components which cannot be provided through tuition.
 - B. **Technology Fees:** Provide general access to state-of-the-art instructional technology by reducing the costs of technology for each student by pooling the resources of all students.
6. **Procedure Statement:**

SCF are mandatory fees a student is assessed when enrolling in specific courses that have cost-intensive components which cannot be provided through tuition. Costs are for expenses such as travel or supplies as required such as equipment rental, animal maintenance, travel for field trips, required “special” expendable materials, etc. SCF revenues must be used for costs directly related to the classes for which they are charged.

Annually, SCF accounts will be subject to a review for compliance and accuracy through procedures facilitated and led by the Provost’s Office. Particular attention will be made on accounts that have, but not limited to: deficits at year end, revenue less than \$200 annually, and balances that should be refunded to the students. In addition, SCF accounts will be audited at least once every five years. Selection of an account for review may be subject to Business Financial Services’ review of the activity and other factors that are brought to their attention.

Charges for Technology provide general access to state-of-the-art instructional technology, reduce the costs of technology for each student by pooling the resources of all students, provide a competitive advantage to students who attend Colorado State University-Pueblo, and direct sufficient funding to these specific purposes. This charge is not intended to be a “use fee” as defined by the CCHE manual and therefore is assessed to all students regardless of whether they actually use the equipment or whether they are enrolled in a course in the specific college for that semester.

Technology Fees are a University fee used to support the implementation of technology that will be available to all students across individual college areas. This fee is administered in three main areas:

lab replacement, multi-media classroom replacement, and infrastructure technology with the ability to enhance other central technology as needed.

7. **Reference and Cross-References:**

Colorado Commission on Higher Education (CCHE) per policy Section VI, Part C – Tuition and Fees.

8. **Forms and Tools:**

SCF: The SCF Manual is maintained by the Office of the Provost.

Forms including the SCF Request Form are held by the Office of the Provost.

The listing of current SCF may be obtained from the Office of the Provost.

Charges for Technology: The Charges for Technology Manual is maintained by information Technology or by contacting the Associated Students' Government.