



BUDGET AND INSTITUTIONAL ANALYSIS
376 MRAK HALL
ONE SHIELDS AVENUE
DAVIS, CALIFORNIA 95616

March 5, 2019

ASSISTANT DEANS AND CHIEF OPERATING OFFICERS

RE: Miscellaneous Student Fees – Proposals for Fees, Effective Summer 2019 or Fall 2019

Dear Colleagues:

This letter serves as the 2019-20 call for miscellaneous student fee proposals, revisions, or renewals. Please note that although revised and renewed fees may be implemented in Summer 2019, new fees may only be implemented in Fall Quarter 2019 or later. Units should submit their proposal no later than **Monday, April 15, 2019**, for review by the campus-wide Course Materials and Services Fees (CMSF) and Miscellaneous Fees Committee.

Chancellors are authorized under DA 2559 to “establish and set fee levels for miscellaneous student fees (e.g., user fees)...These fees, deposits and service charges, which must comply with any applicable guidelines, are assessed for such purposes as: covering the cost of non-instructional services or materials...” Examples include the Document Fee, International Student Administrative Fee, Summer Start Program Fee, and Study Abroad Fees. Referenda fees and rates approved through the campus Recharge Activities & Rate process are not considered miscellaneous fees.

Prior to requesting a new fee or a fee increase, units should carefully evaluate the impact on students, taking into consideration factors such as whether the fee will exceed comparable costs elsewhere or will inhibit access to services.

IMPORTANT: If you plan on submitting a proposal during this year’s review process, please notify Teresa Strausser ASAP via e-mail so that the unit with BIA’s assistance can begin the process.

MISCELLANEOUS FEES POLICY

The Course Materials Fees policy, PPM 330-86 is currently undergoing a revision to incorporate the review of miscellaneous student fees through the CMSF and Miscellaneous Fees Committee. Some of the changes include expanding the committee to include a graduate student, and adding a section on miscellaneous student fees.

The portion on CMSF policy and procedures will remain the same. The revisions will incorporate existing miscellaneous fees policy from UCOP. You should refer to this policy and UCD Miscellaneous Fees Guidelines for this review period. A link to these documents can be found at <https://financeandbusiness.ucdavis.edu/bia/budget/resources/fee-approvals/cmsf-misc>. During the review process, the committee will evaluate the proposals and make recommendations to the Chancellor consistent with appropriate policies and guidelines.

PROCEDURES FOR NEW, RENEWAL OR REVISED MISCELLANEOUS FEES

Preparing the proposal. Units will work closely with their BIA analyst to prepare the proposal using the Miscellaneous Fee Template. The template is an Excel worksheet that includes cost analysis, justification, historical and personnel cost information. The template can be found on BIA's website at the link above.

Submission process. Proposals must be approved by the Dean or Vice Chancellor of the charging unit. Proposals are then submitted to the CMSF and Miscellaneous Fees Committee via BIA.

Fee approval types

- **New** - Establishing a new fee.
- **Renewal** - Fees are generally approved for a five-year period and will expire unless the unit requests a renewal. A renewal is a continuation of a previously approved fee, with no changes to the fee amount.
- **Revised** - Change in current approved fee amount.

Review, notification and accountability. The CMSF and Miscellaneous Fees Committee will review proposals, make recommendations to the Chancellor, and notify the unit of the Chancellor's decision. If approved, BIA will notify the University Registrar of fees for the purpose of fee assessment, and the unit will be responsible for notifying users.

The unit must account for fees and related expenses in a manner that will ensure that the fee income is used only for the purposes as approved by the Chancellor. Review of annual revenues and expenses must be performed at least every two years to determine any necessary rate adjustments.

Refund policy. Miscellaneous Fees will be charged to users based on the parameters in the fee proposal that is approved. Units must establish a refund policy.

If you have any questions about this process, please contact Teresa Strausser at tstrausser@ucdavis.edu or 752-2463.

Sincerely,



Mary McNally, Executive Assistant Dean
School of Veterinary Medicine
Co-Chair, Course Materials and Services
Fees Committee 2018-19



Penelope Herbert, Executive Assistant Dean
College of Agricultural & Environmental Sciences
Co-Chair, Course Materials and Services
Fees Committee 2018-19

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cc: Analyst Strausser