**Instructions for Completing the FY 2023-24 Fee Request Form**

The *Institutional Student Fee Plan* (Plan) for the University of Colorado Boulder is the primary source of guidance for creating, modifying, reviewing, and approving fees. Additional campus-specific guidance about allowable and unallowable uses of academic and instructional fee revenues are available in the *Academic and Instructional Fees Guidelines* (Guidelines). Please refer to the Plan and the Guidelines for specific requirements of each fee type.

The Fee Request Form must be completed by the initiating unit (school, college, department) for all requests to create or modify the following fee types:

* Campus Student Services Fees
* Technology Fees
* Academic Facility Capital Construction Fee
* Campus-wide Administrative Fees
* Residential Academic Program

Student Activity Fees administered by the University of Colorado Student Government (CUSG) are reviewed and approved in accordance with existing CUSG policy.

Initiating units should complete the form in its entirety, including the fee budget request.

**Review and Approval**

Campus Student Services Fees, Technology Fees, Campus-wide Administrative Fees

The completed fee request form must be submitted to the applicable vice chancellor for review. If approved, the vice chancellor will submit the proposal to the campus Fee Advisory Board (FAB) for review and recommendations. Any fee determined by the FAB to be for a nonpermanent student purpose, or to be an administrative fee, must first be approved by student election, and must contain an expiration date. Fees for permanent student purposes do not require a vote of the student body.

\*\* Deadline to submit to bfp@colorado.edu: **October 28, 2022**

The University of Colorado Board of Regents retains the right of final approval on all fees. At any time during the proposal and review cycle, a fee proposal may be disapproved by the chancellor, provost, or senior vice chancellor/chief financial officer at their discretion based on the best interests of the university, its programs, and affected students. No new or increased fee will be implemented without obtaining appropriate approvals.

**Timing**

The exact timing and agenda for the University of Colorado Board of Regents meetings are never certain, but in general, fee requests are presented and discussed with the Board at the annual February meeting and voted on during the April meeting. The timeline for campus review and approvals is determined based on this timing.

**FY 2023-24 Fee Proposal Timeline**

| Item | Date/Deadline |
| --- | --- |
| Forms, timeline, and process published | September 15 |
| Call for Fee Proposals | October 3 |
| **Completed Forms due to bfp@colorado.edu:** |  |
| All non-CUSG fee requests | October 28 |
| Fee Advisory Board Reviews non-CUSG requests | October 31 – November 25 |
| Budget & Fiscal Planning completes reviews and returns any fee request forms to units that need revisions |  November 25 |
| Fee requests needing revisions are returned to Budget and Fiscal Planning. **No additional revisions accepted after this date.** | December 2 |
| Budget and Fiscal Planning meets with Provost and SVC/CFO to review final fee proposals | December 12 |
| Determinations submitted to requestors | December 16 |
| Budget and Fiscal Planning submits fee templates to CU System | January 6 |
| Fee requests presented to Board of Regents | February 9 - 10 |
| Board of Regents vote on fee requests for FY 2023-24 | April 27 - 28 |

| **ITEM** | **Complete this Column**\*\* Every item must be completed to be considered \*\* |
| --- | --- |
| **Date Submitted to Budget and Fiscal Planning** |  | [ ]  Original [ ]  Revised |
| **Request is for** | [ ]  New Fee [ ]  Current Fee Change [ ]  Fee Elimination |
| **Fee Type**  | [ ]  Student Services [ ]  Technology [ ]  Capital[ ]  Administrative |
| **School/College/Unit Initiating Request** |  |
| **Department/Program Initiating Request** |  |
| **Contact Name** (for inquiries related to this fee) |  |
| **Fee Name** |  |
| **Who will be, or is currently, charged this fee?** For example, students in a particular degree program, year, or major |  |
| **Requested Fee Amount** | $  |
| **Charge Basis**  | [ ]  Course [ ]  Credit Hour [ ]  Student |
| **Frequency** | [ ]  Semester [ ]  Academic Year [ ]  Include Summer |
| **Effective Term and Year** | [ ]  Fall 2023 [ ]  Spring 2024 [ ]  Summer 2024  |
| **If a Current Fee, briefly describe what it funds:** |  | [ ]  N/A |
| * **Reason for change**
 | [ ]  Fee Amount *Increase* [ ]  Fee Amount *Decrease* [ ]  Eliminate Fee [ ]  Change Fee Purpose |
| * **Current Fee Amount**
 | $ |
| * **Fee Speedtype(s)**
 |  |
| * **Current Reserve Balance**
 | $  |
| **Is this a permanent fee?**  |  [ ]  Yes [ ]  No |
| * **If no, date that fee will expire:**
 |  |

**Rationale for Request:** Provide a detailed explanation of what the new fee or current fee increase will fund, why it is necessary, what exactly will be purchased or positions hired. If this is a fee decrease or elimination request, please explain why the fee can be decreased or eliminated.

**Student Impact:** Provide a detailed explanation of how the new fee or current fee increase will support student success, retention, and/or graduation.

**Student Input:** Provide a summary of steps that were taken to seek input, including 1) what was stated in response to request for input, 2) dates, 3) names of participants, and 4) recommendation. Identify mechanism for student input (e.g. Fee Advisory Board, CUSG, academic unit advisory committee). Attachments may be provided as additional documentation but cannot be used to replace the summary below. Minimize attachment size by minimizing e-mail strings. While student input may not be all positive, it does need to be meaningful and well-documented. If feedback is not supportive, indicate how student feedback was considered before submitting proposal.

**Budget**: If this is a new fee or an increase in fee of any amount, then the required Excel form for the fee revenue budget must be included with the request. Please indicate below that Form A (new fee) or B (fee change) has been attached.

**Fee Request Submission Approvals**

**Initiating School/College/Unit:**

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 Department/Requester Date

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Fiscal Manager of School/College/Unit Date

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 Dean or applicable Vice Chancellor Date

Please submit completed forms or questions to:

bfp@colorado.edu

Determination

[ ]  This request has campus approval and will be submitted to the Board of Regents for final authorization.

[ ]  This request does not have campus approval for the following reason(s):

[ ]  The budget was not accurate or not well defined.

[ ]  The student feedback was not sufficient or not addressed.

[ ]  The rationale was not strongly defended.

[ ]  The forms were not completed.

[ ]  Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[ ]  This request is approved with the following modifications:

**Campus Approval:**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Senior Vice Chancellor and CFO (or designee) Date

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Executive Vice Chancellor and Provost (or designee) Date