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

**Managing Student Fees**

**Items to Remember at the Start of a New Fiscal Year**

* **Student Fees and Reserve Speedtype Listing:** The Finance Office will send to each school, college, or administrative unit a listing of their student fee speedtypes and any associated fee reserve speedtypes at the beginning of each fiscal year for confirmation that the list is accurate. Please review and notify Finance if there are discrepancies (e.g. missing speedtypes, one to one relationship between student fee expense speedtype and the related reserve, etc.).
* **Do not Comingle with Unrelated Financial Activity** - Speedtypes related to a particular fee may be used for that fee’s activity only – Do not comingle with unrelated financial activity (for examples of allowable and unallowable financial activity consult the “*Student Fee Request Submission Requirements and Process”* guidance document – See web link below.
* **Multiple Salary Funding Sources** - If you have an employee whose salary is paid partially by student fees, ensure that the HCM funding distribution is such that only the employee’s salary related to the student fee activity is recorded in the student fee speedtype. Do not comingle unrelated salary effort.
* **Cost Reimbursement** - Costs recorded in student fee speedtypes not related to the approved student fee purpose are prohibited and the speedtype must be reimbursed if this occurs.
* **Carryforwards (Unspent Fee Budget)** –
* Unspent fee revenue must be kept to a minimum.
* Must be transferred back to the original speedtype that the carryforward was generated in.
* Unspent student fee budget must be used timely and action must be taken to ensure the appropriate disposition of all uncommitted balances by the end of the following fiscal year.
* If it appears that there is not an approved use of the carryforward funds after one year, the fee must be reduced in the next fee cycle(s) to reflect actual/anticipated student fee expenses.
* **Cash Transfers** – Only allowed from /to a student fee speedtype and the related Fund 72 reserve (1 to 1 relationship) with a pre-approved spending plan.
* **Budget and Finance Support** – Contact Budget and Finance for assistance with:
* Reconciling student fees recorded in the general ledger to the fee parameter packet.
* Existing Cognos report to assist with student fee reconciliations.

**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)