

MISCELLANEOUS FEES

Establishment and Budgetary Review

-
- Attachment 1 – Identifies fee request and includes Vice Chancellor or Dean’s approval
 - Attachment 2 – Miscellaneous Fee Financial Statement
 - *Instructions for completing Attachment 2*
 - Attachment 3 – Miscellaneous Fee Comparison
 - *Instructions for completing Attachment 3*
 - Attachment 4 – Salary and Benefit Schedule (if salaries are included in fee expenses)
 - Attachment 5 – Equipment Depreciation Schedule (if equipment depreciation is included in fee expenses)
-

I. DELEGATION OF AUTHORITY:

According to the Planning and Budget Manual Chapter 6060, Chancellors are delegated authority for miscellaneous student fees, service charges, fines, course fees and deposits. Miscellaneous Fees are generally user fees, service charges, or fines assessed to cover the cost of services and materials, to encourage compliance with administrative rules or to repair or replace damaged equipment. Miscellaneous Fees are charged if the service is used or compliance is not followed, but are not mandatory for taking a class.

Examples of fees, service charges, and fines include: breakage charges, educational placement fees, health center fees, late filing of study list fees, library fees, improper check-out fines, physical education equipment fees, access fees, rental of facilities fees, transcript fees, and Course Fees for materials which are consumed, retained or used by the student or other materials or services necessary to provide a special supplemental educational experience of direct benefit to the student

II. CRITERIA FOR ALL MISCELLANEOUS FEES:

-
1. When establishing new fees, departments must apply a test of reasonableness between the fee and its purpose.
 2. Services provided are necessary and are not funded by any other source.
 3. Instituting a new fee or increasing an existing fee must be justified (a) to defray the cost of providing a service, or (b) to prohibit abuse of a service.
 4. Increased enrollment has impacted adversely the quality of service being provided, thus necessitating the charging of a supplemental fee for continued service.

III. POLICY GUIDELINES:

The following may be included in Miscellaneous Fees:

- (1) Salaries and benefits directly related to providing the service.
- (2) Supplies and services as they relate directly to providing the service.
- (3) Costs of leased equipment used in providing the service.
- (4) Equipment depreciation on equipment that is used in providing the service.
- (5) Administrative costs of providing the service, if applicable (service center expenses).
- (6) Repairs and maintenance on equipment used in providing the service.

The following may **not** be included in any Miscellaneous Fee:

- Purchase cost of inventorial equipment purchase value of \$5,000 and above, with a useful life of at least one year. Note: Effective July 1, 2004, the University changed the dollar threshold on inventorial (depreciable) equipment from an acquisition cost of \$1,500 or more per unit to an acquisition cost of \$5,000 or more per unit. All equipment acquired prior to July 1, 2004 with an acquisition cost between \$1,500 and \$4,999 shall continue to be depreciated over the useful life of the asset. Equipment acquired after July 1, 2004 with an acquisition cost of less than \$5,000 should be recorded as a non-capital expenditure.

The following may **not** be included in Miscellaneous Fees that are **charged to Federal Funds:**

Unallowable for Recharges to Federal Government Funds: Housing and personal expense to campus officers; bad debts and fines or penalties; commencement or convocation costs; interest expense or fund raising expenses; memberships in civic, community or social organizations; contingency or expansion reserves; inventorial equipment purchases; cost of items funded by Federal Government; alumni activities; entertainment (alcohol, event tickets, flowers, gifts, etc.); donations or contributions; legal proceeding costs; student activities; and advertising and public relations costs (refer to OMB Circular A-21).

Federally Unallowable expenditures

<u>Number of Account Codes</u>	<u>Descriptions</u>
001040	Services - Scholarship Stipend
001130	Housing Allowance/Subsistence Paymt
001160	Services - Stipend Payments
001170	SIS FinAid Disburse - Schlsp & Fellsp
001080	Services - Fellowship Payments
001210	Services – Memberships/Subscriptions - Not Fed Chargeable
001240	Advertising - Not Federally Chargeable
001250	Services - Entertainment/Soc Acty
001251	Academic Activities
001252	Alumni Activities
001253	Student Programming Refreshments

001270	Administrative Meetings
001271	Entertainment
001273	Outreach Activities
001280	Services - Donations & Contributions
001330	Debt Collection Fees
001340	Services - Cost of Legal Proceedings
001460	Public Relations Services
005010	Medical - Patient Care
009430	Misc. - Fines & Penalties
009460	Debt Payment Interest
009465	Other Interest
009480	Interest on Installment Payments
009490	Interest on Capital Lease
Account Type 72 Capital Equipment	

IV. MISCELLANEOUS AND COURSE FEE ADVISORY COMMITTEE

The Miscellaneous and Course Fee Advisory Committee (MCFAC) includes representatives from the Academic Senate Committee on Planning and Budget, Campus Life, the Student Fee Advisory Committee, the Academic Divisions, the campus Registrar's Office, the Vice Provost and Dean of Undergraduate Education and from the Planning and Budget Office.

The charge of the committee is as follows:

- Develop procedures for the periodic review and re-establishment of fees.
- Communicate campus procedures for the development and submittal of the fee proposals to initiate new fees and adjustments to existing fees. This includes:
 - Annual reporting requirements
 - Moderate and gradual fee increases.
- Review the Miscellaneous, Course, and Program Fee proposals, including adjustments to existing fees. This includes:
 - Review the need for a fee, and the basis for the fee level. Fees may only include those costs that are allowable and appropriate, according to UCOP and campus policy.
 - Evaluate the potential impact on students, faculty, and staff. This includes financial impact, and whether fees will impede student access to courses needed for graduation.
 - Is there a reasonable relationship between the fee and its purpose? Is the fee applied consistently and appropriately?
- Make recommendations to the Chancellor for the approval, approval with reservations, or disapproval of Miscellaneous, Course, and Program Fees. The Committee may also recommend that a fee proposal be returned to the initiator with suggestions for consideration.

V. ESTABLISHMENT OF A NEW OR REVISED MISCELLANEOUS FEES

Departments may not assess and collect Miscellaneous Fees that have not been specifically approved by the Chancellor. The campus Miscellaneous and Course Fees Advisory Committee (MCFAC) is responsible for the review of new fee proposals, including proposals to adjust existing fees, and providing recommendations to the Chancellor. The MCFAC encourages departments to plan the submission of Miscellaneous Fee proposals for July 1 implementation. The following is a required eight-step process.

Review and Approval Process

Step 1: The department head, chair of an academic department or the director of an academic program submits a miscellaneous fee proposal to the Vice Chancellor or Dean. The proposal shall contain appropriate supporting materials, as described below in the "Proposal Format" section.

Step 2: If the Vice Chancellor or Dean concurs with the proposal, he or she forwards the proposal package to the Chair of the MCFAC in Planning and Budget by the due date.

Step 3: The Chair of the MCFAC distributes the proposal to all MCFAC members for review and discussion. The divisions proposing the miscellaneous fees may be requested to be present at the meeting when their fee is reviewed to present the fee and answer any questions the MCFAC might have. Departments will be notified of the dates when their fees will be reviewed during the March reviews.

Step 4: If the MCFAC recommends approval of the fee, it is forwarded to the Labor Relations Office for review.

Step 5: Final committee recommendations to the Chancellor shall be made in April/May. The MCFAC will not recommend approval of a fee if the justification is based solely on shortfall in program expenses. If the Miscellaneous and Course Fee Advisory Committee recommends that a fee should not be approved, the appropriate Dean/Vice Chancellor has authority to appeal the decision to the Chancellor.

Step 6: The Chancellor determines whether to authorize the fee.

Step 7: Upon receiving approval from the Chancellor, the MCFAC will inform the requester of approved fees.

Step 8: The Department or Division will set up an appropriate fund number by calling (Rob Jarvis in Accounting at 9-5294), and a permanent budget should be established for the fee if the volume of expenditures is significant; call Oliver Spire at 2-7704 in Planning and Budget to establish a new organization code.

Fee Communication

The requester is responsible for communicating the approved fees to all affected constituencies prior to inception.

Fee Limits

The following elements shall be considered when determining what constitutes a reasonable fee:

- Existing fees
- Cost per customer
- Relationship between the fee and its purpose

Fee Revenues

Fee revenues shall be retained by the department in a designated FOAPAL to be applied only to the costs associated with the approved fees. Revenues collected for a specific purpose cannot be transferred to cover the costs of other services.

- Exception: Facility rental fees from off-campus users over and above on-campus user fees may be transferred to cover the cost of general operations. (Example: on campus user fee of \$50, off-campus user fee of \$75, the unit may transfer \$25 from off-campus user fees to cover general operations.)

Year-End Surplus/Deficit Balances

Surplus balances must be retained in a departmental account to be used in the subsequent year towards the same service. An adjustment of the fee level is required to help reduce the amount of any future surpluses or deficits.

Reserves

Reserves are allowed for:

- (a) Accumulating equipment depreciation for the replacement of equipment associated with the fee.
- (b) Setting aside funds specifically identified in the fee proposal to cover future expenses of the service.

Proposal Format – All forms and instructions are available at –

<https://planning.ucsc.edu/budget/operations-forms-training/misc-course-program-fees/miscfees-guide.html>

Completed Miscellaneous Fee Request Forms, Attachment 1, Attachment 2 and Attachment 3, must accompany the proposal to establish a new fee or adjust an existing fee (Attachments 4 and 5 should also be completed if applicable).

Attachment 1 – Identifies Fee request and includes Vice Chancellor or Dean’s approval.

Attachment 2 – Miscellaneous Fee Financial Statement
Instructions for completing Attachment 2

Attachment 3 – Miscellaneous Fee Comparison
Instructions for completing Attachment 3

Attachment 4 – Salary and Benefit Schedule (if salaries are included in fee expenses)

Attachment 5 – Annual Depreciation Expense (if depreciation is included in fee expenses)
Example of a completed Attachment 5

If you have questions please contact Lucy van Doorn at 9-3355 or at lvandoor@ucsc.edu