

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.

For instructions on completing the request process, please refer to the Fee Advisory Committee Website:
https://www.cpp.edu/fee_advisory/.

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

B. Type of request: To establish a new fee To adjust an existing fee

C. Please circle the fee category (see Executive Order 1102 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, with a maximum of 30 characters.)

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

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
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Fiscal Year	Fall	Spring	Summer
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- 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:
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Fiscal Year:	Balance:
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- 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
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Fiscal Year	Fall	Spring	Summer
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- 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		
Total		