

Miscellaneous Fees

Training 2023-24

<https://planning.ucsc.edu/budget/rates-and-assessments/miscellaneous-fees-and-course-fees/index.html>

Miscellaneous Fees Topics of Discussion

- Delegation of Authority
- Miscellaneous & Course Fee Advisory Committee (MCFAC)
- Submittal and Review Process

Fee Approvals

- Delegation of Authority DA 2559 gives the Chancellor authority to set fee levels for:
 - Course Materials Fees
 - Miscellaneous User Fees
 - Administrative Service Charges/Penalties
- Departments may not assess and collect course fees or miscellaneous fees that have not been approved by the Chancellor
 - May be required to refund any fees collected without appropriate authorization.

Miscellaneous and Course Fee Advisory Committee (MCFAC)

Membership includes representatives from:

- Academic Divisions
- Academic Senate Committee on Planning and Budget
- Planning and Budget Office
- Registrar's Office
- Student Fee Advisory Committee
- Student Success
- Vice Provost and Dean of Undergraduate Education

Committee Role:

- Establish procedures
- Review fee proposals for compliance with University policy
- Recommend fee approvals/continuance to Chancellor

Miscellaneous Fees

Definition:

Administrative service charges, deposits, and fines that are charged to individual users to cover the costs of breakage charges, replacement fees (lost equipment), health center fees, late filing of study list fees, library fees, improper check-out fines, recreation equipment rental, access fees, rental of facilities fees, transcript fees, etc.

Considerations for Miscellaneous Fees

- Existing Fees
- Cost Per Customer
- Relationship between the fee and its purpose
- Increases are gradual and moderate
- Adequate notice of fees to customers
- Services are necessary and not funded by any other source
- Justification is to defray the cost of the service or prohibit abuse
 - Exception: room rentals to off-campus users
- Quality of the service is adversely impacted by increased enrollment

Miscellaneous Fees May Include:

- Salaries & benefits for providing the service
- Supplies/services related to service
- Leased equipment
- Equipment depreciation
- Administrative costs
- Repairs and maintenance of equipment

Miscellaneous Fees

- Are NOT fees that are mandatory for taking a class
 - Course Fees which are charged to students to recover the costs of materials, supplies, equipment and support services not covered by the normal instructional budget
- Are NOT fees that are voted for by student referendum

Miscellaneous Fees charged to Federal Contracts and Grants may not include:

- Purchase cost of inventorial equipment
- Housing/personal expense
- Interest or fund raising expense
- Memberships in civic or social orgs
- Contingency reserves
- Alumni activities
- Entertainment
- Donations, contributions
- Advertising, publications
- Legal costs

Requirements For Miscellaneous Fees

- Fee revenues retained in designated FOAPAL
- Fee revenues applied only to costs associated with fee
- Fee can't be a range of fees *example: \$10 to \$25 is not permitted*
- Depreciation required, if need to replace capital equipment in future
- Year-end balances must be retained in FOAPAL (fees adjusted to compensate for surplus/deficits)
- Proposals submitted not using the updated 2023-24 forms will be returned to the unit for resubmission

Review/Approval/Implementation Process

- Miscellaneous fee proposal submitted by division /unit to MCFAC (March 6, 2023). Principal Officer's approval required.
- MCFAC reviews proposals April 2023
- Recommendation forwarded to the Chancellor for approval April 2023
- Divisions/Units notified of approved Miscellaneous Fees – May, 2023 for implementation July 1, 2023
- List of approved Miscellaneous Fees published on Miscellaneous fees and Course fees website <https://planning.ucsc.edu/budget/rates-and-assessments/miscellaneous-fees-and-course-fees/miscellaneous-fee-list-2022-23-updated-11-22.pdf>
 - Divisions/units verify approved miscellaneous fee list
 - Division /unit may appeal decision with Chancellor if fee is not approved
- Division/unit communicates to constituencies new/increased fee
- Division /unit sets up new fund number by contacting Rob Jarvis in Accounting rsjarvis@ucsc.edu
- Division/unit establishes permanent budget if volume is significant (For new organization code number contact Hannah Vanderlinden in BAP hrvander@ucsc.edu)

Miscellaneous Fee Forms and Reporting Requirements

- Attachment 1 – Miscellaneous Fee Request
 - Required for a new miscellaneous fee or an adjustment to an existing fee
- Attachment 2 – Miscellaneous Fee Financial Statement
 - Required for a new miscellaneous fee or an adjustment to an existing fee
- Attachment 3 – Miscellaneous Fee Comparison
 - Required for a new miscellaneous fee or an adjustment to an existing fee
- Attachment 4 – Salary and Benefit Schedule
 - Required if claiming salary and benefit expenses on Attachment 2
- Attachment 5 – Administrative Overhead Detail
 - Required if claiming administrative overhead expenses on Attachment 2
- Attachment 6 – Equipment Depreciation Schedule
 - Required if depreciating equipment on Attachment 2

Miscellaneous Fee Forms and Reporting Requirements

- Attachment 7 – Working Capital Reserve
 - Required for setting up a working capital reserve
- Attachment 8 – Reserve Balance Reporting
 - Required for reporting on any reserves associated with the misc. fee
- Attachment 9 – Miscellaneous Fee Year-End Report
 - **Mandatory for all approved miscellaneous fees**

For additional information regarding miscellaneous fees please contact:

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