To: Deans, Directors, Department Heads, and Department Chairs

From: Karen Wall  
Chair, Campus Fee Advisory Committee

Subject: Changes in Campus Fees

The Campus Fee Advisory Committee (CFAC) is sending out this call for proposals to establish, augment, reduce, or eliminate Category II, III, IV, or V campus fees. The campus fee advisory committee will consider proposals for the establishment and adjustment of Category II or III fees, and will then make a recommendation to the president. The president will make a determination on Category IV and V fees after consideration of the revenue and expenditure plans associated with the fees, and will then notify the campus fee advisory committee of his decision.

In order for the campus fee proposals to be considered for implementation for Fall 2013 or thereafter, the proposals must be submitted on the Request to Establish or Change a Campus Fee form by March 12, 2013. The form and other information can be found on the Budget Planning and Administration website at: http://www.csudh.edu/admfin/bpa_campus_fee_advisory.shtml.

The California State University Student Fee Policy, Executive Order 1054, and detail fee descriptions, which are listed below, can also be found on the web Budget Planning and Administration website at: http://www.csudh.edu/admfin/bpa_campus_fee_advisory.shtml.

In summary they are:

A. **Category II Fees** – Campus mandatory fees that must be paid to enroll in or attend the university.

B. **Category III Fees** – Fees associated with state-supported courses. Specifically for materials and services used in concert with the basic foundation of an academic course offering.

C. **Category IV Fees** – Fees, other than Category II or III fees, paid to receive materials, services, or for the use of facilities provided by the university; and fees or deposits to reimburse the university for additional costs resulting from dishonored payments, late submissions, or misuse of property or as a security or guaranty.

D. **Category V Fees** – Fees paid to self-support programs such as Extended Education, Parking, and Housing including materials and services fees, user fees, fines, deposits.

If you have any questions, please feel free to contact me at ext. 3707.