**University of Colorado Denver | Anschutz Medical Campuses**

**Managing Student Fees**

**Items to Remember to Request Changes to Student Fees**

* **Student Fees -** Any amount, other than tuition, that is assessed to all individual students enrolled at the university. Fees are used for academic and non-academic purposes.
* **Approvals -** New, increased, eliminated, and modified student fees must be pre-approved by the Management Fee Review Team (MFRT), the Chancellor, and the CU Board of Regents.
* **Timing -** Fee requests are generally presented and discussed at the annual February Regent meeting, and voted on during the April Regent meeting. However, fee request must be submitted to the Budget Office around the end of October. For a timeline calendar of required submission dates consult the *“Student Fee Request Submission Requirements and Process”* guidance document – See web link below.
* **Student Input -** Student input is required for new fees, increases greater than inflation, and changes to fee purpose. For approved methods to obtain student input, consult the “Student Fee Request Submission Requirements and Process” guidance document – See web link below.
* **Budget –** A budget is required for any request to change the amount of a fee. The budget must list each specific expense associated with the increase.
* **Types of Fees** –
* Program Fees - help to manage expenses by pooling the resources from fees charged to all students in a program to provide sufficient funding to schools and colleges for specific instructional purposes.
* Course Fees - cover the incremental cost of materials and supplies to offer the particular course. Please note that the University of Colorado Denver | Anschutz Medical Campuses have transitioned away from utilizing course fees.
* Student purpose fees – campus-wide fees to support student centers, recreation facilities, parking lots, intercollegiate athletics, child care centers, campus health clinics, contract health services, student government, and student activities.
* Administrative fees - provide support for broad administrative or instructional related services (e.g., technology support and infrastructure, general purpose academic and administrative operations, facility construction, and debt reduction). Administrative fees are not established by schools or colleges.
* **Budget and Finance Support** – Contact Budget and Finance for assistance with:
* Requesting a new fee or a change to an existing fee.
* Determining the best method of obtaining student input for a fee change.
* Determining whether an expense aligns with Board approved fee purpose.

**For more information on managing student fees, view the following web links**:

* [Institutional Student Fee Plan](http://www.ucdenver.edu/about/departments/Budget/TuitionFeesPolicy/Documents/FY%2016-17%20Student%20Fee%20Plan%20FINAL.docx)
* [Student Fee Request Submission Requirements and Process](http://www.ucdenver.edu/about/departments/Budget/TuitionFeesPolicy/Documents/FY%2018-19%20Process%20and%20Timeline.docx)
* [Reserve Funds and Reserve Fund Transfers Policy](http://www.ucdenver.edu/faculty_staff/employees/policies/Policies%20Library/Admin/Reserve%20Fund%20Policy%20Final.pdf)