

## Summary of the CSU Student Fee Policy Executive Order 1102 dated 7/22/2015

Executive Order No. 1102 defines six fee categories and establishes authority, responsibility and accountability with regard to CSU student tuition and fees. Campus responsibilities include the establishment of a student fee advisory committee, with student majority membership, for appropriate and meaningful consultation on fees.

Fee Category	Description	Examples of Fees	Authority	Responsibility
<b>Category I Fees</b>	System-wide mandatory tuition fees and other fees that must be paid to apply to, enroll in, or attend the university, or to pay the full cost of instruction required of some students by statute.	Includes Tuition Fees, Doctorate Tuition Fee, Professional Program Fees, Application Fee, Nonresident Tuition Fees	The Board of Trustees provides policy guidance for all matters pertaining to student fees and has authority for the establishment, oversight and adjustment of Category I fees.	<b>Board of Trustee of the California State University System:</b> Only the Board of Trustees can add or modify a Category I fee.
<b>Category II Fees</b>	Campus mandatory fees that must be paid to enroll in or attend the university.	Includes other than Category I fees due at registration: Facility Fee; Associated Students Inc; Instructionally Related Activities; University Student Union; Materials Services & Facilities; Health Services; and Student Excellence Fee	The chancellor is delegated authority for the establishment, oversight and adjustment of Category II fees.	<b>Fee Advisory Committee:</b> The fee advisory committee will consider proposals and make a recommendation to the president. <b>President:</b> The president is delegated authority for the oversight and adjustment of Category II fees. The policy presumes that a student fee referendum will be conducted before adjusting or establishing Category II fees. The president, however, may waive the referendum requirement (unless it is required by Education Code or Student Success Fee policy Section VI.B) if he/she determines that a referendum is not the best mechanism to achieve appropriate and meaningful consultation. If a referendum is not conducted prior to adjusting Cat II fees, the president must demonstrate to the fee advisory committee the reasons why the alternative consultation methods selected will be more effective in complying with this policy.
<b>Category III Fees</b>	Fees associated with state-supported courses. Specifically for materials and services used in concert with the basic foundation of an academic course offering.	<ul style="list-style-type: none"> <li>● Misc. course fees are fees collected for materials, services or use of facilities used in concert with the basic complement of supplies needed for state-supported instruction. May not exceed \$150.</li> <li>● Fees for courses that require field trips or travel off campus. May not exceed \$3,000.</li> </ul>	<ul style="list-style-type: none"> <li>● The chancellor is delegated authority for the establishment, oversight and adjustment of Category III fees.</li> <li>● The president is delegated authority to establish Category III fees at levels established by the chancellor.</li> </ul>	<b>Fee Advisory Committee:</b> The fee advisory committee will consider proposals and make a recommendation to the president. <b>President:</b> The president is delegated authority for the oversight and adjustment of Category III fees. The president is responsible for assuring that appropriate and meaningful consultation occurs prior to adjusting any fee or requesting a new Category III fee. The president may establish fees within a

		<ul style="list-style-type: none"> <li>• Fees exceeding above amounts must be approved by the chancellor.</li> </ul>		<p>range established by the chancellor.</p> <p><b>Chancellor:</b> New fees outside the maximum levels are established by the chancellor per EO.</p>
<b>Category IV Fees</b>	Fees, other than Category II or III fees, paid to receive materials, services, or for the use of facilities provided by the university; and fees or deposits to reimburse the university for additional costs resulting from dishonored payments, late submissions or misuse of property or as a security or guarantee	Late registration fee, late payment fee, missed deadline fees, chemistry breakage, lost keys, etc. and Enrollment Deposit Fee	The president is delegated authority for the establishment, oversight and adjustment of Category IV fees.	<p><b>AVP for Financial Management:</b> The AVP for financial management will consider proposals and make a recommendation to the president.</p> <p><b>President:</b> The president will make a determination on Category IV fees after consideration of the revenue and expenditure plans associated with the fees, and will notify the fee advisory committee of his or her decision.</p> <p><b>Fee Advisory Committee:</b> Receives notification after approval by the president.</p>
<b>Category V Fees</b>	Fees paid to self-support programs such as Extended Education, Parking and Housing including materials and services fees, user fees, fines, deposits and Cal State Online fees.		The president is delegated authority for the establishment, oversight and adjustment of Category V fees.	<p><b>Division VP of the Self-Support Program:</b> The division VP of the self-support program will consider proposals and make a recommendation to the president.</p> <p><b>President:</b> The president will make a determination on Category V fees after consideration of the revenue and expenditure plans associated with the fees, and will notify the fee advisory committee of his or her decision</p> <p><b>Fee Advisory Committee:</b> Receives notification after approval by the president.</p>
<b>Category VI Fees</b>	Systemwide voluntary fees	Student Involvement and Representation Fee	The Board of Trustees provides policy guidance for all matters pertaining to student fees and has authority for the establishment, oversight and adjustment of Category VI fees. The Chancellor is delegated authority for the oversight and inflationary adjustment of Cat VI Student Involvement and Representation Fee.	<p><b>Board of Trustee of the California State University System:</b> The Board of Trustees can add or modify a Category I fee.</p> <p><b>Chancellor:</b> The Chancellor is delegated authority for the oversight and inflationary adjustment of the Cat IV Student Involvement and Representation Fee (SIRF) provided consultation with the California State Student Association (CSSA) takes place.</p> <p><b>California State Student Association</b> Provides consultation to the Chancellor on the SIRF need for inflationary adjustments.</p>