

### **Procedures to Establish a New or Revise an Existing Student Fee:**

1. A REQUEST TO ESTABLISH OR REVISE A STUDENT FEE form should be submitted from the Dean/Director via the Provost or appropriate Vice President and then to Budget & Finance (budget@mail.sdsu.edu, MC-1622, or AD224).
2. The request must include a statement of revenues and expenditures as well as any supporting documentation for the new or revised fee.
3. CFAC reviews Category II and III fees and makes a recommendation to the president. The president will approve/deny the request and if required the request will be forwarded to the Chancellor's Office for approval/denial.
4. Category IV and V fees are approved/denied by the president and CFAC is notified of the decision.

### **Policy:**

SDSU student fees are governed by Executive Order 1054, The California State University Fee Policy.

[Executive Order 1054](#)

### **Definitions:**

*Category I Fees* – Systemwide mandatory tuition fees and other fees that must be paid to apply to, enroll in, or attend the university, or to pay the full cost of instruction required of some students by statute.

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

*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.

*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.

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

### **Authority:**

I. The Board of Trustees provides policy guidance for all matters pertaining to student fees and has authority for the establishment, oversight and adjustment of Category I fees.

II. The chancellor is delegated authority for the establishment, oversight and adjustment of Category II and Category III fees. The chancellor is not delegated authority for Category I fees.

III. The president is delegated authority for the establishment, oversight and adjustment of Category IV and Category V fees, and for the oversight and adjustment of Category II and III fees. The president is not delegated authority to establish Category I fees, Category II or Category III fees, or to adjust Category I fees. The president does, however, have authority to establish Category III fees within a range established by the chancellor.