

February 5, 2008

BUSINESS MANAGERS
ADMINISTRATIVE UNIT HEADS

Re: Miscellaneous Student Fees, Service Charges, Fines, Course Material Fees, and Deposits

Units wishing to institute a new Miscellaneous Fee or Course Material Fee or change the level and/or use of an existing fee must submit a request, with justification, to the Miscellaneous and Course Fee Advisory Committee, in care of Jessica Gallione in the Office of Planning and Budget. Course Material Fee requests should be submitted no later than February 27, 2008. Miscellaneous Fee requests should be submitted no later than April 1, 2008.

Departments that now charge Miscellaneous Fees or Course Material Fees that have not been reviewed by the Miscellaneous and Course Materials Fee Advisory Committee or approved by the Chancellor must submit a justification and accounting of the fees by the above date as well.

While Miscellaneous and Course Materials Fees are a potential source of new funding, units should evaluate carefully the impact of a new fee or fee increases on students, faculty, and staff. As you consider new fees or increases to fees please bear in mind the current budget environment. Proposals should also consider whether the fee will exceed comparable costs elsewhere, will have an adverse impact on the students' access to the course, or deter usage of the services and result in less income.

Descriptions, guidelines and criteria for Miscellaneous Fees and Course Materials Fees, a listing of all campus Miscellaneous and Course Material Fees for 2007-08, and the template used to prepare fee proposals for the Miscellaneous Fees Advisory Committee are available on the Web at:

<http://planning.ucsc.edu/budget/miscfees.asp>

The effective date for most new or changed Miscellaneous Fees or Course Materials Fees will be July 1, 2008.

Note that fees that are reviewed by other campus committees (i.e., the Direct Costing Committee related to the recharge activity of auxiliary and service enterprises) and fees that are reviewed by campus and Office of the President administration should not be submitted to the Miscellaneous and Course Material Fee Advisory Committee. Fees that are not reviewed by the Miscellaneous and Course Materials Fee Advisory Committee include:

- Mandatory Fess that must be paid by all registered students
- Fees charged by University Extension
- Fees charged by the Housing Office (residence halls and apartments)
- Fees charged by Parking and Transportation Services

We have scheduled a fee training and information session on Thursday, February 14 in Kerr Hall 212 at 1:30 pm to provide a general orientation to the rate development and approval process.

You may contact Jessica Gallione (extension 9-4314 or email jessica.gallione@adm.ucsc.edu) or me (extension 9-4319 or email eckert@ucsc.edu) if you have any questions or would like assistance preparing your fee submittal.

Sincerely,



Karen Eckert
Assistant Vice Chancellor
Budget & Resource Management

cc: Vice Chancellor Michaels
Campus Provost and Executive Vice Chancellor Kliger
Miscellaneous and Course Materials Fee Advisory Committee