

November 30, 2018

BUSINESS MANAGERS  
ADMINISTRATIVE UNIT HEADS

Subject: Miscellaneous Fees and Course Fees

Units wishing to institute a new Miscellaneous Fee or Course Fee, or change the level and/or use of an existing fee, for 2019-20 must submit a request and justification to the Miscellaneous and Course Fee Advisory Committee (MCFAC), care of Lucy van Doorn in the Office of Planning and Budget, by the following dates:

	<b>Due Date</b>
Course Fees	February 4, 2019
Miscellaneous Fees	March 4, 2019

Units are prohibited from imposing fees without the prior approval of the Chancellor, and may be required to refund any fees that have been collected without appropriate authorization.

Please note that fees reviewed by other established campus committees and/or approval processes need not be submitted to MCFAC. Examples of fees that are not reviewed by MCFAC include:

- Student referendum mandatory student fees paid by all registered students
- University Extension fees
- Recharge rates subject to the Direct Costing Committee review process
- Fees subject to the Colleges, Housing and Educational Service (CHES) review process
- Fees subject to the Advisory Committee on Campus Transportation and Parking review process
- Fines/penalties/fees established under the University Police's Bail Schedule review process.

Miscellaneous Fees and Course Fees are potential sources of new funding. Prior to requesting a new fee or a fee increase, units should carefully evaluate the impact on students, faculty, and staff, taking into consideration 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.

Miscellaneous Fee and Course Fee policy guidelines as well as all relevant forms needed to propose a new fee, or change the level and/or use of an existing fee, can be found at <https://planning.ucsc.edu/budget/operations-forms-training/miscellaneous-fees-and-course-fees/index.html>. At this website you will also find listings of all currently approved campus fees subject to the MCFAC review process.

As a reminder, division/departments with existing approved course fees are required to complete a course materials fee year-end report (Attachment 3) by February 4, 2019. This year-end reporting is to be completed via Course Fees Attachment 3 found at <https://planning.ucsc.edu/budget/operations-forms-training/miscellaneous-fees-and-course-fees/miscfees-guide.html>. Please include only ONE department per year-end report (Attachment 3).

The effective date for new or changed Miscellaneous Fees will be July 1, 2019.  
The effective date for new or changed Course Fees will be Fall 2019.

Training for Miscellaneous Fees and Course Fees will be offered in January. We encourage units with existing or proposed Miscellaneous Fees or Course Fees to send one or more representatives to training, especially if you have new personnel involved in the fee process. The training will go over the forms associated with the fee proposals including the new Miscellaneous Fee forms. The training is a good time to ask your questions and get a better understanding of the policy surrounding these fees.

**Course Fee Training**

Monday, January 7 from 10:00 to 11:30 a.m. in Kerr 307

**Miscellaneous Fee Training**

Wednesday, January 9 from 2 to 3:30 p.m. in Kerr 307

Please RSVP by Wednesday, December 19.

To RSVP for the training sessions or for questions regarding Miscellaneous Fees and Course Fees please contact Lucy van Doorn (extension 9-3355 or email [lvandoor@ucsc.edu](mailto:lvandoor@ucsc.edu)).

Sincerely,



Kimberly Register  
Director, Budget and Resource Management  
Planning & Budget

cc: Vice Chancellor Delaney  
Campus Provost and Executive Vice Chancellor Tromp  
Academic Senate Director Mednick  
CPB Chair Schumm  
MCFAC Members