

California State University, Sacramento
2020 - 2021
Fee Proposal for Student Fee Advisory Committee Review

Name of Fee: _____

Course Number (if applicable) _____

Check Fee Category:

☐ **Category II, Mandatory Fee**

☐ **Category III, Materials & Services, Course Fee**
If proposed fee will encompass similar expenses for multiple courses,
please list courses and amounts under one proposal.

Type of Proposal	Submission Dates/Deadlines
Category II Mandatory Fees	Oct. 19, 2020 – Nov. 16, 2020
Category III, Course Fees	Oct. 19, 2020 – Feb. 8, 2021

Proposals submitted after these dates will be returned and new proposals must be submitted for the 2021-22 academic year. The Dean/Program Manager and Provost/VP may request the Committee review late proposals on an exception basis. Early submissions are encouraged. **Please submit completed form with all signatures (Adobe Sign) to brewster@csus.edu**

The Rationale for the Fee-page 2 and Fee Revenue/Expense Projections-page 3 must be completed in full.
Incomplete proposals will be returned.

Proposed Fee Effective (semester/year): _____

The fee(s) proposed will be eligible for assessment and collection beginning with the fall 2021 term.

☐ *Establish a new fee* of \$ _____

☐ *Change an existing fee.* Current amount of the fee \$ _____

☐ – Increase the fee to \$ _____

☐ – Decrease the fee to \$ _____

☐ – Eliminate the fee.

Financial Services Personnel Only

Established: _____

Most Recent Audit: _____

Requester: _____ **Department:** _____

Contact #: _____ **Email Address:** _____

Reviewed/Approved: *I recommend approval of the proposed fee action.*

Requestor:	Signature (above)	Printed Name	Date
Dept Chair/Director:	Signature (above)	Printed Name	Date
Dean/AVP:	Signature (above)	Printed Name	Date
Provost/VP:	Signature (above)	Printed Name	Date

Please submit completed form with all signatures (Adobe Sign) to brewster@csus.edu

2020/2021 Student Fee Proposal – Page 2

Rationale for the Fee

Name of Proposed Fee: _____

Department Name: _____ Proposed Fee Amount: _____

Please limit your response to one page.

- List services or materials to be provided with the fee. What specifically is the revenue being used to purchase?
- What other resources have been used in the past and/or considered to cover these services/materials?
- What is the benefit to the student receiving these materials/services?
- If eliminating a fee, please provide a justification and plan as to how the department will make up the revenue.
- If increasing or decreasing a fee, please provide a justification.
- Category III fees-is the course mandatory for graduation in the major?
- Category III fees-materials must be **consumable** and provide **exceptional** instructional materials, services or use of facilities (for further details please refer to Executive Order 1102, Miscellaneous Course Fees).
- Category III fees-attach complete course description.

2020/2021 Student Fee Proposal - Page 3
Fee Revenue/Expense Projection

Name of Proposed Fee: _____

Department Name: _____ Proposed Fee Amount: _____

Note: The projected revenue must be at least \$500 per year. In accordance with Executive Order 1102, the annual projections below will be multiplied by two to reflect a two year projection.

ANNUAL PROJECTIONS

REVENUE PROJECTIONS

Cost item or category	Proposed Fee (nearest whole \$)	#Students/ Term	#Terms/ Year	Estimated Revenue
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Subtotal				_____
2 Year Revenue Projection				_____

EXPENDITURE PROJECTIONS

Cost Item or category	Cost/Item	# Items	Estimated Expense
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
Subtotal			_____
2 Year Expense Projection			_____
2 YEAR NET			_____