

	<p><b>Institutional Plan for Student Fees</b></p>
	<p><b>History:</b> Amended by the Colorado School of Mines Board of Trustees, May 20, 2013</p>

## 1.0 STATEMENT OF AUTHORITY AND PURPOSE

This policy is promulgated by the Board of Trustees of the Colorado School of Mines pursuant to the authority conferred upon it by §23-41-104(1), C.R.S. (2012) and as required by §23-5-119.5(1), C.R.S. (2012). The Board of Trustees has the responsibility and authority for the financial management of the School. A major component of sound financial management is the setting of tuition and fees. Tuition and fees, along with state General Fund support, provide financial resources to Colorado institutions of higher education to conduct academic programs and to support campus needs.

The School's administration and the student government have established and will maintain the following institutional plan for student fees. This plan is subject to the review, modification and approval of the Board of Trustees on an annual basis after obtaining meaningful input from the Undergraduate Student Government (USG) and the Graduate Student Government (GSG). All procedures for approval, assessment and collection of student fees shall be in accordance with the applicable requirements of the §23-5-119.5, C.R.S. (2012) and the Colorado Department of Higher Education policy on student fees ([Section VI, Part C](#); note that the full website address for this link and all others in the plan are listed in Section 11.0 of this document).

## 2.0 STUDENT FEE POLICY

### 2.1 Annual Approval of Student Fees

The Colorado School of Mines Board of Trustees shall annually review and approve all student fees. Such fees will be charged to students only after the review and approval of the Board of Trustees.

The list of campus-wide mandatory student fees affected by this policy is provided in Section 9.1. Information concerning the description and use of all fees shall be made available to the students upon request and can be found on the Mines website as part of the [Schedule of Fees and Charges](#).

### 2.2 New Fees/Fee Increases

Prior to approval by the Board of Trustees, any new campus-wide mandatory student fee or fee increase (in excess of 1% over the Denver-Boulder CPI Inflation Index) shall be approved by a vote of the USG and GSG on behalf of the student body. Specific information about student votes regarding student fees can be found in Section 3.2.



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After the fees have been approved by the Board of Trustees, the School shall give students at least a 30-day advance notice of any new fee assessment or fee increase. At a minimum, this notice shall specify:

- The amount of the new fee or fee increase;
- The reason for the fee assessment or fee increase;
- The purpose for which the institution will use the revenues received from the fee assessment or fee increase; and
- Whether the fee assessment or fee increase is temporary or permanent and, if temporary, the repeal date for the fee assessment or fee increase.

### 3.0 PARTICIPATION AND PROCESS

At its regular May meeting, the Board of Trustees shall consider the proposed campus operating budget for all funds, along with proposed tuition and fees for the following fiscal year. Prior to final approval, the USG and GSG (on behalf of the student body), the Campus Budget Committee, and the President shall participate in the process of setting and approving the School's student fees. The Office of Budget & Financial Planning (the Budget Office) and the Office of Student Life will help facilitate participation in the process.

#### 3.1 Timeline

To ensure that proposed tuition and fees are submitted in a timely way to the Board of Trustees for their review and approval each May, the process for student input on fees will follow a timeline. Typically, the timeline for review and approval of campus-wide mandatory student fees will be as follows:

Timeline for Fee Input	Action
<b>August – January</b>	USG and GSG review and discuss new student fee proposals as well as fee increases that are in excess of 1% above the Denver-Boulder CPI Inflation Index.
<b>January</b>	The Budget Office sends a memo to all fee administrators specifying guidelines and deadlines related to the submittal of student fee amounts to the Budget Office and the required review by the student government associations to occur in March.



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<b>Mid-February</b>	Fee administrators forward approved student fee amounts to the Budget Office.
<b>Early March</b>	The Budget Office forwards a summary of preliminary recommendations on student fees to the President.
<b>By mid-March</b>	USG and GSG conduct an Open Forum on Fees to review proposed fees and solicit feedback.
<b>March Board of Trustees Meeting</b>	The Office of Finance & Administration presents an overview of recommendations for student fees to the Board of Trustees. An opportunity for students to provide input to the Trustees on the subject of fees will be provided at this meeting through the Student Trustee. Any feedback from the Trustees is forwarded to USG and GSG and the Campus Budget Committee.
<b>May Board of Trustees Meeting</b>	Proposed tuition and fees are considered for approval by the Board of Trustees. An opportunity for students to provide input to the Trustees on the subject of fees will be provided at this meeting through the Student Trustees.
<b>Start of Fall Semester</b>	Approved tuition and fees are in effect.

### 3.2 Student Vote Relating to Student Fees

Student government action on student fees will be decided by a majority vote of the USG and GSG during a joint meeting or through a joint resolution of the USG and GSG. Any vote relating to student fees requires:

- Full disclosure of information relating to the fee or fee increase; and
- Agreements on the disbursement of non-biased, factual information regarding the vote.

No new fee, fee increase, or fee extension that is defeated in a student government vote may be resubmitted until the following academic year.

## 4.0 ACADEMIC AND INSTRUCTIONAL FEES

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Academic and instructional fees cover required additional costs for an instructional offering. There are two types of academic and instructional fees at Mines: Course Specific Fees and Program Specific Fees. See Section 9.2 for definitions.

Academic and instructional fees are not campus-wide mandatory fees, but are required for students enrolled in a course or program to which a fee is attached. The revenues received from these fees must be used for costs directly related to the course or program for which they are charged. All sections of the same course offering must have the same course fee charge.

Student government representatives will review all academic and instructional fees as part of the review of proposed fees that occurs each March in the Open Forum on Fees. Because these fees are not campus-wide mandatory fees, they are not subject to the student voting process; however, students may offer feedback to the School about the fees as part of the regular March review.

## **5.0 FEES RELATED TO BONDS ISSUED ON BEHALF OF AUXILIARY FACILITIES**

As a result of the passage of House Bill 11-1301, Colorado School of Mines Board of Trustees shall follow the procedures regarding fees related to bonds issued on behalf of auxiliary facilities. These procedures differ depending on when the bond was issued.

- For bonds issued prior to July 1, 1997, §23-5-119.5(5)(b), C.R.S. (2012) are in effect.
- For bonds issued on or after July 1, 1997, §23-5-199.5(5)(a), C.R.S. (2012) are in effect.

## **6.0 COMPLAINT RESOLUTION PROCESS**

When students have concerns about student fee-related issues such as the continuation of particular student fees or other complaints or disputes related to student fees, the process to resolve the issue will be as follows:

- The student with the complaint will discuss the issue with the appropriate student government association.
- The student government association will vote on whether to move the complaint or dispute forward to the Student Fee Review Committee. See Definitions Section 9.3 for a description of the composition of this committee.
- The Student Fee Review Committee will be convened and will review the issue and forward a recommendation to the President for resolution.
- The President shall render a final decision.

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## 7.0 BILLING AND DISCLOSURE

All campus-wide mandatory fees shall be separately itemized on the student billing statement. The portion of the general student fee that is actually applied to the repayment of bonds or other debt obligations shall be specified on the billing statement.

## 8.0 RESERVE FUND BALANCES

Student fee budgets, expenditures and fund balances are reviewed annually during the regular budget planning cycle. An annual budget will be produced for each campus-wide mandatory fee including the amount of the fund balance if any, and the purpose of the fund balance. Fund balances will not be used or transferred to activity unrelated to the fee purpose.

## 9.0 DEFINITIONS

**9.1 Campus-wide Mandatory Student Fees:** Student fees for the academic year that are charged to all students regardless of class standing, courses selected and/or program of study. These fees do not include fees which are optional or frequently waived. At Mines, the following fees are campus-wide mandatory student fees:

- *Academic Facilities Construction Fee:* Mandatory fee for the purpose of constructing new institutional facilities, and/or renovating, expanding, and maintaining existing institutional facilities that are core to the role and mission of the institution.
- *Associated Students Fee:* Mandatory fees supporting the activity/functions of Student Government (USG and GSG).
- *Intercollegiate Athletics Fee:* Mandatory fees allocated to the intercollegiate athletic programs.
- *Intermodal Transportation Fee:* Mandatory fees which support intermodal transportation initiatives. Initiatives include, but are not limited to, a RTD College Pass, a local Golden/CSM Circulator Bus, and other transit demand management issues determined by the Student Government.
- *Recreation Center Fee:* Mandatory fees collected for the purpose of paying bonded indebtedness and additional operational costs for the Student Recreation Center.
- *Student Health Services Fee:* Mandatory fees allocated for either the Student Health Center or contract health services. It is possible for a

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student to waive this fee if he or she can demonstrate comparable health coverage. More information about waiving this fee may be found at the [Student Health Insurance website](#).

- *Student Services Fee:* Mandatory fees which support the activities of and in the Student Center.
- *Technology Fee:* Mandatory fees collected for the purpose of providing or purchasing equipment or programmatic activities relating to computer equipment, laboratory equipment, or other technology.

**9.2 Academic and Instructional Fees:** Includes all instructional fees, including but not limited to academic, vocational, occupational, technical, music, and physical education courses. At Mines, the following fees are academic and instructional fees:

- *Course Specific Fee:* Fee assessed by the institution to all students who enroll in a specific course (e.g., an introductory engineering course). The revenue generated from this charge must be used to pay for costs related to the specific course. These fees are required for students who enroll in the specific course.
- *Program Specific Fee:* Fee assessed by the institution to all students who enroll in a particular instructional program (e.g., the mechanical engineering program). The revenue generated by this charge must be used to pay for costs related to the specific instructional program. These fees are required for students who enroll in the specific program.

**9.3 Other Key Terms:**

- *Fee Administrator:* The staff or faculty member in a campus department with responsibility for communicating fee amounts to the Budget Office.
- *Graduate Student Government (GSG):* Representatives of the student government association for the graduate school (<http://gsq.mines.edu>).
- *Schedule of Fees and Charges:* Sometimes known as the “fee packet,” this document lists all fees paid by students. This information is reviewed by students each March prior to review by the Board of Trustees.

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- *Student Fee Review Committee:* A committee that is convened to help resolve complaints or disputes related to student fees. Members include the Provost or designee, the Vice President of Student Life or designee, the Presidents of the USG and GSG, the Student Trustee, and the Director of Budget & Financial Planning.

*Undergraduate Student Government (USG):* Representatives of the student government association for undergraduate students. (<http://mines.orgsync.com/org/usg>).

## 10.0 STUDENT FEE MATRIX

Student Fee	Campus-Wide Mandatory Fees	Academic/ Instructional Fees	Bond Indebtedness Expiration
Academic Facilities Construction Fee*	X		2041
Associated Students Fee	X		
Course Specific Fee		X	
Intercollegiate Athletics Fee	X		
Intermodal Transportation Fee	X		
Program Specific Fee		X	
Recreation Center Fee*	X		2043
Student Health Services Fee**	X		2040
Student Services Fee*	X		2043
Technology Fee	X		

\*The portion of these fees that relate to bond indebtedness will expire in the years indicated.

\*\*May be waived only for students who can show proof of comparable health insurance coverage.

## 11.0 KEY WEBSITE LINKS

- CCHE Policy: Tuition and Fees, Section IV, Part C:  
<http://higher.ed.colorado.gov/Publications/Policies/Current/vi-partc.pdf>
- Colorado School of Mines Schedule of Fees and Charges:  
<http://inside.mines.edu/UserFiles/File/finance/budget/FY13/FY13%20Fees%20and%20Charges.pdf>
- Student Health Insurance Website:  
<http://shbp.mines.edu/Student-Insurance-home>

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Approved by ASCSM and CSM Board of Trustees – March/April 2007