



INSTITUTIONAL FEE PLAN

OP-P 311
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Operating Protocol-Procedure #: 311

Category: Students

Office of Primary Responsibility: Administration and Finance

Approval Date: 3/16/15

Effective Date: 3/16/15

Revised:

Purpose (Clearly state the rationale and purpose for this Operating Protocol)

The purpose of the PCC Institutional Fee Plan is to define how student fees are proposed, approved, assessed, and allocated at PCC.

Applicability (Identify to whom this Operating Protocol applies)

All students, faculty, and staff

Definitions (Define abbreviations, acronyms, and technical terms)

Fees – Any amount assessed to students as a condition of enrollment in the college and/or as a condition of enrollment in a particular course or program.

Institutional Fees – For the purpose of this operating protocol, the term includes course fees, program fees, student fees, bond fees, etc.

References (List any related references such as State Board policies, state statutes, accreditation regulations, etc.)

State Board for Community Colleges and Occupational Education
Policy 4-20 (Student Tuition and Fees/Scholarships)
<http://www.cccs.edu/wp-content/uploads/2012/08/BP4-20.pdf>

Attachments (List any supporting documents related to this Operating Protocol/procedure including a process flow chart, if applicable)

A. Institutional Fee Plan Timeline

Operating Protocol (Please provide the statement of Operating Protocol. The Operating Protocol statement is the governing rule, principle, plan, or understanding that guides the procedure)

This Institutional Fee Plan is developed in compliance with Colorado Revised Statutes (CRS) 23-1-123, Colorado Department of Higher Education (CDHE) Policy VI-Part C, and State Board for Community Colleges and Occupational Education (SBCCOE, also referred to as the Board) Policy BP 4-20. Institutional fee plans and any subsequent revisions shall be submitted by Pueblo Community College (PCC) for annual review and approval by the Board and be available on the college's web site (on the Tuition page).

The Institutional Fee Plan will be reviewed by the Chief Business Officer in the fall and spring terms with representatives from the PCC Associated Student Government (ASG). The plan will detail the types of fees PCC assesses to students.

Procedure

Student participation in the development of campus fees occurs through the recognized governance body. PCC ASG is consulted by PCC's President and/or his or her designee pertaining to new fee requests and an annual review of the Institutional Fee Plan. In addition, the PCC President and/or his or her designee solicits requests for new fees through the President's Cabinet.

All fees must be approved annually by the Board. Current fees only require Board approval and review of all current fees will be completed by the Chief Business Officer annually and will be submitted to the Board for approval.

New fees or a fee increase (in excess of inflation only) require student approval through a majority vote. New fee requests must be reviewed by Cabinet and ASG to determine if the fee is necessary and feasible and then be presented to the student body for vote. If approved by the student body, the Chief Business Officer shall submit it in the Institutional Fee Plan to the Board for approval. New fees to be considered for the next fiscal year must have student body approval prior to March of each year. Fee approval through the Board for all fees must be submitted to the System Office in March.

The SBCCOE will approve all student fees across the system prior to their implementation. The procedures above provides a mechanism for students to participate in the process of establishing fees, including the opportunity for the students and student representatives to address the Board during discussion and action of student fee proposals.

It is the responsibility of the administration to provide the president of the PCC ASG with the final action taken by SBCCOE on student fees after the Board meeting in which student fees are approved. It is the responsibility of the president of the PCC ASG to inform members of the PCC Associated Student Government and other students of the final SBCCOE action on student fees.

ATTACHMENT A

INSTITUTIONAL FEE PLAN TIMELINE

