

# Fort Lewis College Institutional Fee Plan

- Approval of Fees
- Assessment and Collection of Fees
- Allocation of Fees
- Complaint Resolution
- Review of Fee Balances

The Institutional Fee Plan defines how student fees are proposed, approved, assessed, and allocated at Fort Lewis College. This Plan has been developed to be in compliance with Supreme Court decisions, Colorado Revised Statutes (23-1-123), and Colorado Commission on Higher Education (CCHE) Policy VI-C.

## I. Definitions

A. Definitions of Fees and Charges: Terms associated with Fees and Charges at Fort Lewis College are defined as follows:

- a. Fees: Any mandatory assessment against students (excluding tuition), including those assessed as (1) a condition of enrollment in the College, or (2) a condition of enrollment in a particular program or course.
1. Inflationary Increases: Any additional assessment to a fee or charge, based on the rate of inflation, which is the percentage change in the Consumer Price Index for the Denver-

## II. Categorization of Fees

A. Scope of Fee: Every Fee shall be classified as to whether its scope is Campus wide or Non-Campus wide.

1. Campus wide Fees: Mandatory assessments to all students, the revenues from which are used for academic or nonacademic purposes, including but not

Course Specific Fees: Mandatory non-campus wide fees assessed to enroll in specific courses (e.g., lab fees, music fees, art fees, materials fees, and telecourse fees). Revenue from each Course Specific Fee is restricted for costs directly related to the associated course and each section of the course must be assessed the same Course Specific Fee.

Campus wide Technology Fees: Mandatory campus wide fees assessed for the purpose of providing technological equipment and support for academic purposes.

Purpose Fees: Mandatory campus wide fees assessed for a specific purpose. Student Purpose Fees apply to student centers, recreation facilities, intercollegiate athletics, childcare centers, campus health clinics or contract services, student government, and similar facilities and services; and any fee, the revenue from which is appropriated by student government for a specific purpose.

Administrative Purpose Fees: Mandatory campus wide fees assessed to provide administrative and support services or cover administrative costs. Standard enrollment fees that all students are required to pay are considered administrative fees.

Academic Facility Purpose Fees: Campus-wide mandatory fee paid by all students to build new academic facilities and/or renovate, expand, and maintain existing academic facilities.

Student Purpose Facility Fees: Campus-wide mandatory fee paid by all students to build new specific purpose facilities and/or renovate, expand, and maintain existing student-purpose facilities. These fees apply to student centers, recreation facilities, intercollegiate athletics, childcare centers, campus health clinics, etc.

Indicates the fee categories and the characteristics for each category.

	Mandatory	Optional	Campus wide	Non-Campus wide
Course Specific Fee				
Technology Fee		X*		X
Purpose Fee		X*		X
Administrative Purpose Fee	X		X	
Academic Facility Purpose Fee	X		X	

III.

opportunity

the duration of the fee.

- II. All Campus wide and non-Campus wide fees will be assessed and collected through standard accounting procedures. No fees shall be paid directly to academic departments, to non-academic departments or to individuals. All mandatory Campus wide Fees will be separately identified on the College's student billing statement, including the portion of fees applied to repayment of bonds.

### **ALLOCATION OF FEES**

- I. Expenditures related to College programs that are funded by bond issues or are on-going programs that are administrated by College officials will be allocated by the appropriate Vice President with the approval of the President. Each of these organizations should have an Advisory Group consisting of a student majority, including at least one (1) ASFLC Student Government representative that will be responsible for budget review and recommendations. Example: SLAB (Student Life Advisory Board) will be responsible for reviewing the budget and making recommendations. If an Advisory Group is not functional due to the unavailability of students, the Director will submit the budget.
- II. Student Activity Fee revenues will be allocated by the ASFLC with the approval of the Vice President for Student Affairs and the President. Examples include: Student Senate, KDUR Radio, Student Programming Council, Independent, Images, Environmental Center, Wanbli Ota, and allocations to student clubs and organizations.
  - A. ASFLC must use viewpoint neutral criteria to determine the funding of these various organizations.
  - B. The viewpoint neutral criteria to be used are:
    1. The organization provides direct involvement by currently registered students.
    2. The organization provides a service or adds value to the College student community.
    3. The organization adheres to planned budget and accountability for its expenses and demonstrates familiarity with applicable laws, including but not limited to those laws that apply to expenditures and use of state money.
    4. The organization presents a budget with adequate justification for the upcoming fiscal year.

### **COMPLAINT RESOLUTION**

Individuals disputing payment of any fee may appeal in writing to the Dean of Student Engagement. The Dean of Student Engagement will refer the appeal to the appropriate Vice President, who will chair and convene a Fee Appeal Committee to hear the appeal. This Fee Appeal Committee will include: the appropriate Vice President or his/her designee (chair); the FLC Budget Director or his/her designee; and two student representatives from IFRB. This committee shall hear the appeal, review the facts and make a decision, which shall be final.

