

Fee Category: Category IV (Misc. campus fees) Category V (Self support program fees)

In accordance with the provisions of the California State University (CSU) [Executive Order 1102](#), the President is delegated the authority for the establishment, oversight and adjustment of Category IV and V fees. To facilitate this process, please provide the information requested below.

Required documents for submission of proposal:

Part 1 - Fee Request Form for appropriate fee category, signed by Requestor, Dean/Director and the divisional Vice President

Part 2 - Fee Request Narrative

Part 3 - Financial Data Sheet

I.	Request to:	<input type="checkbox"/> ESTABLISH a Campus Fee	<input type="checkbox"/> ADJUST a Campus Fee
II.	Fee Type: (Check each applicable box)	<input type="checkbox"/> Student Fee	<input type="checkbox"/> Non-Student Fee
III.	Name of Fee:	_____	
IV.	Current Fee: \$	_____ per	_____
	Proposed Fee: \$	_____ per	_____
V.	Proposed Effective Date:	_____	

Routing Order:

1. Submitted by:	_____	_____	_____	_____
	Dept. Representative Name	Signature	Date	Phone
2. Approved by:	_____	_____	_____	_____
	Dean / Director Name	Signature	Date	Phone
3. Approved by:	_____	_____	_____	_____
	Vice President Name	Signature	Date	Phone
4. Reviewed By:	Sandra Wieckowski	_____	_____	826-4937
	Associate Director, SFS	Signature	Date	Phone
5. Approved By:	Dr. Tom Jackson	_____	_____	_____
	President	Signature	Date	Phone

Fee Approved Fee Denied

Comments from the President (if needed):

Additional comments from other reviewers:

6. Form with President's signature sent to Associate Director, Student Financial Services.

For questions regarding fees proposal, call Sandra Wieckowski, 826-4937.

Student Fee Category: Category II (Mandatory campus fees) Category III (Course fees)

In accordance with the provisions of the California State University (CSU) [Executive Order 1102](#), the President is responsible for assuring that appropriate and meaningful consultation occurs prior to adjusting any Category II or III fees and must consult with the campus fee advisory committee prior to establishing or adjusting these fees.

To facilitate this process, please provide the information requested below.

Required documents for submission of proposal:

Part 1 - Fee Request Form for appropriate fee category, signed by Requestor, Dean/Director and the divisional Vice President

Part 2 - Fee Request Narrative

Part 3 - Financial Data Sheet

I.	Request to:	<input type="checkbox"/> ESTABLISH a Campus Fee	<input type="checkbox"/> ADJUST a Campus Fee
II.	Name of Fee:	_____	
III.	Current Fee: \$	_____	per _____
	Proposed Fee: \$	_____	per _____
IV.	Proposed Effective Date:	_____	

Routing Order:

1. Submitted by:	_____	Signature	Date	Phone
	Dept. Representative Name			
2. Approved by:	_____	Signature	Date	Phone
	Dean / Director Name			
3. Approved by:	_____	Signature	Date	Phone
	Vice President Name			
4. Approved By:	Sandra Wieckowski	Signature	Date	Phone
	Associate Director, SFS			
5. Recommended by:	_____	Signature	Date	Phone
	Chair - SFAC			
	<input type="checkbox"/> Recommend approval <input type="checkbox"/> Recommend approval w/modification <input type="checkbox"/> Recommend Denial			
	Comments from SFAC (if needed) <div style="border: 1px solid black; height: 40px; margin-top: 5px;"></div>			
5. Reviewed By:	Dr. Tom Jackson	Signature	Date	Phone
	President			
	<input type="checkbox"/> Fee Approved <input type="checkbox"/> Fee approved with modifications <input type="checkbox"/> Fee Denied			
	Comments from the President (if needed): <div style="border: 1px solid black; height: 100px; margin-top: 5px;"></div>			
7. Form with President's signature sent to Associate Director, Student Financial Services.				

For questions regarding fees proposal, call Sandra Wieckowski, 826-4937.

1. Clearly list all assumptions used when creating this proposal.

2. Clearly state the expenditures that will be funded by this proposed revenue source.

3. Clearly state the reason(s) why this fee or fee increase is necessary (include references to executive orders, CA law, etc.)

4. Clearly articulate why the level of fee proposed is the appropriate amount to charge.

5. Time line Information:

Name of Fee: _____

	Current Fee	Proposed fee		
		Year 1	Year 2	Year 3

Current # of participants	Estimated #of participants that will be assessed this fee		

Fiscal year	Historical Data (for fee increase proposal)	Prospective Data (2 years for fee increase; 3 years for new fee)		

Fee Adjustment Proposal: Enter ONE complete year of historical actual revenue and expenditure data and TWO years of prospective data.

New Fee Proposal: Enter THREE years of prospective revenue and expenditure data.

Fee Revenue Type:

Total Revenue: \$			

Expenditure Type: (List typical categories of expenditure costs that the fee proposed will cover - salaries, travel, supplies, rental of meeting room, etc.)

Total Expenditures: \$			
Net (Revenue minus Expenditures)			

Please note below the chartfield string where the existing revenue fee and actual expenditures are recorded for this program.

FUND	DEPT ID	PROGRAM	CLASS	PROJECT