

**California State Polytechnic University, Pomona**  
**Request to Establish or Adjust a Campus Based Fee**

Refer to Executive Order 1102 (Supersedes Executive Order 1054) - California State University Student Fee Policy and Miscellaneous Course Fee Delegation of Authority.

A completed application will include:

1. Memo from their respective Vice President endorsing the request.
2. Completed Request application (Pg 1)
3. Fee & Revenue Expense Worksheet ( Pg 2 & 3)

Completed applications should be forwarded to the Vice President of Student Affairs- Attn: Kaitlyn Sedzma

*Note: Fee Committee guidelines include a one term wait period before new fees can be charged or existing fees adjusted.*

Questions regarding the completion of this form can be referred to Kaitlyn Sedzma, Budget Manager, Student Affairs and support staff to the Fee Advisory Committee. Kaitlyn can be reached on extension 2816 or email [kaitlyndavis@cpp.edu](mailto:kaitlyndavis@cpp.edu).

University Budget questions should be directed to Budget Services at [budget@cpp.edu](mailto:budget@cpp.edu).

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A. Input Requester information (Name, Email & Dept/ College):

B. What type of request is this for?

To establish a new fee

To adjustment to an existing fee

C. Please circle the fee category (see Executive Order 1034 for definitions):

Category II

Category III

Category IV

Category V

D. Name of Fee:

(A Miscellaneous Course Fee should include both course name and number)

E. Please briefly summarize the purpose of the fee including a justification of the need for the fee. If this is a current fee, please include a history of the fee (When was the fee first established? When was the fee rate last adjusted?).

**Complete Section F if you are requesting an adjustment to an existing fee. For a new fee, continue to Section G.  
 (Complete the Fee Revenue and Expense Worksheet (Pg.3) first to auto-populate some figures)**

F. Current fee rate: Fall \$                      Spring \$                      Summer \$

Please provide the following information for the past fiscal year (note: year-end revenue, expenses and balance should match the information contained in the University or Auxiliary Financial System):

Fiscal Year	Year-end Revenue	Year-end Expenditures	Year-end Balance

G. Proposed fee rate: Fall \$                      Spring \$                      Summer \$ \_\_\_\_\_

Provide the following “year 1” projections for both new and adjustments to an existing fee.

Fiscal Year	Year-end Revenue	Year-end Expenditures	Year-end Balance

H. Revenue projections – year two.

Fiscal Year	Year-end Revenue	Year-end Expenditures	Year-end Balance

## Fee Revenue and Expense Worksheet

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**Please complete and attach to the Application to Establish or Adjust an Existing Campus Based Fee**

Name of Fee:

A. In which term is this class/ program scheduled or anticipated to be effective:

Fall          Spring          Summer

B. For adjustments to a current fee, what has been the headcount enrollment for the **past** two years:

Fiscal Year          Fall          Spring          Summer

Fiscal Year          Fall          Spring          Summer

C. For adjustments to a current fee, please provide the remaining year-end balance (annual carryforward) for the **past** two fiscal years:

Fiscal Year:                                  Balance:

Fiscal Year:                                  Balance:

D. For both adjustments to a current fee and requests to establish a new fee, what is the **projected** headcount enrollment for the next two years:

Fiscal Year          Fall          Spring          Summer

Fiscal Year          Fall          Spring          Summer

E. Please list all anticipated annual expenses by item and amount paid for these items. For adjustments to a current fee, new items should be noted as "new".

**Note:** According to CSU Executive Order 1102, the following fee revenue requirements must occur:

1. All fee revenue must be used for the intended purpose.
2. Miscellaneous Course Fee rates must be equal to the actual cost incurred by the university to provide materials or services to one student in one term. All revenue from Miscellaneous Course Fees should be expended in the year in which they are collected. A Miscellaneous Course Fee **cannot** include any inflationary adjustments.
3. Significant unexpended balances require the administering department/division to provide a detailed expenditure plan. Unexpended balances require a review of the fee to determine if the fee should be refunded to students or if the fee rate should be reduced, suspended or eliminated as appropriate until such time that the revenue can be spent on the purpose for which it was collected.

Item No.		Amount
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
<b>Total</b>		